

**MINUTES OF MEETING
RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Reserve at Van Oaks Community Development District was held on January 31, 2022 at 1:00 P.M., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

Present at the meeting, via telephone, were:

Garth Noble	Chair
Martha Schiffer	Vice Chair
Jerry Tomberlin	Assistant Secretary
Edmon Rakipi	Assistant Secretary
Chris Torres	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Meredith Hammock	KE Law Group, PLLC
Eric Warren (via telephone)	District Engineer
Ashton Bligh (via telephone)	Greenberg Traurig
Stefanie Nicholson	Public
Lynn Jonnson	Public
Dean Garrow	Public
Brad van Rooyen	Public

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 1:04 p.m. Supervisors Noble, Schiffer, Tomberlin, Rakipi and Torres, named as the Initial Board of Supervisors, were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

GENERAL DISTRICT ITEMS**THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Initial Board of Supervisors *(the following will also be provided in a separate package)*

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Noble, Ms. Schiffer, Mr. Tomberlin, Mr. Rakipi and Mr. Torres. He provided and explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

Mr. Wrathell discussed conflicts of interest and stated, while none are currently known, it was recommended that all Supervisors submit an initial Form 8B since the Board Members are affiliated with the Landowners, who are developing the property. An additional Form 8B should be submitted in the event of a conflict of interest on a specific issue. Sunshine Laws, recordkeeping, CDD email addresses and public records guidelines were discussed.

Mr. Earlywine discussed the ethics laws and stated they include both prohibitions and disclosures and encouraged the Supervisors to contact his office with questions or concerns. Disclosures include voting conflicts and gifts valued at over \$100 that are received from a non-relative. Prohibitions generally include use of a public office for one's own private gain or benefit, including voting on a measure that can benefit self, employer or a relative unless the Chapter 112 exception for Landowner seats applies. He discussed prohibitions against accepting or soliciting a gift in exchange for a vote, disclosing confidential information, employing, promoting or advancing of relatives and lobbying the CDD within two years of leaving office.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01,
Designating Certain Officers of the District,
and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-01. Mr. Noble nominated the following slate of officers:

Chair	Garth Noble
Vice Chair	Martha Schiffer
Secretary	Craig Wrathell
Assistant Secretary	Jerry Tomberlin
Assistant Secretary	Edmon Rakipi
Assistant Secretary	Chris Torres
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Kristen Suit
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2022-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-02,
Designating a Date, Time, and Location for
Landowners' Meeting of the District, and
Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-02.

On MOTION by Mr. Noble and seconded by Mr. Torres, with all in favor, Resolution 2022-02, Designating a Date, Time and Location of March 7, 2022 at 12:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809, for a Landowners' Meeting of the District, and Providing for an Effective Date, was adopted.

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS

Consideration of the Following Organizational Matters:

A. Resolution 2022-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date

- **Agreement for District Management Services: *Wrathell, Hunt and Associates, LLC***

Mr. Wrathell presented Resolution 2022-03 and reviewed the Fee Schedule and Management Agreement. WHA would offer a discounted Management Fee of \$2,000 per month until bonds are issued and the base fee would be reduced from \$48,000 to \$45,000 annually after bonds are issued.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager, as amended; Appointing a Methodology Consultant; and Providing an Effective Date, was adopted.

B. Resolution 2022-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: *KE Law Group, PLLC***

Mr. Wrathell presented Resolution 2022-04.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-04, Appointing KE Law Group, PLLC, as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2022-05, Designating a Registered Agent and Registered Office of the District; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2022-05.

On MOTION by Mr. Tomberlin and seconded by Mr. Noble, with all in favor, Resolution 2022-05, Designating Craig Wrathell as the Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District; and Providing for an Effective Date, was adopted.

D. Resolution 2022-06, Appointing an Interim District Engineer for the Reserve at Van Oaks Community Development District, Authorizing Its Compensation and Providing an Effective Date

- **Interim Engineering Services Agreement: *Poulos & Bennett, LLC***

Mr. Wrathell presented Resolution 2022-06.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, Resolution 2022-06, Appointing Poulos & Bennett, LLC as Interim District Engineer for the Reserve at Van Oaks Community Development District, Authorizing Its Compensation and Providing an Effective Date, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

Mr. Wrathell presented the RFQ for District Engineering Services and the Competitive Selection Criteria.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Request for Qualifications (RFQ) for District Engineering Services and Competitive Selection Criteria, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

Mr. Wrathell asked if the Board wished to receive compensation, with a maximum amount of \$4,800 per year, per Board Member. All Board Members declined the allowable \$200 per meeting compensation.

G. Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District, Designating the Location of the Local District Records Office; and Providing an Effective Date

This item was deferred.

H. Resolution 2022-08 Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2022-08.

On MOTION by Mr. Tomberlin and seconded by Ms. Schiffer, with all in favor, Resolution 2022-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date, was adopted.

- **Authorization to Obtain General Liability and Public Officers' Insurance**

On MOTION by Mr. Noble and seconded by Mr. Rakipi, with all in favor, authorizing Staff to obtain General Liability and Public Officers' Insurance, was approved.

I. Resolution 2022-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

Mr. Wrathell presented Resolution 2022-09. This Resolution sets forth the CDD's policy for public comments at meetings and outlines the procedures for public comments.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

J. Resolution 2022-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

Mr. Wrathell presented Resolution 2022-10.

On MOTION by Mr. Rakipi and seconded by Ms. Schiffer, with all in favor, Resolution 2022-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. Resolution 2022-11, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-11. This Resolution grants the Chair and Vice Chair authority to work with the District Engineer, District Counsel and District Staff and to execute certain documents in between meetings, to avoid delays in construction, etc.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin with all in favor, Resolution 2022-11, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date was adopted.

- L. Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-12.

On MOTION by Mr. Rakipi and seconded by Mr. Noble, with all in favor, Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date, was adopted.

- M. Authorization of Request for Proposals (RFP) for Annual Audit Services**

Mr. Wrathell presented the RFP For Annual Audit Services.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the Request for Proposals for Annual Auditing Services, authorizing the District Manager to advertise and designating the Board of Supervisors as the Audit Committee, was approved.

N. Strange Zone, Inc., Quotation #M22-1005 for District Website Design, Maintenance and Domain

Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal for website creation and annual maintenance, hosting, email domain registration and SSL certificates.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin, with all in favor, Strange Zone, Inc., Quotation #M22-1005 for District Website Services, Design, Maintenance and Domain, in the amount of \$1,679.99, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Mr. Wrathell stated that Management engaged ADA Site Compliance (ADASC) to assist in bringing the CDD’s website into compliance with the Americans with Disabilities Act (ADA) requirements and affix a compliance seal on the homepage.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.

P. Resolution 2022-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices

- **Notice of Rule Development**
- **Notice of Rulemaking**

These items were provided for informational purposes.

Mr. Wrathell presented Resolution 2022-13.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, Resolution 2022-13, To Designate Date, Time and Place of April 4, 2022 at 12:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809, of the Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

- Q. Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

This item was deferred.

- R. Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-15. The Resolution provides that, in case of a natural disaster, the CDD can request assistance from other governmental entities.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

- S. Stormwater Management Needs Analysis Reporting Requirements**

Mr. Wrathell and Mr. Earlywine discussed new legislation that requires CDDs to perform and prepare the 20-Year Stormwater Needs Analysis Report. It was noted that the sewer improvements to be constructed would be conveyed to the City. The Report, which must be submitted to document the CDD's anticipated future stormwater system needs, is due by June 30, 2022 and every five years thereafter. At a future meeting, Mr. Warren would submit a proposal for completion of the Report.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Matters:

- A. Resolution 2022-16, Designating a Public Depository for Funds of the District and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-16.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-16, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.

- B. Resolution 2022-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-17. The Resolution designates the account signers as, specifically, the Chair, Treasurer and Assistant Treasurer.

Mr. Wrathell noted that the budget would be Developer/Landowner-funded and the Board would review and approve expenses. Certain expenses incurred in conjunction with the bonds and construction would be shown in the financials as “due to Developer” to be reimbursed from bond proceeds.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2022-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a Local Bank Account for the District and Appointing Signors on the Account; and Providing for an Effective Date, was adopted.

Mr. Noble would be the designated recipient for funding requests.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

- A. Resolution 2022-18, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal,**

Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2022-18. He reiterated that the budget would be a Developer/Landowner-funded budget, with expenses being funded as they are incurred. He presented the proposed Fiscal Year 2022 budget and noted that it reflected the previously discussed reduction to the Management Fee to \$2,000 per month until bonds are issued. He reiterated that, after bonds are issued, the Management Fee would be \$45,000 annually. Issuance of bonds would trigger the requirement for an audit so, should bonds be issued prior to the close of the fiscal year on September 30, 2022, the audit would be due by June 30, 2023.

The following changes were made to the proposed Fiscal Year 2022 budget:

Pages 1 and 2, "Management/accounting/recording": Where necessary, change "24,000" to "2,000 per month for the next four months, then 45,000 annually"

On MOTION by Mr. Tomberlin and seconded by Mr. Noble, with all in favor, Resolution 2022-19, Approving a Proposed Budget for Fiscal Year 2020/2021, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for April 4, 2022 at 12:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809; and Providing an Effective Date, was adopted.

B. Fiscal Year 2021/2022 Budget Funding Agreement

Mr. Wrathell presented the Fiscal Year 2021/2022 Budget Funding Agreement.

Mr. Earlywine stated the Agreement is generic and suggested approval in substantial form in the event that revisions are needed.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Fiscal Year 2022 Funding Agreement, in substantial form, was approved.

C. Resolution 2022-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

Mr. Wrathell presented Resolution 2022-19.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, was adopted.

- D. Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**

Mr. Wrathell presented the Resolution 2022-20.

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- E. Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2022-21.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- F. Resolution 2022-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-22.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

G. Resolution 2022-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Mr. Wrathell presented Resolution 2022-23.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

H. Consideration of E-Verify Memo with MOU

Mr. Earlywine presented the E-Verify Memo related to the requirement for all employers to verify employment eligibility utilizing the E-Verify System and the requirement for the CDD to enroll with E-Verify and enter into a Memorandum of Understanding (MOU) with E-Verify.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, acknowledging the E-Verify Memo requirements, as set forth in the KE Law Group PLLC Memorandum and authorizing enrollment and utilization of the E-Verify program, was approved.

BOND FINANCING RELATED MATTERS

NINTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Matters:

A. Bond Financing Team Funding Agreement

Mr. Wrathell presented the Bond Financing Team Funding Agreement.

Mr. Earlywine discussed the Agreement and suggested approval in substantial form in the event that revisions are needed.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the Bond Financing Team Funding Agreement, in substantial form, was approved.

B. Engagement of Bond Financing Professionals

I. Underwriter/Investment Banker: *FMSbonds, Inc.*

Mr. Wrathell presented the FMSbonds, Inc. (FMS) Engagement Letter to serve as Underwriter and for G-17 Disclosure. The Underwriter's fee would be 2% of the par amount of the bonds issued.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the FMSbonds, Inc., Engagement Letter for Underwriter Services and G-17 Disclosure, in an amount not-to-exceed the Underwriter's fee of 2% of the par amount of the bonds issued, was approved.

II. Bond Counsel: *Greenberg Traurig, P.A.*

Mr. Wrathell presented the Greenberg Traurig, P.A., Engagement Letter to serve as Bond Counsel. The fee would be \$45,000 per bond issue, which is competitive; an additional fee would apply for the bond validation hearing.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the Greenberg Traurig, P.A., Engagement Letter for Bond Counsel Services, was approved.

III. Trustee, Paying Agent and Registrar: *U.S. Bank, N.A.*

Mr. Wrathell presented the U.S. Bank Trust Company, N.A., Engagement Letter to serve as Trustee, Paying Agent and Registrar.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the U.S. Bank Trust Company, N.A., Engagement Letter, with Fee Schedule, to serve as Trustee, Paying Agent and Registrar, was approved.

C. Resolution 2022-24, Designating a Date, Time, and Location of a Public Hearing Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Mr. Wrathell stated this Resolution enables placement of the assessments on the tax bill, utilizing the Property Appraiser and Tax Collector. Due to the statutory cutoff, assessments would not be included on the tax bill until November 2023.

Mr. Wrathell presented Resolution 2022-24 and read the title.

Discussion ensued regarding platting, direct billing of assessments, estoppel letters and contracting with the HOA for management of CDD assets.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, Resolution 2022-24, Designating a Date, Time, and Location of March 7, 2022 at 12:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809, for a Public Hearing Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date was adopted.

D. Presentation of Engineer’s Report

Mr. Warren presented the Engineer’s Report, dated January 31, 2022. He reviewed the Capital Improvement Plan (CIP) and Opinion of Total Probable Cost. Mr. Earlywine requested approval in substantial form for purposes of the Assessment Notice and Bond Validation.

Mr. Noble asked if recreational amenities would be included in the project. Discussion ensued regarding the requirement to provide for public access if amenities are funded by the CDD and the possibility that the amenities would be excluded.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin, with all in favor, the Engineer’s Report, dated January 31, 2022, in substantial form, was approved.

E. Presentation of Master Special Assessment Methodology Report

Mr. Wrathell presented the Master Special Assessment Methodology Report, dated January 31, 2022. He reviewed the pertinent information in each section, particularly the Development Program, CIP, Financing Program, Assessment Methodology, lienability tests, True-up Mechanism and the Appendix Tables. He asked for approval, in substantial form, to facilitate adjustments.

Discussion ensued regarding upcoming meeting dates and Resolutions relating to issuance of bonds. The consensus was that the Delegated Award Resolution would be presented at the April meeting. Mr. Earlywine stated that bonds could be issued in early May.

Mr. Earlywine left the meeting at 2:59 p.m.

Ms. Schiffer asked if the Operation & Maintenance (O&M) would be calculated by the March meeting. Mr. Wrathell stated the Methodology would not include O&M. He stated that a business decision is needed regarding whether the CDD would contract with the HOA and then the HOA would budget, collect revenues and operate and maintain the CDD-owned improvements. In that scenario the CDD budget would only include administrative expenses.

Ms. Schiffer stated her understanding that an O&M budget was prepared and the intent was for the HOA to fulfill administrative functions only. Mr. Wrathell stated when the prospective O&M budget is received the CDD's existing budget could be amended but it would most likely be included in the proposed Fiscal Year 2023 budget. Discussion ensued regarding assessments, public hearings, notices and the processes for engaging a property management company and calculating a non-resident membership fee.

<p>On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Master Special Assessment Methodology Report, dated January 31, 2022, in substantial form, was approved.</p>
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F. Resolution 2022-25, Declaring Special Assessments; Designating The Nature And Location of The Proposed Improvements; Declaring The Total Estimated Cost of the Improvements, the Portion to be Paid By Assessments, and the Manner and Timing in Which The Assessments are to be Paid; Designating the Lands Upon Which The Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary

Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date

Mr. Wrathell presented Resolution 2022-25 and read the title.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, Resolution 2022-25, Declaring Special Assessments; Designating The Nature And Location of The Proposed Improvements; Declaring The Total Estimated Cost of the Improvements, the Portion to be Paid By Assessments, and the Manner and Timing in Which The Assessments are to be Paid; Designating the Lands Upon Which The Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings for March 7, 2022 at 12:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

- G. Resolution 2022-26, Authorizing the Issuance of Not to Exceed \$8,000,000 Aggregate Principal Amount of Reserve at Van Oaks Community Development District Special Assessment Bonds, in One or More Series to Pay All or a Portion of the Costs of the Planning, Financing, Construction and/or Acquisition of Public Infrastructure Improvements Including, But Not Limited to Entry Features and Signage, Stormwater Management Facilities, Water And Sewer Facilities, Streetlighting, Parks and Recreation Facilities and Roadways, and Associated Professional Fees and Incidental Costs Related Thereto Pursuant to Chapter 190, Florida Statutes, as Amended; Appointing a Trustee; Approving the Form of and Authorizing the Execution and Delivery of a Master Trust Indenture; Providing that Such Bonds Shall Not Constitute a Debt, Liability or Obligation of Reserve at Van Oaks Community Development District, Polk County, Florida, the City of Auburndale, Florida or the State of Florida or of Any Political Subdivision Thereof, But Shall Be Payable From Special Assessments Assessed and Levied on the Property Within the District Benefited by the Improvements and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters**

Ms. Bligh presented Resolution 2022-26, which accomplishes the following:

- Authorizes issuance of an aggregate principal amount of bonds not to exceed \$8,000,000.
- Authorizes and approves the execution and delivery of the Master Trust Indenture.
- Appoints U.S. Bank Trust Company, N.A., as the Trustee, Registrar and Paying Agent.
- Authorizes and directs District Counsel and Bond Counsel to proceed with filing for validation.

On MOTION by Mr. Noble and seconded by Mr. Tomberlin with all in favor, Resolution 2022-26, Authorizing the Issuance of Not to Exceed \$8,000,000 Aggregate Principal Amount of Reserve at Van Oaks Community Development District Special Assessment Bonds, in One or More Series to Pay All or a Portion of the Costs of the Planning, Financing, Construction and/or Acquisition of Public Infrastructure Improvements Including, But Not Limited to Entry Features and Signage, Stormwater Management Facilities, Water And Sewer Facilities, Streetlighting, Parks and Recreation Facilities and Roadways, and Associated Professional Fees and Incidental Costs Related Thereto Pursuant to Chapter 190, Florida Statutes, as Amended; Appointing a Trustee; Approving the Form of and Authorizing the Execution and Delivery of a Master Trust Indenture; Providing that Such Bonds Shall Not Constitute a Debt, Liability or Obligation of Reserve at Van Oaks Community Development District, Polk County, Florida, the City of Auburndale, Florida or the State of Florida or of Any Political Subdivision Thereof, But Shall Be Payable From Special Assessments Assessed and Levied on the Property Within the District Benefited by the Improvements and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters, was adopted.

CONSTRUCTION RELATED MATTERS

TENTH ORDER OF BUSINESS

Consideration of the Following Construction Related Matters:

A. Acquisition Agreement

Ms. Hammock presented the draft Acquisition Agreement, which sets forth the process by which the CDD will acquire a work product, up to and including the improvements to the property and interest in the real property itself.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Acquisition Agreement, was approved.

B. Acquisition of Phase 1 Utilities Improvements

This item was not discussed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC.*

There was no report.

B. District Engineer (Interim): *Poulos & Bennett, LLC*

There was no report.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

There was no report.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

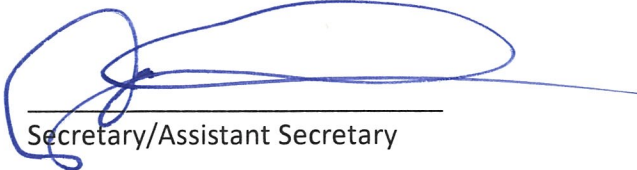
FOURTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the meeting adjourned at 3:18 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair