

**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, **April 7, 2025** at 11:35 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL.

Present and constituting a quorum:

Rob Bonin	Chairman
Adam Morgan	Vice Chairman
Mark Ratcliff	Assistant Secretary
Barry Bichard	Assistant Secretary
Dan Navarra	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager, GMS
Kristen Trucco	District Counsel, LLEB
Joey Duncan <i>by phone</i>	District Engineer, Dewberry
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order and called the roll at 11:35 a.m.

Mr. LeBrun: We have five Supervisors present, so we have a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun: Next we have our public comment period. This is the time for the public to make a comment to the Board of Supervisors. Do any members of the public wish to make a comment? If not, we will move on.

April 7, 2025

Shingle Creek

**THIRD ORDER OF BUSINESS****Organizational Matters**

- A. Appointment of Individuals to Fulfill Vacancies in Seats #4 & #5**
- B. Consideration of Letters of Interest/Resumes**
- C. Administration of Oaths of Office to Newly Appointed Board Members**
- D. Election of Officers**
- E. Consideration of Resolution 2025-05 Electing Officers**

Mr. LeBrun: This is still a carryover from each meeting item. This is our organizational matters. As the Board is aware, all five seats are general elector seats so we are still looking for other residents who wish to serve on the Board. That is there for a carryover. We will continue to reach out. I think the HOA has helped us a little bit finding other residents or if you have people, you know that would be good candidates to take over those seats. We can table this to the next meeting if that is okay.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the February 3, 2025 Board of Supervisors Meeting**

Mr. LeBrun: The next item is approval of the minutes of the February 3, 2025 Board of Supervisors meeting. Those were all circulated to the Board electronically but happy to take any revisions.

Mr. Morgan: Everything good Kristen?

Ms. Trucco: No comments from me.

Mr. Navarra: My only comment is the spelling of my name. I am all a's.

Mr. LeBrun: I made a note to revise and correct that spelling. Any other changes?

Mr. Morgan: Make a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Minutes of the February 3, 2025 Board of Supervisors Meeting, were approved as amended.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-06 Approving Fiscal Year 2026 Budget and Setting a Public Hearing**

Mr. LeBrun: What this resolution is doing is approving a proposed budget for Fiscal Year 2026 which starts October 1, 2025. This resolution also sets the hearing date for your August Board meeting, August 4<sup>th</sup> same time and same location. That is when the actual public hearing will be.

April 7, 2025

Shingle Creek

After that public hearing the Board officially adopts the budget. That is what that resolution is detailing there. If you go to page 23 of the pdf, I will walk the Board through the budget and then of course take any questions that the Board may have. The good news is no assessment increase. We were able to balance everything looking at inflationary costs and other line items. We had some good news of no assessment increase to residents of the District. That is the good news. How the budget is set up, on the far-right column is the proposed budget for Fiscal Year 2026 and on the left column is the adopted budget. Your current budget on the left and the proposed is there on the right. It is broken down into different categories. You have your revenue section there at the top so that is any revenues that are being projected, special assessments, interest, and carry forward surplus. I will make a note the carry forward surplus on page 23 that first general fund page, the carry forward surplus is just a projection of what should be available at the end of the year. That is accounted for as well as a conservative estimate for that carry forward. You have your revenues that are totaled there. Your administrative costs are detailed in the administrative section. You will see there on the first part. Below that, you have your operations and maintenance so that is the operation and maintenance of all the infrastructure that the District owns and maintains.

Mr. Morgan: Alan, did you get my email about the cost for London?

Ms. Scheerer: Yes sir! That was provided.

Mr. LeBrun: We have everything the vendors looking at that next year, trying to anticipate any other cost. The accounting team looks at trends of what has been spent and what could be spent over the years and crafted this budget that you see here.

Mr. Morgan: For the new Board members, you will see that London Creek Ranch maintenance is the large mitigation bank that the CDD has to maintain in perpetuity. It is privately owned and there is a house on it with 10 acres in the middle of the property that is private property where the house is. We the CDD owns the rest of the property and we are required by the Water Management District to maintain it in perpetuity. Maintenance means controlling nuisance vegetation and wild hog populations. That is what that line item is for. If you ever want to go tour it, just let me know and we will go out there. It is a beautiful piece of property. We just don't have freelance because it is private residence, but we have to maintain the roads and the vegetation. That is what that is.

Mr. Navarra: Do you have a map or something that shows the entire jurisdiction of the CDD?

April 7, 2025

Shingle Creek

Mr. Morgan: Sure, we have a map of Shingle Creek.

Mr. Scheerer: Yes, Larissa has it actually. I would be happy to send it to you.

Mr. Navarra: I appreciate it. Thank you.

Mr. LeBrun: That is good to point that out because that cost did go up a little bit for Fiscal Year 2025/2026.

Mr. Morgan: I questioned Randy about it and he explained the nuisance vegetation, even though they have been controlling it for the last 15 years, it is still coming in hard.

Mr. LeBrun: Great point on that, you will see an increase there from Fiscal Year 2025 to 2026. Past the operation and maintenance, behind that on page 24 you will see the assessment chart. It just shows the property type and the assessment for each property type. You will see there is no increase there. If there was an increase in that chart you would see the increased amount but it is staying steady. Good news there, zero increase. On page 25 of the pdf is the narrative so that is the explanation for each of the line items. A great tool for new residents or anyone just to familiarize themselves with each line item. It gives you a description of what that line item covers for all the different various categories. If you go to page 31, you will see the capital reserve fund so this is a reserve fund that is set aside for capital projects. As the Board can see, it is a very healthy capital reserve fund so that could be used for various repairs, road repairs or other projects that might come up. Alan, do you want to touch on the Terry's Electric entry lighting fee that is listed there?

Mr. Scheerer: That was completed. The Board approved last year the directional bore. We had lost our connection between the master panel, the center island and the far East end of Osceola Parkway so we got some pricing. Terry's Electric was awarded the agreement. They did two directional bores, one from the West end of the median and one from the median to the East end that allowed us to run all new wiring to get the entry monuments and some of the center lights. We are still working on low voltage lighting. We had five transformers replaced. I have got a few more to do out there but that was the majority of what that 18 odd thousand-dollar cost was.

Mr. Morgan: Very good.

Mr. LeBrun: If you continue scrolling down, you will see your various debt service funds for the Series of bonds there listed, amortization schedules for bonds, and that takes you through the end of the budget you will see there that full schedule.

Mr. Morgan: Everybody good with the proposed budget?

April 7, 2025

Shingle Creek

Mr. LeBrun: I am hoping we continue the no assessment trend. We will try our best to keep that up. If there aren't any other questions, we just need a motion to approve Resolution 2025-06 which approves that proposed budget and sets that public hearing for the August meeting.

Mr. Morgan: Make it so.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2025-06 Approving Fiscal Year 2026 Budget and Setting a Public Hearing, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-07 Conveyance of Real Property**

Ms. Trucco: Good morning Board, the next in your agenda packet is a resolution that is going to approve the conveyance of real property tracts and any infrastructure and permits on those real property tracts from the developer to the CDD. The specific tracts are RW2 and LA2. If you scroll to page 64 you can see visuals of where those tracts actually are so that may be helpful too. This is just a standard resolution with the same form that we always use for conveyances from the developer. It is going to approve the conveyance of these tracts to the CDD and any infrastructure that is on those tracts. We have a special warranty deed which actually transfers the real property. We have a bill of sale which is going to transfer any improvements. We also asked that the developer sign an agreement regarding taxes and owner's affidavit wherein the developer assures us that there are no outstanding taxes on those tracts nor are there any encumbrances on those tracts that would hinder the ability of the CDD to own and maintain those. We separately order title work just to confirm that there are no financial obligations such as a lean, something like that outstanding on the tract before it is conveyed by deed to the CDD. We will go through that process as well. Lastly, the District Engineer is required to certify in the certificate that is attached to the resolution that the conveyance of those tracks to the CDD is consistent with the development plan for the community and if those tracts had any improvements on them have received all necessary governmental approvals and permits, etc. that are necessary for basically using, maintaining and owning those tracts and improvements in the future by the CDD. If you have any questions, I am happy to answer them right now but otherwise we are looking for a motion to approve this in the forms in substantial final form subject to staff sign off. Your District Engineer needs to go out there and identify all of the improvements on the tracts and then we will finish up the bill of sale

April 7, 2025

Shingle Creek

and staff won't sign off until they get the title work back and it is all approved and clean. It will be some additional steps but this will at least be a resolution to authorize us to begin that process. Unless you have any questions, I am just looking for a motion to approve Resolution 2025-07.

Mr. Morgan: Is this the tracts in green on the diagram?

Ms. Trucco: If you go to that diagram, it is a portion of Storey Lake Blvd so it is the yellow and then tract LA2. If you scroll all the way down to 64 you will see that is where the entrance monument sign is as well. We did go to the county and asked the county, as there was some discussion that the county currently owned the yellow tract the roadway Storey Lake Blvd, they said that is not their recollection. We have talked to the engineer that established the CDD and he is under the opinion that it can come to the CDD. It seems to make most sense, we have been maintaining it as well.

Mr. Morgan: This has been developed for a long time and is just now transferring to the CDD?

Mr. Navarra: I am kind of curious. Storey Lake has several parcels that are still in the developer's name like our dog park. At some point is that something that is transferred over to the HOA?

Ms. Trucco: It usually depends on the plat. We went through a process with the original engineer that sat down with the developer team and looked to see because sometimes plats when they are older, they don't actually reflect who should own and operate those tracts in the future. I think this stuff is in the process of being finalized as far as being conveyed. There are certain things that the HOA is going to accept and certain things that the CDD is going to accept. At the next Board meeting, we can provide a map or something like that. We want to reach back out to the original engineer who agreed to stay on for this portion while that is sorted out because there was multiple plats and transitions throughout the years. As the developer exits the CDD, we want to make sure everything is conveyed by deed, it's all clear, and both entities know moving forward who is supposed to maintain what.

Mr. Duncan: Basically, are you indicating that Dave Reid will still review this.

Ms. Trucco: We would ask technically the CDD has not terminated their contract with Dave. You will be involved in this as well. I think as a protection for the CDD it would make sense for both engineers to sign a certificate for this particular conveyance. We are not there quite yet but I will eventually be reaching out for your assistance as well.

April 7, 2025

Shingle Creek

Mr. Duncan: Okay, thank you.

Ms. Trucco: Again, this is a portion of Storey Lake Blvd and on the colored map it's where the entrance is that says tract LA2 where the entrance monument is.

On MOTION by Mr. Morgan, seconded by Mr. Richard, with all in favor, Resolution 2025-07 Conveyance of Real Property, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Update to Requests from Prospective Purchaser of Parcel Adjacent to the District's Boundary**

Ms. Trucco: This is really just an update but I didn't want to approve anything outside of the Board meeting and wanted to bring everything back to you all. A few months ago, we were put on notice from the developer Len OT Holdings, LLC that they own tract A (page 62 of agenda). That particular tract is not inside the boundary of the CDD. However, the developer Len OT still owns that tract and put us on notice thankfully that they are in the process of potentially selling that tract to an entity that has plans to construct 240 units on that particular tract. You can see a rough sketch of their site plan on page 65. Again, this is a tract referred to as tract A and the developer basically put us on notice that they will potentially be selling that to a different entity and looped us into that conversation because if that entity develops 240 units of course the CDD has an interest in any infrastructure that those 240 units would be using. From our discussion so far, it appeared that tract A where the 240 units would be draining into the CDD's drainage system and also utilizing Storey Lake Blvd which obviously the CDD residents maintain. They pay their assessments to maintain and operate that stormwater drainage system as well as the lighting, anything on Storey Lake Blvd that the CDD is currently paying for. It is important from a legal perspective that the purchaser pay for the benefit that they are receiving from the CDD's maintenance which is fair and reasonable in our opinion. The purchase of that is ongoing. They have entered into different stages of that sale and so the Board when this was first presented to them, we recommended that the CDD ask for a cost sharing agreement from the future purchaser which would represent basically they would be agreeing with the CDD to pay the proportionate amount of the benefit that they are receiving from the CDD's maintenance of any shared infrastructure and that was Storey Lake Blvd. If they are draining into our system, they have got to contribute the proportionate share. They have agreed to enter into that. We also asked for them

April 7, 2025

Shingle Creek

to sign a funding agreement so that the CDD doesn't carry the cost of reviewing and finalizing these agreements with the purchaser. We asked the purchaser to pay for the CDD's staff time, meaning your lawyer time, the cost of engineer time, all of those things we want to be paid in order to finalize these agreements and arrangements. You will also see a form of our drainage easement as well as our temporary construction easement. They will be utilizing Storey Lake Blvd in order to get the trucks into the tract. That is where we said the Board is okay with that but they want to be reimbursed in the even the tract is damaged and have full indemnification, have an insurance policy listing the CDD as an additional insurer so if there is an accident, we can go to the insurance company and make sure we get reimbursed for any costs. The Board did approve this concept subject to staff sign off; it was a preliminary stage there. Now it is moving closer to finality and we were additionally put on notice and that is why I am bringing it back today. If you look at page 63, you will see a yellow line through tract LA2 and you have just approved the conveyance of LA2 formally from the developer to the CDD. That upper line is going to be a utility line potentially so a water utility line through tract LA2. They have asked for permission to do that. We have said that would require potentially a permanent easement. We can adjust the drainage easement to account for that. Also, we want a temporary construction easement for any new impacts that the CDD has from what they are doing.

Mr. Bonin: Which rendering are you referencing as you are describing?

Ms. Trucco: On page 63, the upper yellow line that goes through LA2, that is the water line that they are proposing.

Mr. Bonin: This yellow line is a water line?

Ms. Trucco: Yes.

Mr. Bonin: What is the bottom yellow line?

Ms. Trucco: That one I believe is over their tract. It is over the tract that they would be purchasing.

Mr. Bonin: This one crosses tract LA2, okay. It's a water line.

Ms. Trucco: Right. We would have the engineer confirm all of this too. If that bottom yellow line goes over Storey Lake Blvd of course, we are going to say you need to have an easement for that which is basically a formal agreement that is going to give them permission to go over the CDD's property and then we have full indemnification rights in our easements is what we ask for so if there is damage to the CDD's property, we can be fully reimbursed for that. It is



April 7, 2025

Shingle Creek

still somewhat of a preliminary stage but their plans have altered slightly that they think they need a line through there. They are likely going to need to utilize the CDD's drainage system as well. Those agreements the forms of them that we have previously provided, that is what we would be building on with the engineer. Now the purchaser has not signed the funding agreement with the CDD so I will push that if the Board is okay with that. We need to have that signed so staff can start reviewing these with greater detail and deep dive into them to see what the engineer thinks about this utility line and what protections does the CDD need. I think it is just going to be a situation where we are going to be altering the cost sharing agreement, the drainage easement and the temporary construction easement to accommodate their plan as that evolves. I just wanted to put you on notice of that and see if there was any objection to the idea of them putting a water utility line there through LA2. Likely they are going to need to have trucks come through. Again, that is part of the temporary construction easement. They are going to be utilizing the road, and anything that the CDD owns or maintains, we need to have that specified in an agreement to make sure protections for the CDD are there.

Mr. Ratcliff: On the waterline itself, would that go into the easement between Storey Lake and the development?

Ms. Trucco: Yes so, I think we would need an easement for the line over LA2. I am sure the line is probably going to go maybe even under the road. I am not sure though as they don't have plans approved yet but this is just from a preliminary standpoint. This is what they are anticipating is the line is going to pass over LA2 but if it passes over the road too, it is going to be included in the easement.

Mr. Bonin: But the road is county road is it not?

Ms. Trucco: The county has said they don't have a record of accepting it or agreeing too.

Mr. Bonin: The right of way, that is a county road.

Mr. Morgan: They are denying it now.

Mr. Scheerer: They are denying it.

Mr. Bonin: That Storey Lake Blvd is not their road?

Mr. Scheerer: That is correct, yes sir!

Mr. Morgan: Correct!

Mr. Bonin: Who is denying it?

April 7, 2025

Shingle Creek

Ms. Trucco: It says received feedback from the director of public works; they do not wish to pursue ownership of these roadways at this time. If the developer had a deed or something like that. We can talk outside of the Board meeting.

Mr. Bonin: It was platted to the county. Who is the director of public works?

Ms. Trucco: I don't know that but I would be happy to forward you the email.

Mr. Bonin: Forward me these emails.

Ms. Trucco: Okay.

Mr. Scheerer: I was just as surprised as you Rob.

Mr. Bonin: It is somebody misremembering something or wasn't around when it happened.

Mr. Bichard: Seems to me that it would have been on the plat that would have been conveyed to the county.

Mr. Bonin: Yeah, it is a framework road. If you look at their map of network roads, it is a county network road.

Mr. Bichard: It connects 192 and Osceola Parkway.

Ms. Trucco: I mentioned that to them but.

Mr. Bonin: My guess is it's somebody that doesn't understand.

Ms. Trucco: LA2 when it is conveyed to the CDD if there is a line there, I am asking for your permission basically to go ahead and approve that obviously still subject to staff sign off. The engineer needs to be comfortable with that and we would need to get the final construction plans, all of that. I wanted to bring that back and get your blessing that it is okay for us to move forward.

Mr. LeBrun: Anything further:

Ms. Trucco: That is all I have.

On MOTION by Mr. Bonin, seconded by Mr. Bichard, with all in favor, the Update to Requests from Prospective Purchaser of Parcel Adjacent to the District's Boundary, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Appointment of Audit Committee and Chairman**

Mr. LeBrun: Each year the District is required to undergo a third-party independent audit. This year is our year to request RFPs from auditors. We just need the Board to appoint an audit committee and select a Chairman. The Board usually appoints themselves as the audit committee.

April 7, 2025

Shingle Creek

Directly following this meeting, we actually have an audit committee meeting which will be very quick. I would make a recommendation that the Board appoint themselves as the audit committee and the Chairman serve as the Chairman of the audit committee.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Rob Bonin as Chairman, was approved.

## **NINTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

Mr. LeBrun: Back to Counsel, anything?

Ms. Trucco: I have nothing new to update the Board with today unless you have any questions for me. Nothing new that I haven't already discussed with you.

### **B. Engineer**

Mr. LeBrun: I believe we have Rey on.

Mr. Duncan: Rey is not here. This is Joey Duncan; I am also with Dewberry. We don't have anything today unless you have any questions.

### **C. District Manager's Report**

#### **i. Approval of Check Register**

Mr. LeBrun: Next is approval of the check register on page 107 that covers January 7, 2025 through March 31, 2025. From your general fund, you have checks 981-996 and the total there is \$188,837.20. Check #2 from the capital reserve for \$19,980. From your payroll fund you have checks 50063-50066 with a total there of \$738.80. The grand total for the check register is \$189,576.00. Behind that you have your line-by-line registers that show each check item and the amount. I would be happy to take any questions on those, if not, just need a motion to approve the check register.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Check Register, was approved.

April 7, 2025

Shingle Creek

**ii. Balance Sheet and Income Statement**

Mr. LeBrun: Behind that you have your unaudited financials through February 28, 2025. No action is required on the Boards part. It just shows your unaudited financials through that date. We are almost 91% collected on assessments which is really good. We will get the final 9% or so over the next couple of months.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. LeBrun: Any other business or supervisor requests? Once we adjourn this meeting, we will go ahead and start the audit committee meeting right away.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**TWELFTH 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*

665CD7AA7BB8455...

Secretary / Assistant Secretary

DocuSigned by:

*Rob Bonin*

7C875459997340E...

Chairman / Vice Chairman