

**MINUTES OF MEETING
COUNTRY GREENS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Country Greens Community Development District was held at 5:30 P.M. on Monday, April 25, 2016 at Sorrento Christian Center, 32441 County Road 437, Sorrento, Florida.

Present and constituting a quorum were:

David Warden	Chairman
Catherine Catusus	Vice Chairperson
Alma Graham	Assistant Secretary
Crystal Jones	Assistant Secretary

Also present were:

Gary L. Moyer	District Manager
Amy Hembree	District Counsel

The following is a summary of the minutes and actions taken at the April 25, 2016 Country Greens Board of Supervisors reconvened meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Moyer called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of Supervisors to Fill Unexpired Terms of Office for Barbara Hensinger (11/2016) and Kenneth Bolser (11/2018)**
- B. Oath of Office of Newly Appointed Supervisor**
- C. Consideration of Resolution 2016-05 Election of Officers**
 - There are two vacancies on the Board of Supervisors. One term comes due in November of this year. One comes due in November of 2018.
 - Ms. Crystal Jones was interested in serving on the Board. She was appointed to fill Seat #2 whose term expires in November 2018.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor Ms. Crystal Jones was appointed to fill Seat #2.

B. Oath of Office of Newly Appointed Supervisor

- The role of the community development district was described to Ms. Jones.
- Mr. Moyer, being a Notary Public, administered the Oath to Ms. Jones.
- Mr. Moyer noted while Ms. Jones is filling out paperwork and reviewing the Sunshine Guide, he will continue with other items on the agenda and come back to Resolution 2016-05 Election of Officers.

FOURTH ORDER OF BUSINESS

Approval of the Minutes

- A. December 21, 2015 Meeting**
- B. January 14, 2016 Meeting**
- C. February 2, 2016 Meeting – Continued Meeting**

- There being no questions or comments,

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the minutes of the December 21, 2015 meeting, the January 14, 2016 meeting and the February 2, 2016 continued meeting were approved.

FIFTH ORDER OF BUSINESS

Presentation of Fiscal Year 2017 Proposed Budget

A. Discussion on the Fiscal Year 2017 Proposed Budget

- Mr. Moyer discussed the proposed budget for fiscal year 2017.
- For the General Fund, it is exactly the same as last year. The Debt Service assessment is being lowered by 27.5%. Last year someone in a townhouse who paid \$398.94 will now pay \$289.25. A resident in a single family home who paid \$585.11 will now pay \$424.23.

B. Consideration of Resolution 2016-06 Approving the Fiscal Year 2017 Proposed Budget and Setting a Public Hearing

- Since some Supervisors are unable to meet on June 27th, the budget public hearing and regular meeting date was changed to July 11, 2016 at 5:30 p.m.

On MOTION by Ms. Graham seconded by Mr. Warden with all in favor Resolution 2016-06, a Resolution of the Board of Supervisors of the Country Greens Community Development District approving a proposed budget for Fiscal Year 2016/2017 and setting a public hearing for July 11, 2016 at 5:30 p.m. at the Sorrento Christian Center, 32441 County Road 437, Sorrento, Florida, was adopted.

THIRD ORDER OF BUSINESS **Organizational Matters (continued)**

C. Consideration of Resolution 2016-05 Election of Officers

- o Mr. David Warden was nominated Chairman.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor Mr. Warden was appointed Chairman of the Board.

- o Ms. Catherine Catusus was nominated Vice Chairperson.

On MOTION by Ms. Graham seconded by Mr. Warden with all in favor Ms. Catusus was appointed to be Vice Chairperson of the Board.

- o The Board agreed Mr. Moyer should remain Secretary, Mr. Robert Koncar should remain Treasurer and Mr. Stephen Bloom should remain Assistant Treasurer.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the Board approved Mr. Moyer remaining Secretary, Mr. Robert Koncar remaining Treasurer and Mr. Stephen Bloom remaining Assistant Treasurer.

- o Mr. Moyer asked for a motion to nominate Ms. Crystal Jones an Assistant Secretary.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the Board appointed Ms. Jones as Assistant Secretary.

SIXTH ORDER OF BUSINESS **Request for Rate Increase from Hopping Green & Sams**

- o Mr. Roy Van Wyk of Hopping Green & Sams requested adjustments to his hourly rates in accordance with the provisions to their contract with us.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the request for a rate increase from Hopping Green & Sams was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Amended Disclosure of Public Financing Document

- This is a requirement of Florida law and the purpose of this is to reflect the changes in the 2016 bonds and the lower assessments.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the Amended Disclosure of Public Financing document was approved.

EIGHTH ORDER OF BUSINESS

District Manager’s Report

A. Acceptance of the Audit for Fiscal Year 2015

- Mr. Moyer discussed the Audit for Fiscal Year 2015 prepared by Grau & Associates and distributed a hard copy of same.
- In the Independent Auditor’s Report, the auditor states, “In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2015”. That is referred to as a clean audit.
- The auditor states on page 22, “the results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards”.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the Audit Report for Fiscal Year 2015 was accepted.

B. Financial Statements

- Mr. Moyer noted through March 31, 2016 we have collected 97% assessments.

C. Check Register

- There being no questions or comments,

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the financial statements were accepted and the check register was approved.

- The Board wondered why in the financial statements it showed a high percentage for Engineering Expenditures.
- Staff will pull engineering invoices and follow up.

D. Consideration of Second Amendment to the Management Advisory Services Agreement with Severn Trent Environmental Services

- Mr. Moyer noted from time to time Severn Trent is requested to give estoppel letters when real estate is exchanged or purchased by title companies in order to determine if an assessment occurred.
- The fees are not paid by the District, but there will be a charge of \$75 per lot per estoppel and/or closing statement to the requestor of said information.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the Second Amendment to the Management Advisory Services Agreement with Severn Trent Environmental Services was approved.

E. Qualifying Information for the General Election

- The deadline to submit petitions to the Supervisor of Elections is noon, May 23, 2016.
- The dates for qualifying to run for office are noon June 20, 2016 to noon June 24, 2016.

F. Consideration of Resolution 2016-07 Confirming the District’s Use of Lake County Supervisor of Elections to Continue Conducting the District’s Election of Supervisors in Conjunction with the General Election

- Mr. Moyer explained the purpose of this resolution.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor Resolution 2016-07 confirming the District’s use of Lake County Supervisor of Elections to continue conducting the District’s Election of Supervisors in conjunction with the General Election, was adopted.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

Mr. Malave will be asked not to attend meetings unless he is invited.

C. Field Manager

i. Field Management Report

ii. Action Items List

iii. Residential Call Log

iv. Landscape Report

The Field Management Report was included in the agenda package.

TENTH ORDER OF BUSINESS

Other Business

There being no report, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There being no requests or comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the meeting was adjourned.

Gary L. Moyer
Secretary

David Warden
Chairman