

MINUTES OF MEETING  
SHINGLE CREEK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Monday, May 2, 2022 at 12:00 p.m. at the Oasis Club at ChampionsGate 1520 Oasis Club Blvd. ChampionsGate, FL.

Present and constituting a quorum were:

Rob Bonin	Chairman
Adam Morgan	Vice Chairman
Lane Register	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Jay Lazarovich	LLEB
David Reid <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll at 12:00 p.m. Three Board members were present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is the public comment period and we only have Board members and staff, so we will move on to organizational matters.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Appointment of Individuals to Fulfill Vacancies in Seat #4 and #5**
- B. Administration of Oaths of Office to Newly Elected Board Members**
- C. Election of Officers**
- D. Consideration of Resolution 2022-03 Electing Officers**

Mr. Flint: There are two seats, seats #4 and #5 that have transitioned to general election. They are currently occupied by holdover Board members. Mark Revell is in seat #4 and Rob Bonin is in seat #5. We've had no contact from any general electors expressing any interest in serving in

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those seats, so at this time we will continue to have the holdover members occupy those seats. There is no action on item three.

Mr. Bonin: Who is in each seat?

Mr. Flint: Lane Register is seat #1 and Joe Catanzariti is seat #2. Seat #3 is Adam Morgan. Adam is the last landowner's seat. His term is going to expire in 2024 as the last landowner's seat. The next two general election seats will come up this November and at that point four of the five seats will be general election and one will be landowner for two years and then in two years, the last landowner's seat will expire.

Mr. Morgan: We only turn over the seats if somebody from the election wants to have it.

Mr. Bonin: Unless somebody comes up, this will stay through until November?

Mr. Flint: Yes, and then in November two more seats will transition, so there will be four general election seats at that point. At this point there are three landowner elected seats and two general election seats. In November it will be four general election and one landowner.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 7, 2022 Meeting**

Mr. Flint: Item four is approval if the minutes of the February 7<sup>th</sup> meeting. Were there any comments or corrections to those?

Mr. Morgan: Nope, they look good. I make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, the Minutes of the April 7, 2022 Board of Supervisors Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2021 Audit Report**

Mr. Flint: The CDD as a government entity and is required to have an independent audit done annually. The independent audit is prepared by Grau & Associates who you all selected as your independent auditor. The audit is in your agenda package. There are no findings or recommendations in the current or prior year. We've complied with all the provisions of the auditor general of the State of Florida that they are required to review. It is a clean audit. Are there any questions from the Board on the audit? If not is there a motion to accept it?

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On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, Acceptance of Fiscal Year 2021 Audit Report, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from Fausnight Stripe & Line for Installation of Flashing Pedestrian Crossing Signs**

Mr. Scheerer: Included in your agenda package is a proposal from Fausnight Stripe & Line for two solar powered pedestrian crossing signs, arrow plaques, and appropriate signage in the correct location alerting traffic that there is going to be a pedestrian crossing ahead. I have spoken with a couple of residents over there, they have a couple of locations they would like us to consider. The first one, which is the one that is on the agenda, and we will bring you back a second location later, is at the intersection of Windermere and Storey Lake Boulevard. There are a couple of crosswalks there going east and west but what they would like to do on the southside of Windermere is install one. There is a map that I have provided to you here with the two arrows, that's where they would like it to go. I am not sure the Board's thoughts about placing it there, but this is the area that they have requested.

Mr. Morgan: What if we put it further back at the next one?

Mr. Scheerer: The next intersection is the entrance to Fairytale Circle.

Mr. Morgan: And that's where the residents come in now.

Mr. Scheerer: That's where all the residents come in and out at, yes sir. It's a good location, I'm sorry I didn't think to bring a map of the whole area, but if you will excuse me, this is where the new crosswalk went in, this is Fairytale, this is the area that they were requesting originally, but there is actually what I would think would be a midblock crosswalk here, the signage has yet to be installed so we've got a crosswalk and no pedestrian signs and we can do it all at once including the warning signs, the advanced warning signs, and the solar powered signage. That would get you right out of Fairytale across the street and be able to take you back to the amenity.

Mr. Morgan: You can either go to the amenity or north, whatever way.

Mr. Bonin: That's a smart vote.

Mr. Morgan: Send it back, say if they want it, that's where it is going to go.

Mr. Scheerer: Okay.

Mr. Flint: So, is there a motion to approve the proposal with the location change?

Mr. Scheerer: To Fairytale Circle and Story Lake Boulevard.

Mr. Morgan: Yes.

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On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, the Proposal from Fausnight Stripe & Line for Installation of Flashing Pedestrian Crossing Signs, was approved as amended with location change.

Mr. Scheerer: It's not on the agenda, but just as a follow-up, they are requesting a sidewalk extension from Windermere to 192.

Mr. Register: Looking at that, I make a motion to go ahead and agree to extend the sidewalk on the eastside from the Windermere intersection to 192, or Osceola Parkway.

Mr. Scheerer: My apologies, yes, Osceola Parkway.

Mr. Morgan: In terms of getting somebody to do that, who is that company that Pat used back in Phase 3? Do you think they are good?

Mr. Bonin: Yes.

Mr. Morgan: It seemed like they are reasonably priced.

Mr. Bonin: Yeah, they can do it.

Mr. Morgan: So, we can prepare a proposal for Ohana for that?

Mr. Scheerer: Okay.

Mr. Morgan: Or ask them for a proposal.

Mr. Register: I see where it's going, I see that. But it's not tying into anything up here, right?

Mr. Morgan: Yes, there is a tie in.

Mr. Bonin: We intentionally did not put sidewalks there because there was no intersection, there was no reason to go there. And now they are asking for sidewalks.

Mr. Register: But there's no crosswalk across Osceola?

Mr. Morgan: There is now.

Mr. Scheerer: They have upgraded everything but the pedestrian crossing, everything.

Mr. Bonin: I make a motion to add sidewalk on the eastside from the Windermere intersection to Osceola Parkway.

On MOTION by Mr. Bonin, seconded by Mr. Morgan, with all in favor, Authorization for Staff to seek a proposal for Addition of a Sidewalk on the east side from the Windermere intersection to Osceola Parkway, was approved.

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Mr. Flint: We will bring that back. You're not approving it today, but you are directing staff to get proposals for consideration, so you should probably bring at least two I would think.

Mr. Morgan: If Pat does not provide you with the contact information for Ohana, in a timely manner then let me know.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04  
Authorizing Use of Electronic Documents and  
Signatures**

Mr. Flint: Item seven is Resolution 2022-04 authorizing use of electronic documents and signatures. There were some statutory changes that now allow in certain circumstances for us to use DocuSign and other programs to sign documents so this resolution would allow us to do that.

Ms. Trucco: This allows for all kinds of agreements as well. Any provision of a contract that will require a signature, the law now recognizes electronic signatures.

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, Resolution 2022-04 Authorizing Use of Electronic Documents and Signatures, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05  
Approving the Proposed Fiscal Year 2023  
Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board is required to approve a proposed budget and set the date, place, and time of the public hearing. The proposed budget has to be approved by June 15<sup>th</sup> and then the public hearing needs to be at least 60 days from the date you approve the proposed budget. The resolution in your agenda is recommending August 1<sup>st</sup> at 12:00 p.m. at this location for your budget hearing. Exhibit A attached to the resolution is the proposed budget. The Board can change this document between now and at the public hearing if you choose to do so. The administrative expenses, we are asking for a 5% increase in the management fee. The management fee has been the same since we were hired, so we are asking your consideration for an increase in that and the IT and website expenses. There is an increase in insurance based on anticipated increases in costs. We will have the final insurance numbers before the public hearing in August. On the field service side, we are transferring out \$160,000 to a capital reserve fund. That's above and beyond a three-month operating reserve. The District is in good shape there. Are there any questions on the proposed budget? You will have an opportunity to look at this again at the August 1<sup>st</sup> meeting when you have the public hearing. Is there a motion to approve Resolution 2022-05?



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Mr. Flint: We have the arbitrage rebate calculation report for the Series 2019 bonds, and it indicates a negative rebate requirement of \$236,187. So, there are no arbitrage issues. Is there a motion to accept the arbitrage report?

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, Presentation of Arbitrage Rebate Calculation Report, was approved.

**iv. General Election Qualifying Period and Procedure**

Mr. Flint: Next is the general election qualifying period and procedure. The next two seats that will transition to general election will come up in November on the first Tuesday after the first Monday. I think the election date is November 8<sup>th</sup>. Any qualified elector, which is someone who is registered to vote with their address within the boundaries of the Shingle Creek CDD, is eligible to qualify to run for one of those two seats. If they are interested there is an informational sheet in the agenda packet. Basically, they need to qualify through the Osceola County Supervisor of Elections and the qualifying period is from noon on June 13<sup>th</sup> through noon on June 17, 2022. The informational sheet indicates what needs to be filed. Either they can pay a \$25 qualifying fee, or they can submit 25 valid signatures on a petition to qualify as well as the other information that they have to provide. This will be the second two seats that will transition to general election. The last landowner's seat is occupied by Adam Morgan and that will expire in 2024. There is no action on that, that's informational.

**v. Presentation of Number of Registered Voters – 1,128 (Added)**

Mr. Flint: Next, we have the number of register voters. Each year we are required to announce the number of registered voters as of April 15<sup>th</sup> and the Supervisor of Elections has provided us a letter dated April 26, 2022 indicating there are 1,128 registered voters within the District. There is no action required on that.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

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**THIRTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Morgan, seconded by Mr. Register, with all in favor, the meeting was adjourned.

*George Flint*

Secretary/Assistant Secretary

*Rob Bonin*

Chairman/Vice Chairman