

MINUTES OF MEETING
SHINGLE CREEK
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Monday, October 3, 2016 at 11:30 a.m. at the Oasis Club at Champions Gate, 1520 Oasis Club Boulevard, ChampionsGate, Florida.

Present and constituting a quorum were:

Steven Williams	Chairman
Greg Ray	Vice Chairman
Michael Bundy	Assistant Secretary

Also present were:

George Flint	District Manager
Jan Carpenter	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager
Rob Bonin	Lennar Homes
Rob Miller	Main Street by phone

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individual to Fulfill the Board Vacancy

Mr. Flint: You have a vacancy on the Board and anytime there is a vacancy created during the term the remaining Board members appoint the replacement. The term expires in November of 2017. Are there any nominations?

Mr. Williams: I nominate Matt Cuarta.

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, appointment of Matt Cuarta to fulfill the Board vacancy was approved.

Mr. Flint: Mr. Cuarta is not here today but we will make sure to notify him and make sure that he is sworn in prior to next meeting or at the next meeting we will have it on the agenda. I assume that the Board would want to make him an Assistant Secretary and that is the position that his predecessor was in but that is up to the Board. We have a Resolution in the agenda electing officers if you want to keep the officers the same and make him an Assistant Secretary that would be the easiest.

- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Election of Officers**
- D. Consideration of Resolution 2017-01 Electing Officers**

Mr. Flint: The officers will remain the same and Mr. Cuarta will serve as an Assistant Secretary.

On MOTION by Mr. Williams, seconded by Mr. Bundy, with all in favor, consideration of Resolution 2017-01 electing the same slate of officers and adding Mr. Cuarta as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of August 8, 2016 Board of Supervisors Meeting and Acceptance of the Minutes of the August 8, 2016 Audit Committee Meeting

Mr. Flint: The minutes of the August 8, 2016 meeting are included in your agenda packet. Are there any additions, deletions, or corrections?

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, the minutes of the August 8, 2016 Board of Supervisors meeting were approved and the minutes of the August 8, 2016 Audit Committee meeting were accepted.

FIFTH ORDER OF BUSINESS

**Consideration of Agreement with
McDermitt Davis to Provide Auditing
Services for the Fiscal Year 2016**

Mr. Flint: The Board previously bid out auditing services and selected McDermitt Davis to provide these services. This will be their first year and the proposed fee is consistent with the amount that they bid when you selected them. It is also consistent with the budget amount. Are there any questions?

On MOTION by Mr. Ray, seconded by Mr. Bundy, with all in favor, the agreement with McDermitt Davis to provide auditing services for the Fiscal Year 2016 was approved.
--

SIXTH ORDER OF BUSINESS

**Consideration of Proposal from Brightview
(Valleycrest) for Additional Landscape Work**

Mr. Flint: We have some proposals from Brightview for additional landscape work and for additional mowing in District areas. The first item is the proposal for additional landscape work and you have that in your agenda. It includes equipment time of about 9.5 hours to install irrigation and \$1,600 to deliver and install St. Augustine sod and that is a total of \$1,769.51. Alan provided a photo to the Board of the area and this is a result of a meeting onsite.

Mr. Scheerer: About two months ago myself, Keith Malcuit, and Michelle Barr with Lennar and Derek Buehler with Brightview all met onsite to review the landscaping and the conditions of the landscaping along Storey Lakes Boulevard and some additional areas for improvement. Based on that meeting Michelle Barr and Mr. Malcuit had sent out some request for additional landscape services and some new sod to be installed at this particular corner across from the old model trailer. Derek went out and did the costs analysis of what it would take to remove gravel and they are going to have to rake it all out, dig it up, install new irrigation, and tap into the CDD landscape irrigation system and then install the sod. Based on that meeting this is the proposal that was provided by Brightview and we presented it to you for your consideration today.

Mr. Flint: We have verified that this is CDD land.

Mr. Bonin: Is there a second quote?

Mr. Flint: No Brightview is the current provider.

Mr. Bonin: Their prices are ridiculous. If we entertain anything from Brightview I want a second quote.

Mr. Scheerer: We can do that.

Mr. Bonin: Their first three attempts at bids were double another price and it was back and fourth on emails. They provided a cost sheet and we were explaining that the expectation was that they are supposed to be competitive on their miscellaneous quoting and they weren't so that was not a good sign going forward. That should be the expectation of the Board and it certainly is with me that anything Brightview gives there needs to be a second quote.

Mr. Flint: Do you know how many pallets this is? 1,600 square feet would be 4 pallets.

Mr. Bonin: Lets get a second quote.

Mr. Flint: I would ask the Board to approve a not to exceed based on this proposal and then we can get one or two other quotes. If those quotes are lower we can hire them but that way at least you have approved a not to exceed amount.

Mr. Scheerer: This quote was actually sent to Mr. Malcuit and he reviewed the quote and forwarded it to us for consideration by the District.

On MOTION by Mr. Williams, seconded by Mr. Bundy, with all in favor, to set a not to exceed amount of \$1,769.51 and get a second quote for additional landscape work was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals from Brightview (Valleycrest) for Additional Mowing in District Areas

Mr. Scheerer: We received an email from Michelle Barr with Lennar and as you can see in the map they are identified as areas 1, 2, and 3. These areas are all CDD areas currently. Area 3 can be omitted from this quote as Brightview is doing the maintenance in that area and we will absorb that as part of their landscape contract that is currently in place. However, area 1 according to the map is actually being used as a conduit for construction traffic from Storey Lake Boulevard out to the new phase. The CDD, at least in my opinion, I don't know if this is an area that we are ready to maintain only because there is still a lot of construction debris in there like silk fencing, concrete, and all kinds of things that I would think need to be cleaned up before the CDD would agree to start maintaining that location.

Mr. Williams: I had a conversation with Home Building this morning about getting that cleaned up.

Mr. Scheerer: I think we can go ahead and delay this for now.

Mr. Bonin: Lennar needs to get that cleaned up. Do we have a plan in place?

Mr. Williams: I do not because that was potentially an extra fill in our back pocket.

Mr. Bonin: That is right down the road and we have homeowners closed and living on that lake and it looks terrible. We need to get a game plan in place to get this grated out and sodded out.

Mr. Flint: We can maintain it once that is done.

Mr. Bonin: We have to do that part of it along the side of the Boulevard and along all of the back of those homes. Lennar will take care of that.

Mr. Scheerer: If you look at that same map area 3 is slated to have a storm water pond. That pond is not there and it is basically just a fill dirt dumping location and again I think that is another area that needs to be looked at by Lennar. Like I said the pond is not even in place and that tract is scheduled to have a pond and it is property owned by the CDD. Once that pond is constructed I would imagine it would fall back to the CDD for maintenance but currently it is just dirt.

Mr. Bonin: Where is all of the dirt going? Who is doing that because I haven't signed anything? It is basically equivalent to the other area and we need to get that cleaned up and get it to a maintainable situation so the CDD can maintain it. We were delayed in getting the pond dug because we had to find out actually where to put the dirt. That is now about to be put in motion and get the pond to a maintainable area.

Mr. Flint: It is slated to the CDD so do we need a construction easement back to Lennar?

Ms. Carpenter: If you give me the last draft of the maintenance map and I will check the plats so then we can get a broad construction easement for Lennar so if something happens on the parcels then you will have technical authority to be on there.

Mr. Bonin: I thought we do.

Ms. Carpenter: I will have to go back and look.

Mr. Bonin: That was a last minute modification. I know that the CDD gave us permission to dig that pond because it was last minute.

Ms. Carpenter: We have not been able to get all of the records from the prior Counsel so we will try to get those.

Mr. Bonin: I am 99% sure there is a document that granted us construction permission.

Ms. Carpenter: We will do a quick record search thank you.

Mr. Williams: We had shipped all of the records to them at one time so I don't have anything.

Ms. Carpenter: You have the new Lennar plats, correct?

Mr. Williams: Yes I have that.

Mr. Flint: The Board doesn't need to take any action on those three proposals at this time. We will defer action on item 7 and we will need to re-price those once the areas are cleaned up and landscaped.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from Austin Environmental to Provide Vegetation Maintenance Services

Mr. Flint: I also handed out an addendum to their proposal if the standard terms and conditions of the District would require as part of that proposal.

Mr. Reid: This is the end of the initial three-year contract and it is renewable every year. In the beginning when we first started the maintenance there was a lot of up front work to be done and each year the maintenance was different. They have everything under control now and I think initially it was supposed to be quarterly, which doesn't make sense for them so now they are doing it seasonally. They have a fall, spring, and summer season and he has it for another three years so that they can look long term in their maintenance. It is for the same price for all three years and I am assuming for fall, spring, and summer he will split that up into three \$8,000 maintenance events. He has a miscellaneous site inspections and maintenance per year and that is captured into the overall budget. It says as needed on the inspections and maintenance and I am assuming he may not use it all one year and may use more another year or something like that. That is basically what he is proposing a three-year maintenance contract.

Mr. Flint: We've budgeted \$35,000 a year for these services and we have that in the current year budget. It looks like it is a \$24,000 a year agreement with \$6,000 as needed and then a one-time trail signage structure maintenance allowance. The addendum that District Counsel prepared as far as the termination goes it deleted paragraph 13 in their terms and

conditions. Basically it allows us to cancel the agreement with 30 days notice without cause. That is standard language that we include in all of our agreements.

Mr. Reid: Do I need to send that to him also?

Mr. Flint: Yes it is something he would execute.

Mr. Reid: He has done a good job and he does the work.

Mr. Flint: Are there any questions?

Mr. Williams: Is London Creek Ranch what Shingle Creek is in?

Mr. Reid: London Creek Ranch is the mitigation area that is used for the mitigation credits.

Mr. Flint: It is an offsite mitigation bank that the District has the obligation to maintain.

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, the proposal from Austin Environmental to provide vegetation maintenance services was approved.

NINTH ORDER OF BUSINESS

Consideration of Series 2015 Requisition #8

Mr. Flint: This is to be paid out of the construction fund. It is for Franklin Hart & Reid engineering services for \$1,125. It is dealing with their work associated with preparing and reviewing the construction requisitions. The invoice is attached, are there any questions?

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, Series 2015 Requisition #8 was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Reid: Mr. Miller is supposed to be in town this week and he was going to stop by and I was going to update him on the progress of construction and utilities. I told him I would

send him our latest plans that I just re-submitted to the County. I will get him a copy of those. Coming up there will be additional swaps on plats that we are doing and I think Bobby Johnson has been preparing some exhibits in plats. With our roadway construction we will start the platting. Bobby is going to send out his latest plans.

Mr. Bonin: Does this capture the entire property?

Mr. Reid: That decision whether it is the entire property looking at our offsite stuff we are going to look up to the east and whether that is rolled into this or not that is for you guys to decide.

Mr. Bonin: This plat is the U 1 south and the last part of the Boulevard?

Mr. Reid: Yes is it the right-of-way of the Boulevard.

Mr. Bonin: Is it a one for one?

Mr. Reid: I can't say today that it is.

Mr. Bonin: If we can make that plat a one for one so it is not too complicated that could be an intention and delay the other ones, right?

Mr. Reid: Yes. We could look at the west end of tract K because we have that landscape buffer that wraps around the round about. The landscape tracking all down the north side we have that whole strip. I am thinking we can take K, the round about, and U 1 south and limit it to that and see how it goes.

Mr. Bonin: We could do a one for one while we are still sorting out the east side and the very southeast side. Make sure Bobby's map is distinguished that way with Phase 1A and 1B of the land swap.

Mr. Flint: What is the timing on that?

Mr. Reid: We need to start looking at that.

Mr. Bonin: We need this road plated by the time we see it, right?

Mr. Reid: Yes by the time their down because that establishes a right-of way and then whenever U 1 south is scheduled.

Mr. Bonin: We are about to break ground on the last part of the Boulevard and hopefully get the plat and that will take about four to six months to build. The plat would be happening during that time so then the plat is ready and the construction is ready.

Mr. Flint: I was just wondering if it was something in the next three weeks and whether authority needed to be delegated.

Mr. Bonin: We have time to do it but to David's point three months is an easy hang up.

Ms. Carpenter: Lets put it on the next agenda and at least we will have sketches if not legals. We can get it approved and authorized.

Mr. Reid: Is Kate Stangle a part of this?

Mr. Bonin: Yes she did the first one so she is familiar with this.

Mr. Reid: Is Teri Bowley involved with this?

Mr. Bonin: She doesn't need to be. Copy her on any email correspondence on it but I don't think she is going to be added to the discussion.

Mr. Reid: Part of the swap was the pond we were talking about. There is a little corner of the pond that gets included.

Mr. Bonin: We need a little bit of that pond back so that will be in the one for one plat.

Mr. Williams: A Use Agreement and Construction Agreement with the CDD and Lennar on the bridges we are getting ready to start construction on that.

Ms. Carpenter: I'm not sure what it was for.

Mr. Reid: When was the Recreation Use Agreement done?

Ms. Carpenter: I don't think that is signed but I will follow up with that. We did approve a Recreation Use Agreement and another agreement.

Mr. Reid: I brought up an addendum at the last meeting to add in the geothermal use.

Ms. Carpenter: That is part of it and we had already approved that.

Mr. Bonin: This geothermal is an addendum to the original Use Agreement?

Mr. Flint: I don't think the original Agreement has been signed so that can be added to it.

Mr. Williams: This won't hold up construction because the permit is in for the bridges.

Mr. Reid: I went and reviewed it to see if the geothermal had been added in and that is why I brought that up.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: This is included in your agenda packet and you have check register for the General Fund from August 2, 2016 through September 6, 2016 totaling \$32,945.39. If there are any questions we can discuss those.

On MOTION by Mr. Ray, seconded by Mr. Williams, with all in favor, the General Fund check register in the amount of \$32,945.39 was approved.

Mr. Flint: You have the check register from September 16, 2016 through September 22, 2016 totaling \$409,383.50. The big number there is moving the Debt Service payment to Regions Bank from the General Fund and that is \$394,000 of the \$409,000 and that is just moving the Lennar Direct Debt Service payment into the Trust Fund. If you have any questions we can discuss those.

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, the check register from September 16, 2016 through September 22, 2016 totaling in the amount of \$409,383.50 was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: We also have the unaudited financial statements through August 31, 2016. There is no action required and if you have any questions we can discuss those.

ELEVENTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

TWELFTH ORDER OF BUSINESS

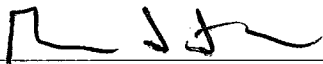
Supervisor's Request

There not being any, the next item followed.

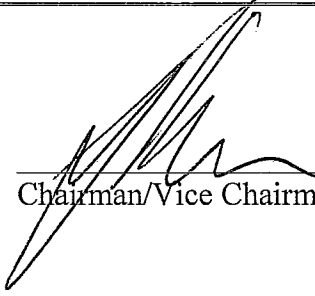
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Williams, seconded by Mr. Ray, with all in favor, the meeting was adjourned at 12:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman