

**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, **October 7, 2024** at 11:30 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL.

Present and constituting a quorum:

Rob Bonin  
Adam Morgan  
Logan Lantrip  
Barry Bichard

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jeremy LeBrun  
Kristen Trucco  
Joey Duncan *by phone*  
Rey Malave *by phone*  
Alan Scheerer

District Manager, GMS  
District Counsel, LLEB  
District Engineer, Dewberry  
District Engineer, Dewberry  
Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order and called the roll at 11:30 a.m.

Mr. LeBrun: We have four Supervisors present, so we have our quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun: Just for the record, I will make sure no one is on the phone. Good morning, is anyone joining on the phone?

Mr. Malave: Morning, this is Rey Malave, with Dewberry.

Mr. LeBrun: Oh hey, good morning Rey. We just finished roll call, we're on to our Public Comment Period. Just for the record there are no members of the public present, just Board and Staff.

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Pat Quaranta**

Mr. LeBrun: We received the resignation from Pat Quaranta that was in the Board's agenda packet. We just look for a motion to accept that resignation.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Accepting the Resignation of Pat Quaranta, were approved.

**B. Appointment of Individuals to Fulfill Vacancies in Seats #1, #2, #4 & #5**

Mr. LeBrun: At this time, I am not aware of any residents that have made themselves known to fill that seat or can appoint someone at this time, or they can wish to defer, and we can continue to see if any residents are interested.

Mr. Morgan: We will just defer it this time.

Mr. LeBrun: Alright, so let's make sure you add that to future agendas, and then we'll also keep our ears out for any residents that might be interested in those vacancies.

**C. Administration of Oaths of Office to Newly Appointed Board Members**

**D. Election of Officers**

**E. Consideration of Resolution 2025-01 Electing Officers**

Mr. LeBrun: We will table items B through E to a future meeting agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 5, 2024 Meeting**

Mr. LeBrun: Item four is approval of the minutes of the August 5, 2024 meeting.

Mr. Morgan: They all look good, make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Minutes of the August 5, 2024 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Letter of Engagement for Fiscal Year 2024 Audit from Grau & Associates**

Mr. LeBrun: Next is the consideration of letter of engagement for Fiscal Year 2024 on services from Grau & Associates. Each year, the District is required to undergo a third-party audit.

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The Board has selected Grau as our auditor, this is the letter of engagement for the Fiscal Year 2024 audit, well within budget, same as previous years, just looking for a motion to approve.

Mr. Morgan: Make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Letter of Engagement for Fiscal Year 2024 Audit from Grau & Associates, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-02 for Conveyance of Real Property Tracts and Improvements to the District**

Mr. LeBrun: Next is consideration of Resolution 2025-02 for Conveyance of Real Property Tracts and Improvements to the District. Counsel?

Ms. Trucco: You'll recognize these conveyances of this type of resolution. This is to approve the conveyance of Real Property tracts and improvements from the developer Len OT Holdings LLC, to the CDD so this resolution would basically approve the conveyance documents that are attached as Exhibit A. In substantially final form, subject to staff signed off. The first of those documents that is attached is the special warranty deed. I'll draw your attention to a few of the tracts that we're planning to remove from this. This was part of a pretty extensive project that we've been working on to go through every single plat that's located within the CDD boundary. And review that again to actual deeds that have been recorded transferring things to the CDD as well as a map that your Field Manager has worked with the District Engineer to create one that states what should be owned and maintained by the CDD and one which states what should be owned and maintained by the HOA. And so, I have been going back and forth with the developer and the HOA representative about what tracts need to still be conveyed to the CDD and then also in conjunction with that what tracts should go to the HOA. And so a couple edits to this deed are that LA1 after speaking with Mr. Scheerer, we believe LA1 should be removed from this deed, also, WLI 1, WLI 2, WLI 3, as well as OSPI 1 and RW1, which is Windemere Ave. as well as a Landscaping Tract LA 7, which is shown on there. So basically Alan, had confirmed that for example the Roadway Tract is a private road. It should be owned by the Futureway so that there should be a deed from 102 to the HOA now, but the that the CDD does maintain landscaping in certain portions of that so what we recommend is that we draft up the short license agreement with the HOA to memorialize in writing what the agreement is. HOA owns that Tract, CDD maintains

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this area of landscaping on that tract. All right, so those items you know those tracts will be removed. We're still working with the Developer Team. I sent over responses, Alan's comments on what he said should stay with you know the HOA now be conveyed to CDD etc. Once we get that ironed out, then we'll proceed with ordering our title work and then conveying this deed so that we're finished with that. As part of the conveyance, we've got the Bill of Sale which is going to transfer any improvements that are located on under those tracts so that would include like a roadway, if it's on the roadway or landscaping etc., storm water improvements, signage, drills etc. as well as plats, plans, surveys related to those tracts. You'll see that's the Bill of Sale that's going to transfer from the developer to the CDD. That's what we always do as well as the owner's affidavit agreement regarding taxes, meaning that there's that we ask the developer to assure us there's no outstanding taxes on the real property tracts and that there's no encumbrances on that real property or improvements that would hinder the ability to own and maintain those in conformance with the development plans for CDD. Lastly, we've got the certificate of the District Engineer and we just ask our Engineers to certify that the conveyance is consistent with the development plans for the CDD and that he believes that its all of the required you know for example certificates of completion for the county is applicable in order for the CDD go ahead and take ownership of those tracts and improvements. If you have any questions, I can answer them now otherwise we're looking for a motion to approve this subject to basically staff signed off on the final details.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2025-02 for Conveyance of Real Property Tracts and Improvements to District, was approved subject to counsel signoff.
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Ms. Trucco: As part of that resolution, we'll bring it back to the Board, but I'd like to get direction that I have the authority to start working out an interlocal agreement with the county. We're going to check to make sure that there is not already an Interlocal Agreement that covers the CDD and maintenance. If there's not, we should probably enter into discussions with them to make sure it's documented that the CDD is maintaining certain parts of the property that are owned by the county and then also just start discussions about the license agreement with the HOA for the checks that they own, but that we maintain some of the landscaping on them. With that, I'll

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bring back the forms to one of the meetings so you all can make any comments on that. That's all I have for you today.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. LeBrun: Any other questions for the counsel? Hearing none, we will move on to the next item.

**B. Engineer**

Mr. LeBrun: I believe we do have Rey Malave on.

Mr. Malave: Yes, I'm here. Mr. Duncan is also on the line from Dewberry.

Mr. LeBrun: Okay, great. We hear you guys loud and clear. We are on the District Engineer portion of this item. I want to welcome you guys as this your first meeting. We appreciate you guys joining. I'll turn it over to you guys if you have anything to say.

Mr. Malave: Are there any questions? We are looking forward to working with you guys.

Mr. LeBrun: I don't think we have any questions. We appreciate you joining the team.

Mr. Malave: Thank you.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. LeBrun: Next is the approval of the check register that is on page 65 of your electronic agenda. This is through September 30, 2024, for our General Fund we have checks 929 through 941, total there is 101,388.54. Payroll we have checks 50051 through 50054 for \$738.80. Grand total is \$101,127.34, and then behind that you have your line-by-line register. I'll take any questions. If not, just looking for a motion to approve that check register.

Mr. Morgan: Make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet and Income Statement**

Mr. LeBrun: Behind that you have your balance sheet income statement, no Board action required on that item.

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**EIGHTH ORDER OF BUSINESS**

**Other Business**

Mr. LeBrun: Any other business or supervisor requests?

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Morgan: I will make a motion to adjourn.

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

Signed by:

*Jeremy LeBrun*

Secretary / Assistant Secretary

DocuSigned by:

*Rob Bonin*

Chairman / Vice Chairman