

MINUTES OF MEETING
PARKSIDE TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Parkside Trails Community Development District was held Wednesday, July 24, 2024 at 12:00 p.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum were:

Aaron Struckmeyer	Chairman
Mary Burns	Vice Chairperson
Bernard Sullivan	Assistant Secretary
Dan Edwards	Assistant Secretary

Also present were:

George Flint	District Manager
Jeremy LeBrun	District Manager
Tucker Mackie	District Counsel
Ryan Dugan <i>by phone</i>	District Counsel
John Prowell	Interim District Engineer

FIRST ORDER OF BUSINESS

Introduction

A. Roll Call

Mr. Flint called the meeting to order and called the roll. Three Board members were present constituting a quorum.

B. Public Comment Period

There were no members of the public present for the meeting.

C. Oath of Office

Mr. Flint swore in the remaining Supervisors. He reviewed all forms that needed to be completed.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

Mr. Flint confirmed the meeting had been properly noticed as required by the statutes.

July 24, 2024

Parkside Trails CDD

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Mr. Flint stated if the Board has any questions to contact him.

C. Acceptance of Resignation of Jeff Farhood

Mr. Flint stated Jeff Farhood was named in the Creating Ordinance and has since left Pulte and resigned from the Board.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Accepting the Resignation of Jeff Farhood, was approved.

D. Appointment of Individual to Fill Board Vacancy

Mr. Flint stated anytime there is a vacancy created during the term of office, the remaining Board members appoint a replacement. Mr. Struckmeyer made a motion to appoint Bernard Sullivan.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Appointment of Bernard Sullivan to Fill the Board Vacancy, was approved.

E. Administration of Oath to Newly Appointed Board Member

Mr. Flint swore in Mr. Sullivan.

F. Election of Officers

1. Resolution 2024-01 Appointing Officers

Mr. Flint stated that election of officers is required. Mr. Flint asked that he serve as Secretary, Ms. Jill Burns as Treasurer, and Katie Costa and Darrin Mossing as Assistant Treasurer. Mr. Aaron Struckmeyer was nominated as Chair, Ms. Mary Burns as Vice Chair, and the Supervisors were nominated as Assistant Secretaries.

On MOTION by Mr. Struckmeyer, seconded by Mr. Edwards, with all in favor, Resolution 2024-01 Appointing Officers with Mr. Aaron Struckmeyer as Chair, Ms. Mary Burns as Vice Chair, the remaining Supervisors as Assistant Secretaries, Mr. George Flint as Secretary, Ms. Jill Burns as Treasurer, and Katie Costa as Assistant Treasurer, was approved.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Consideration of Agreement for District Management Services

July 24, 2024

Parkside Trails CDD

- 1. Consideration of Resolution 2024-02 Appointing District Manager**
- B. Consideration of Agreement for District Counsel Services**
 - 1. Consideration of Resolution 2024-03 Appointing District Counsel**
- C. Consideration of Resolution 2024-04 Selection of Registered Agent and Office**
- D. Consideration of Resolution 2024-05 Appointing Interim District Engineer**
- E. Consideration of Interim District Engineering Agreement**
- F. Request Authorization to Issue RFQ for Engineering Services**
- G. Consideration of Resolution 2024-06 Designating a Qualified Public Depository**
- H. Consideration of Resolution 2024-07 Authorizing Bank Account Signatories**
- I. Consideration of Resolution 2024-08 Relating to Defense of Board Members**
- J. Consideration of Resolution 2024-09 Ratifying District Counsel’s Actions in Recording in the Property Records of Lake County, Florida the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes**
- K. Consideration of Resolution 2024-10 Adopting Investment Guidelines**
- L. Consideration of Resolution 2024-11 Authorizing Execution of Public Depositor Report**
- M. Consideration of Resolution 2024-12 Designating a Policy for Public Comment**
- N. Consideration of Resolution 2024-13 Adopting a Travel and Reimbursement Policy**
- O. Consideration of Resolution 2024-14 Adopting a Prompt Payment Policy**
- P. Consideration of Resolution 2024-15 Adopting a Records Retention Policy**
- Q. Consideration of Compensation to Board Members**
- R. Consideration of Resolution 2024-16 Designating the Primary Administrative Office and Principal Headquarters of the District and Selecting District Records Office**
- S. Consideration of Website Services Agreement**
- T. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for Lake County**
- U. Consideration of Resolution 2024-17 Authorizing Chairperson and Vice Chairperson to Execute Plats, Permits and Conveyance**
- V. Consideration of Resolution 2024-24 Authorizing the Use of Electronic Documents and Signatures**

Mr. Flint asked for a motion to approve the consent agenda.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, the Consent Agenda was approved.

FOURTH ORDER OF BUSINESS

New Business

- A. Consideration of Resolution 2024-18 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024**

Mr. Flint stated the District is required to approve a meeting schedule each year. He recommended the monthly meetings be held on the fourth Wednesday of the month at 12:00 p.m. in the same location.

July 24, 2024

Parkside Trails CDD

On MOTION by Mr. Edwards, seconded by Mr. Struckmeyer, with all in favor, Resolution 2024-18 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024 for the fourth Wednesday of Each Month at 12 p.m. in the same location, being subjected to change, was approved.

B. Consideration of Resolution 2024-19 Designation of Landowner’s Meeting Date, Time, and Location

Mr. Flint stated the initial Landowner’s meeting must be held within 90 days of the establishment. He recommended that the Landowner’s meeting be held on August 28, 2024, at noon at the same location.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Resolution 2024-19 Designation of Landowner’s Meeting for August 28, 2024, at 12:00 p.m. at the same location, was approved.

C. Designation of Dates of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2024-20 Setting a Public Hearing to Consider the Proposed Rules of the District

Mr. Flint stated this requires a 28 or 29-day notice. He noted that the Rules of Procedure were included in the agenda package for Board review. Mr. Flint suggested the public hearing be set for September 25, 2024, at the same location.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Resolution 2024-20 Setting the Public Hearing to Consider the Proposed Rules of the District for September 25, 2024 at 12:00 PM at the Cooper Memorial Library, was approved.

D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2024

1. Consideration of Resolution 2024-21 Setting the Public Hearing and Approving the Proposed Budget for Fiscal Year 2024

Mr. Flint noted this was included in the package. He suggested the public hearing for the budget adoption be set for September 25, 2024, at the same location. It contemplates a Funding Agreement that would be approved to fund the budget expenses. The final form will be approved at the public hearing in September.

July 24, 2024

Parkside Trails CDD

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Resolution 2024-21 Approving the Proposed Budget for Fiscal Year 2024 and Setting the Public Hearing for September 25, 2024, at the same time and location, was approved.

2. Consideration of Resolution 2024-22 Setting the Public Hearing and Approval the Proposed Budget for Fiscal Year 2025

Mr. Flint recommended setting the public hearing for September 25, 2024. He presented the Budget Funding Agreement in the agenda package. He noted that it had to be signed by the Landowner as well.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Resolution 2024-22 Approving the Proposed Budget for Fiscal Year 2025 and Setting the Public Hearing for September 25, 2024, at the same time and location, was approved.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, the Funding Agreement, was approved.

E. Consideration of Resolution 2024-23 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Mr. Flint noted this outlines the District’s process to collect assessments using the County tax bill when they are ready to do so. He suggested the public hearing be set on September 25, 2024 in the same location at the same time.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Resolution 2024-23 Setting the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes for September 25, 2024, at the same time and location, was approved.

FIFTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of Financing Team

1. Bond Counsel

Mr. Flint noted the Board received a proposal from Greenberg Traurig which was in the agenda for Board review. Mr. Flint stated that Steve Stanford has served as Bond Counsel on other Districts before.

July 24, 2024

Parkside Trails CDD

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Appointing Greenberg Traurig, Steve Sanford, as Bond Counsel, was approved.

2. Underwriter

Mr. Flint stated the agreement with FMS Bond will allow them to serve as the CDD’s underwriter. They have G17 rule disclosures that they are required to do under the MSRB rule G17. The terms of this are the same that FMS as displayed in the other deals. Their fees are 2% netted out of the bond issue.

On MOTION by Mr. Struckmeyer, seconded by Mr. Sullivan, with all in favor, Appointing FMS Bonds as Underwriter, was approved.

3. Assessment Administrator

Mr. Flint noted GMS would be the Assessment Administrator and that had been previously approved. There was no additional action required.

4. Trustee

Mr. Flint noted that they had a proposal from US Bank to serve as Trustee. US Bank serves as the Trustee on 99% of the Districts that GMS manages.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Appointing the Trustee as US Bank, was approved.

B. Approval of Financing Team Funding Agreement

Ms. Mackie stated all the proposals the Board just approved are contingent on the issuing of bonds. If other professionals are working on matters that are reimbursable to proceeds, she noted that they like to enter into an agreement with the landowner. These then would be reimbursable upon the issuance of bonds. This is typical for the other Bond Team Agreements.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, the Financing Team Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

Other Business

A. Staff Reports

i. Attorney

Ms. Mackie had nothing further to report.

July 24, 2024

Parkside Trails CDD

ii. Manager

Mr. Flint had nothing further to report.

B. Supervisor's Requests

There being no comments, the next item followed.

C. Approval of Funding Request #1

Mr. Flint noted this allows us to open the District's funding account, bind liability insurance, create the District's ADA compliant website, and funding for legal advertising.

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, Funding Request No. 1, was approved.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Struckmeyer, seconded by Ms. Burns, with all in favor, the meeting was adjourned.

DocuSigned by:
George Flint
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Secretary/Assistant Secretary

DocuSigned by:
Aaron Struckmeyer
1F03A787D77B4AF...
Chairman/Vice Chairman