

**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 23, 2018 at Sorrento Christian Center, 32441 County Road 437, Sorrento, Florida.

Present and constituting a quorum were:

David Warden	Chairperson
Catherine Catusus	Vice Chairperson
Alma Graham	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Kristen Suit	District Manager
Alyssa Willson (by telephone)	District Attorney
Russell Simmons	Field Manager
Freddy Blanco	Assistant Field Manager

*The following is a summary of the minutes and actions taken at the April 23, 2018 Country Greens Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Koncar 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**

**Approval of the Minutes of the  
February 26, 2018 Meeting**

Mr. Koncar stated each Board member received a copy of the minutes of the February 26, 2018 meeting and requested any corrections, additions or deletions.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the minutes of the February 26, 2018 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2019  
Proposed Budget**

**A. Discussion on Fiscal Year 2019 Proposed Budget**

- Mr. Koncar noted this is the draft budget. If you want to take action tonight, you will approve a proposed budget. Based on that budget you approve tonight, we will look at the assessments. If there is no increase in assessments, there will be no need to send letters to residents. But, if you are going to increase assessments, then we will need to send letters to residents.
- Currently, we are showing a small increase over the current budget. That is based on expenditures. Right now we are showing an annual budget for the General Fund at \$289,835. The 2018 budget is \$287,080.
- Ms. Graham thought we were reducing the assessments by 5% as discussed at a prior meeting.
- Ms. Catasus noted it is showing an increase of 7%.
- Mr. Koncar noted if the Board wants a 5% reduction on assessments over the current year, we can do that.
- Mr. Koncar noted there is one thing that did not make it into the budget. That was a letter we received from Hopping, Green. If you look at your Legal Services, you can see we budgeted \$15,000. They are requesting a 10% increase in their hourly rate. We are projecting they will spend \$15,000 through the end of the fiscal year. But, as of March, they only spent \$1,920. We will look into this and get back to the Board.
- Ms. Graham noted we usually give a donation to the Church each year, but she did not notice that in this budget.
- Mr. Koncar will follow up on that.
- Ms. Willson will check into how much time and money was spent on preparing the signage license agreement.

**B. Consideration of Resolution 2018-02 Approving the Fiscal Year 2019  
Proposed Budget and Setting a Public Hearing**

- Mr. Koncar noted this resolution sets the public hearing for consideration of adoption of your final budget, which is set for your next meeting on June 25<sup>th</sup>. We have to get the budget approved and set your highest rate for your assessments no later than June

15<sup>th</sup> in order to send it to the County. We are going to have to change the meeting date to make sure we meet that deadline.

- Ms. Catusus noted that should include the 5% reduction.
- Mr. Koncar noted everything you ask for will be in a revised budget that you will consider for adoption. You could do that tonight if you want and then what we can do is set the public hearing for 60 days after the 15<sup>th</sup> of June. We can set the public hearing after that for the final adoption.
- Ms. Catusus noted looking at the Assessment Summary, you have proposed a 7% increase for everything, except for the New Area where it shows a 2% increase. When we did this previously, we were told the reductions had to be made the same across the board for all members in the CDD.
- Mr. Koncar noted the rates will be based on the assessment methodology.
- Ms. Catusus noted we were told when we did this previously that it was a flat percentage across the board to all members.
- Mr. Koncar discussed how the assessment methodology was established.
- The following changes were made to the Fiscal Year 2019 proposed budget: (a) reduce assessments by 5%, check on the “New Area”; (b) increase attorney hourly rate by 10%; (c) add line item for donation to the Church for use of the meeting room.
- On Resolution 2018-02 we need to put in the hearing date. It will have to be an August timeframe.
- The Board agreed to hold the budget public hearing on August 27, 2018 at 5:30 p.m., which is the date for the regular Board meeting.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor Resolution 2018-02 approving the proposed budget for Fiscal Year 2018/2019 and setting a budget public hearing date for August 27, 2018, which is also the date for the District’s regular Board meeting, was adopted.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Rulemaking on Signage Posting Fees**

- Mr. Koncar noted you have this information in your agenda package. On page 33 is the fee which he worked with Ms. Willson on to establish the annual cost for the signage.

He clarified if we are going to assess the developer for these signs, anyone who does these signs will have to be assessed.

- The Signage Licensee Fee paid directly to the District is \$685 charged for posting of signage on District-owned lands. This Signage Licensee Fee includes the cost of maintaining the signage area and administrative processing.
- After discussion, the Board decided to raise the License Fee from \$685 to \$1,000.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the public hearing on signage and fees was opened.

- Ms. Catusus gave an overview noting they had a builder put signs on our property and we have incurred additional costs because of that for maintenance, for checking legal items; and they had to develop an ordinance to be able to charge anybody who put up signs on the property and relinquishes us from the liability if there is any damage due to the signs.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the public hearing was closed.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-03 Adopting Signage Posting Fees**

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor Resolution 2018-03 adopting a licensing fee for posting of signage; providing a severability clause; and providing an effective date; amended to include the proposed fee of \$1,000 a month to include cost to develop the legal aspects of the License Agreement.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Signage License Agreement**

- Mr. Koncar noted the Board has the proposed draft of the Signage License Agreement, which was drafted by Ms. Willson. It is a Signage License Agreement with Hanover Family Builders.
- Mr. Koncar will work with Ms. Willson to get this agreement into final format as the Board has approved and then it will be sent to the developer for execution.

On MOTION by Ms. Graham seconded by Ms. Catusus with all in favor the Signage License Agreement between Country Greens Community Development District and Hanover Family Builders with the correction of the fee going to \$1,000 and the effective end date being April 23, 2019, was approved.

**EIGHTH ORDER OF BUSINESS**

**District Manager’s Report**

**A. Qualifying Information for Running for Office**

- Mr. Koncar noted two Board seats expire this November, Seat #1, Ms. Catusus and Seat #2, Ms. Jones.
- We notify the Board on ways to qualify. This is done through the Supervisor of Elections.

**B. Financial Statements and Check Register**

- There being no comments or questions,

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

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

There being no report, the next item followed.

**C. Field Manager**

**i. Field Management Report**

- Mr. Simmons reviewed the Field Management Report.
- The fountains have been taken care of.
- We had a well go down which is shared with the CDD and the HOA. The cost to repair will be roughly \$2,000.
- On State Road 44, there are a lot of pine trees that are dying. They may need to be cut down and replanted.
- An arborist will be brought in to look at the trees and see what the problem is.
- A proposal will be brought back to the Board for approval.

- Review plantings on 437 and report back at the next meeting.
- Mr. Koncar commented before going onto Other Business, he introduced Ms. Kristen Suit. She is the new District Manager for the Central Region. She has had years of experience as a District Manager. She has worked closely with Hopping, Green & Sams before. Over the next couple of months, we want to do a transition with Board approval. Ms. Suit will continue coming to meetings for a period of time.
- Mr. Koncar introduced Mr. Freddy Blanco who has been with our management company for many years. Mr. Simmons will be transitioning more to one of our districts, Celebration, and Mr. Blanco will be picking up the Field Management Services. Mr. Simmons will still be available.
- He noted at the end of 60 days or the next two meetings, we will talk at that time to see where the Board is.

**TENTH ORDER OF BUSINESS**

**Other Business**

- Ms. Catusus asked whether an attorney needs to be at every meeting.
- Ms. Willson noted her firm’s policy is to be present or call into every meeting.
- Ms. Graham noted maybe we have to review that.
- Ms. Catusus asked can we look into other firms that provide similar services that may have a different policy not requiring an attorney.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

- There not being any, the next item followed.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Assistant Secretary

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David Warden  
Chairman