

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

The regular meeting of the Country Greens Community Development District was held at 5:33 p.m. on Monday, October 22, 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
Crystal Jones	Assistant Secretary
Anna Heintzelman	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Kristen Suit	District Manager
Scott Clark (via telephone)	District Attorney
Russell Simmons	Field Services Manager

The following is a summary of the minutes and actions taken at the October 22, 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 being no audience comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes

A. August 27, 2018 Continued Meeting

- Corrections were made to the August 27, 2018 minutes including that there was a discussion on the signs and whether they are right-of-way or whether they are our property. We said that was the last we wanted to discuss it, whether it was FDOT or whether it was us. Get rid of them, but are still there. That was missing from the minutes.
- Ms. Catusus noted we also had a discussion about the plants at the front entrance and on County Road 437. Our direction was to leave them alone until it was time to put

in the red and the white ones. That was not in the minutes and was not followed. They were replaced at the beginning of October.

- The ones that were there were *good to go* until we were going to switch for the holidays. We were charged for new plants, the labor for removing them, weeding beds when there were no plants in them. That was also missing from the minutes.
- Ms. Catusus saw in the Resolution that there is \$10,000 proposed amendment for Hurricane expenses. I do not see anything about that mentioned in the minutes either.
- Mr. Koncar noted that is an amendment we do at the end of every fiscal year for the budget. It is not an expenditure. At the end of every fiscal year we show changes to the budget to equalize the budget. On page 29, it shows \$9,282 year-to-date expenses on hurricanes. You did not budget anything and that is what this amendment does. It makes that adjustment.
- Ms. Catusus noted there was no discussion regarding this.
- Mr. Koncar noted it was not discussed at the last meeting because we are doing the amendment tonight.

On MOTION by Ms. Catusus seconded by Ms. Jones with all in favor the minutes of the August 27, 2018 continued meeting were approved as amended.

- Ms. Catusus asked whether there was possibility of getting Mr. Malave on the phone to resolve the issue with the signs. While waiting for Mr. Malave to respond to the call, the Board moved on to the next item on the agenda.

FOURTH ORDER OF BUSINESS

District Manager’s Report

A. Resolution 2019-01 Amending District’s General Fund Budget for FY 2018

- There being no comments,

On MOTION by Ms. Catusus seconded by Ms. Jones with all in favor Resolution 2019-01 amending the Country Greens Community Development District General Fund Budget for Fiscal Year 2018, was adopted.

Let the record reflect, Ms. Graham joined the meeting at this time.

B. Motion to Assign Fund Balance

- Mr. Koncar noted the Motion to Assign Fund Balance is done at the end of every fiscal year. It shows assignment of the fund balance at \$71,850 in the operating reserve and \$44,984 in Reserves – Irrigation Landscape.
- Ms. Catusus asked how does it work if we want to move money from the Irrigation Landscape Reserves?
- Mr. Koncar noted that is an option for the Board when you want to make changes. They are all changeable based on what the Board wants to do. You can put the \$44,984 into Unassigned Fund Balance. The Supervisors approved.
- Mr. Koncar will discuss this with Mr. Clark and check the landscape contract because landscape contracts have specific times set up in their contracts for when they make changes to plants.
- He will report back to the Board at the next meeting and let them know what the contract says and what options are available.
- Mr. Warden noted the Board needs a copy of the contract so it can be read. A discussion should take place with the Board because the contract was combined with the HOA because at that time it was cheaper.
- Mr. Koncar noted we will get a copy of the current contract and send it to the Board.

On MOTION by Ms. Catusus seconded by Ms. Heintzelman with all in favor the motion to assign fund balance with the change of the assignment of the fund balance so that \$44,984 goes into the Unassigned Fund Balance and \$71,850 into Operating Reserves was approved.

C. Acceptance of Resignation Letter from Hopping, Green & Sams

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor the letter of resignation from Hopping, Green & Sams was accepted.

D. Ratification of District Counsel Executed Engagement Letter

- Mr. Clark noted he previously submitted the engagement letter which discusses scope of representation and policies.
- Mr. Clark noted he is pleased he was brought aboard as the District Counsel.

Ms. Catusus MOVED to approve the ratification of the District Counsel Executed Engagement Letter with Clark & Albaugh, LLP and Ms. Jones seconded the motion.

- Ms. Jones asked what were his feelings about the necessity of having an attorney present at every Board meeting whether on the phone or in person. She asked him what are his expectations as far as attending meetings?
- Mr. Clark noted he serves at the Board's pleasure and does not have a policy where he would insist on attending meetings. He would look at a draft agenda sent out before meetings and if he feels there is something that requires his attendance, he would discuss that with the District Manager about attending.

On VOICE vote with all in favor the prior motion passed.

E. Financial Statements and Check Register for August and September 2018

- Mr. Koncar noted these are August financials and not the end of the year. You will see the finals at your next meeting.

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

F. Review and Discussion on Investment Issues

- Mr. Koncar noted at the last meeting one question when discussing investment issues was about Sweep Accounts. Is it possible to do Sweep Accounts? The answer is yes. The problem with Sweep Accounts and the reason most Districts do not use them anymore is because the rate of return is lower than it is on CDs. Because it is more work for the bank so they give you less of a return on investment. They try to encourage you to go with CDs as opposed to a Sweep Account.
- Mr. Warden noted we are a new Board and as a new Board we have all come together from different backgrounds and knowledge. When we talk about investments it has to do with the Florida Statute. The Florida Statute was written maybe 20 years ago.
- If we are going to address the issue regarding investments, it has to be done through the Florida Statute. We, as a Board, have to come together and say is this something we want to set out as a project?

- Ms. Graham noted there are places to put this money. We need to do due diligence because we have money sitting in the checking account that is making no money.
- Mr. Koncar suggested speaking with the Finance Team to see if we can move the money from the checking account, at least as much as possible, into the Money Market account.
- Mr. Warden noted his concern is as a Board does the Board want to pursue looking at what it would take to change the Florida Statute.
- The Supervisors responded they do not.
- Mr. Koncar noted he has a suggestion that will not cost any money. He can write a letter on behalf of the District to the FASD to see if they are interested in taking this up as one of their legislative issues.
- The Board was in agreement.

Ms. Catusus MOVED to authorize District Manager to prepare a letter to FASD to see if they are interested in pursuing trying to change the investment requirements for Special Districts, at no charge to the Board, and Ms. Graham seconded the motion.

- Further discussion ensued on the above.

On VOICE vote with all in favor the prior motion passed.

- Ms. Catusus noted in relation to the one maturing in two weeks, we gave direction already on that, which is that we wanted to go for the highest interest rate for the shortest amount of time, twelve months was the longest we told them. Can we confirm that direction will be carried out?
- Mr. Koncar will confirm with the Finance Team to make sure it is 12 months at the highest rate possible for the one maturing on November 4, 2018.
- Ms. Graham noted and for the money market to be switched to another account whatever is the highest bearing interest.
- Mr. Koncar noted before your next meeting, I want to bring an investment policy to the Board for consideration at the next meeting. We now have direction of what you want to do. We have to formalize that into an investment policy so anyone looking at

your financials and policies would say, *“I am the finance person here and I am looking at this and here is how they want us to handle investments”*.

- Mr. Koncar noted the Financial Team should review this each month. Every time a CD matures, they match the policy with the policy you have. It is important for the Board to formalize it into a policy because that way you do not have to talk about it at every meeting.
- Ms. Catusus noted that policy needs to be reviewed at least on an annual basis to make sure that we are all still on the same page.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Clark noted he wants to make the Board aware Mr. Koncar and he had a phone conversation last week with Thomas Hewitt who is connected with Sorrento Pines, LLC., one of the major landholders in the District. They want to take their property out of the District. The call was to say, “What do you think?” and “What do we need to do?” He told them he cannot speak for the Board. This will be on a future agenda. It was too late for this agenda, which had already been posted.
- Ms. Catusus noted the Board has already discussed this when the previous owner came to us and asked to be let out of the CDD. The Board’s decision was No.
- Mr. Clark noted it is going to come again. There is a process in the Statute for them to petition the County Commission. There is a public hearing. He will tell them that is the process, but he is informing the Board he is not taking a position on it, but letting the Board know you can expect to hear about this in the near future.
- Ms. Catusus asked can you tell them that our position is still No.
- Mr. Clark noted they may seek to go around you to the County. He will discuss this with them. He will prepare a memo and brief the Board on what the process looks like so we are all working on the same page. It is something that may go away, but he wanted to alert the Board that it is still out there.
- Mr. Koncar noted they originally contacted me. He wanted to make sure to bring the District Counsel into it. As the governing body for the District, someone cannot just come in and make a change without the Board’s approval. We wanted to make you aware of that situation.

- Mr. Koncar noted they would have to pay off any accumulated portion they would have of the Debt Service. The second part is the O&M. He thinks the O&M will be around \$30,000. Over a period of time, that money adds up.
- Mr. Clark noted he will stay on top of this and continue to advise the Board.

B. Engineer

i. Work Authorization to Provide Professional Consulting Engineering Services

- Mr. Koncar recommended asking Mr. Malave to attend the next Board meeting so the Board can review pending issues with him.
- Mr. Koncar felt we need a better response from the Engineer regarding the Work Authorization. He recommended the Board hold off on approval of the Work Authorization.
- The district management team and field team will go forward and get these signage issues straightened out. Mr. Koncar felt it is important for Mr. Malave to be here and be responsive to the Board.
- Ms. Catusus asked between now and the next meeting when we ask him to appear, can we see about getting quotes from other engineering firms?
- Mr. Koncar responded you can and there is a process for doing that. If you authorize us to go forward with the Statement of Qualifications for District Engineer, we can bring proposals at the next meeting. There is a cost for the advertisement.
- Ms. Catusus noted get proposals, ask Mr. Malave to attend the next meeting and before the next meeting she wants a definitive answer, is that DOT or is it CDD land? If it is DOT, she wants Mr. Koncar to have Mr. Malave contact DOT. If it turns out it is CDD, she wants instruction given to our people to go and pull them off CDD land.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor authorization for the District Manager to obtain proposals for engineering services was approved.

C. Field Management Report

- Mr. Simmons noted he received a few proposals, but the Board does not have to go with any of them.

- Ms. Catusus would like additional quotes from different companies, to include tree trimming. Can we get at least one other quote for all of the services we have estimates for in here. Mr. Warden agreed with her.
- Mr. Simmons asked the Board if they were interested in replacing the fencing at the same price that was done before.
- The Board asked that Christmas lights be turned on the day after Thanksgiving.

SIXTH ORDER OF BUSINESS

Other Business

There not being any report, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

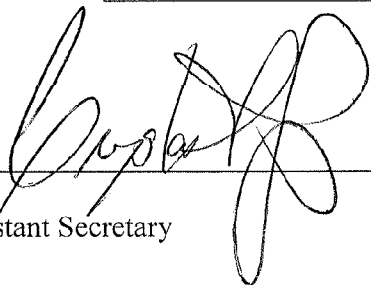
There being no requests or comments, the next item followed.

EIGHTH ORDER OF BUSINESS

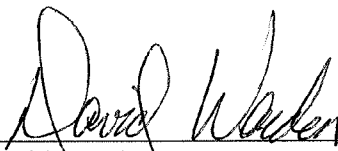
Adjournment

There being no further business,

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



Assistant Secretary



David Warden
Chairman