

**MINUTES OF MEETING
LAKE DEER
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Deer Community Development District was held Tuesday, **August 3, 2021** at 2:00 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chair
Lauren Schwenk	Vice Chair
Justin Frye	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Rey Malave <i>by Zoom</i>	Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Board members were present constituting a quorum. Ms. Burns then swore in the Board members in order to vote in the meeting. Supervisor Marone will be sworn in at a later date as he was not present.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams Regarding District Counsel
Representation**

Ms. Burns stated this has already been executed outside of the meeting and that they would just be looking for a motion to ratify.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Joint Letter from Hopping Green & Sams Regarding District Counsel Representation, was ratified.

FOURTH ORDER OF BUSINESS

Consideration of Fee Agreement with KE Law Group

Ms. Burns presented the fee agreement to the Board that can be found in the agenda package and asked for any questions. There being none, there was a motion of approval.

On MOTION by Mr. Rhinehart seconded by Ms. Schwenk, with all in favor, the Fee Agreement with KE Law Group, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Oaths of office were given under the first order of business.

B. Consideration of Resolution 2021-27 Canvassing the Results of the Landowners' Election

Ms. Burns stated that the Landowners' Election was just held prior to the meeting and stated the results have Mr. Heath and Mr. Rhinehart serving four-year terms while Ms. Schwenk, Mr. Frye, and Mr. Marone will serve two-year terms.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-27 Canvassing the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated that a Chair and Vice Chair will be named while the remaining Board members will be appointed the position of Assistant Secretaries.

D. Consideration of Resolution 2021-28 Electing Officers

Ms. Burns asked that that the Board appoint her as Secretary and George Flint from the GMS office as Assistant Secretary. The Board agreed to name Rennie Heath as the Chairman, Lauren Schwenk as the Vice Chair, and the remaining Board members as Assistant Secretaries.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-28 Electing Officers as slated above, was approved.

SIXTH ORDER OF BUSINESS

**Approval of Minutes of the June 23, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the June 23, 2021 Board of Supervisors meeting and asked for any comments or corrections from the Board. There being none, there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Minutes from the June 23, 2021 Board of Supervisors Meeting, were approved.

SEVENTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns stated that the public hearing was published in the paper and mailed notice was sent to the property owners.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Public Hearing was Opened.

i. Presentation of Engineer's Report

Mr. Malave presented the engineer's report to the Board dated June 21st of this year. It provides a description of the property and total acreage of 160 acres. The report provides the Capital Improvement Plan as well as the boundary of the District providing for 40 and 50' lots for a total of 597 lots for the project. There is a description of all the improvements as well as a cost estimate of what the proposed improvements will cost. Mr. Van Wyk asked Mr. Malave if there was any reason that the project cannot be constructed as planned, and Mr. Malave answered, no. Mr. Van Wyk asked Mr. Malave if the costs are reasonable for the scope and the improvements that are outlined in the report, Mr. Malave answered, yes.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Engineer's Report, was approved.

ii. Presentation of Assessment Methodology

Ms. Burns presented the Master Assessment Methodology to the Board. Table 1 shows the development program with 396 40' lots and 201 50' lots total 597 lots withing the community. Table 2 shows the improvement costs which is \$18,060, 702. Table 3 shows a bond sizing of \$24,000,000 used for validation purposed. The improvement costs per unit are shown at \$27,904 for the 40' lots and \$34,880 for the single family 50' lots. The remaining tables show the par debt per unit. A copy of the Assessment Methodology can be found in the agenda package.

Mr. Van Wyk asked Ms. Burns if it is Ms. Burns professional opinion that the assessments placed on the parcels are equal to or less than the burden placed on the properties by the assessment, to which she answered, yes they are. Mr. Van Wyk asked Ms. Burns if it is also her opinion that the assessments are fairly and reasonably apportioned across the product types within the District, to which she answered, yes they are.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Assessment Methodology, was approved.

iii. Consideration of Resolution 2021-29 Levying Special Assessments

Ms. Burns stated that the resolution is included in the agenda package. There being no questions there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-09 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments

Ms. Burns noted that they are looking for a motion to authorize counsel to record this to make potential property owners aware of the assessments on the property.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Authorization for Staff to Record the Notice of Special Assessments, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Public Hearing was Closed.

B. Public Hearing on Adoption of District Rules of Procedure

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Public Hearing was Opened.

i. Consideration of Resolution 2021-30 Adopting the Rules of Procedure

Ms. Burns stated that the rules can be found in the agenda package, and they have not changed since the Board has seen them the last time.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-30 Adopting the Rules of Procedure, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Public Hearing was Closed.

C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Public Hearing was Opened.

i. Consideration of Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform of Collection

Ms. Burns stated that this resolution will allow them to collect the assessments on the tax bill when they are ready to do so.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 22021-31 Expressing the District's Intent to Utilize the Uniform of Collection, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Public Hearing was Closed.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-32 Re-Designating the Registered Agent for the District

Ms. Burns stated registered agent would be her and her office would be the registered agent for the district.

On MOTION by Mr. Rhinehart seconded by Mr. Heath, with all in favor, Resolution 2021-32 Re-Designating the Registered Agent for the District, was approved.

NINTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns presented the rankings for engineer services and noted that they only received one response from the RFQ from Dewberry Engineers. Her recommendation to the Board would be to rank them as #1 and authorize staff to send them a notice of intent to award.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Ranking of Proposals for District Engineering Services and Selection of the #1 Ranked Firm Dewberry as the District Engineer and Authorizing Staff to Send Dewberry a Notice of Intent to Award, was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorization from Dewberry

Ms. Burns noted that this is included in the agenda package and that it is a work authorization for general engineering work.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Work Authorization from Dewberry, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that the bond hearing will be on September 15th at 11:00 a.m.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman