

**MINUTES OF MEETING
HUNTER’S RIDGE
COMMUNITY DEVELOPMENT DISTRICT NO. 1**

The Board of Supervisors of the Hunter’s Ridge Community Development District No. 1 held a Public Hearing and Regular Meeting on August 23, 2022 at 11:30 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, Florida 32110.

Present at the meeting were:

Howard Lefkowitz	Chair
Charles Lichtigman	Vice Chair
Steve Thompson	Assistant Secretary
Thomas Mehegan	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Mark Watts (via telephone)	District Counsel
Nika Hosseini (via telephone)	Cobb Cole
Randy Hudak	District Engineer
John J. Dockery, Jr.	Resident
Carolyn S. Herbert	Resident
Sharon Barron	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:35 a.m. Supervisors Lefkowitz, Thompson and Mehegan were present. Supervisor Lichtigman was not present at roll call. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

Resident John J. Dockery, Jr. asked what the annual audit statement “The CDD has not met one or more of the financial emergency conditions.” means. Ms. Cerbone stated it means that the CDD is not in a financial emergency; it is a good thing that the CDD did not meet any of the financial emergency conditions. In response to a question about the term adopting a special assessment, Ms. Cerbone stated that it is a reference to the normal, non-ad valorem assessments that appear on the tax bill; it is not above and/or beyond the normal assessments.

***Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*

Discussion ensued regarding why the 60’ lots have different assessment amounts in the proposed Fiscal Year 2023 budget.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2 (Term Expires November 2024)

- **Candidates**
 - A. John J. Dockery, Jr.**
 - B. Carolyn S. Herbert**

Ms. Cerbone discussed the statutory requirements that must be met for a CDD Board to begin transitioning to a resident Board elected through the General Election process. The requirements include being in existence for six years and having at least 250 registered voters residing within the CDD. Although the CDD met the six-year requirement, it does not have 250 registered voters; however, the existing Board can choose to appoint residents to the Board.

The consensus was that both candidates are qualified to serve on the Board.

Discussion of this item resumed after the Eighteenth Order of Business.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Appointed Supervisor (the following to be provided in a separate package)

This item was presented following the Eighteenth Order of Business.

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B: Memorandum of Voting Conflict**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Designating Certain Officers of the District and Providing for an Effective Date

This item was presented following the Eighteenth Order of Business.

- A. **Proof/Affidavit of Publication**
- B. **Consideration of Resolution 2022-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2022-05. She reviewed the proposed Fiscal Year 2023 budget. She noted that as part of the provisions of the Maintenance Agreement with the Residential Association and based on the capital asset review, an amendment was made to the Maintenance Agreement regarding reserve funds that the Residential Association collects, and that will be sent to the CDD, with the CDD housing those funds in restricted funds. As this proposed Fiscal Year 2023 budget was prepared before receiving the approximately \$48,000, there will be an amount in the fund balance section and balance sheet that draws out the amount the CDD received from the Residential Association.

Supervisor Lichtigman arrived at the meeting at 11:58 a.m.

Ms. Cerbone continued reviewing the Proposed Fiscal Year 2023 budget.

On MOTION by Mr. Lefkowitz and seconded by Mr. Lichtigman, with all in favor, the Public Hearing was opened.

Resident Sharon Barron voiced her opinion that the HOA is not properly managed and communicates poorly with residents. She expressed concerns about the mailbox area.

On MOTION by Mr. Thompson and seconded by Mr. Mehegan, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, Resolution 2022-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

**HUNTER'S RIDGE CDD NO. 1
SEVENTH ORDER OF BUSINESS**

August 23, 2022

Consideration of Resolution 2022-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone presented Resolution 2022-06.

On MOTION by Mr. Mehegan and seconded by Mr. Thompson, with all in favor, Resolution 2022-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2021, Prepared by Grau and Associates

Ms. Cerbone presented the Audited Financial Report for the Fiscal Year Ended September 30, 2021. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

Mr. Lefkowitz noted that the annual audit was conducted by an outside accounting firm. Although not required, the Board chose to take public comments on this item.

There were no comments from the public.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021

On MOTION by Mr. Thompson and seconded by Mr. Lichtigman, with all in favor, Resolution 2022-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

TENTH ORDER OF BUSINESS

Ratification of Stormwater Management Needs Analysis

Mr. Hudak presented the Stormwater Management Needs Analysis Report that was submitted to the County by the due date. Submittal of this Report is a newly implemented requirement by the State.

On MOTION by Mr. Lefkowitz and seconded by Mr. Lichtigman, with all in favor, the Stormwater Management Needs Analysis Report and submittal of the Report, was ratified.

ELEVENTH ORDER OF BUSINESS

Ratification of Bill of Sale for the Conveyance of the Lift Station

Ms. Cerbone presented the Bill of Sale for the Conveyance of the Lift Station.

Ms. Hosseini stated that this is standard procedure when turning lift stations and infrastructure over to CDDs. Work on Exhibit A, which is a cost estimate, is underway.

Mr. Lefkowitz noted that, although this is being conveyed to the CDD, as a whole, the financial obligation is isolated to just a 14-lot section. Ms. Cerbone stated that a Maintenance Agreement with one of the Associations will be necessary. Ms. Hosseini stated that, if the maintenance entity will be the same as the current, the existing Maintenance Agreement can be amended to include this but, if it is a different maintenance entity, she suggests a similar Maintenance Agreement with the new maintenance entity for this specific location. Mr. Lefkowitz stated that the intention is for the lift station maintenance responsibility to be on the 14-lot sub-Association. Ms. Hosseini will prepare a Maintenance Agreement.

Ms. Cerbone recalled the following motion from the last meeting whereby, the Board motioned and approved:

“...authorizing Staff to finalize a bill of sale for the conveyance of the lift station and to prepare a maintenance agreement between the CDD and HOA and authorizing the Chair to execute, with ratification at the next meeting” but it was not specific to the 14-lot area.”

Ms. Cerbone noted that the motion at the last meeting did not specify which HOA the Maintenance Agreement will be with. Ms. Hosseini suggested clarifying the motion from the last meeting to specify the HOA.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, clarifying the motion from the last meeting to specify that the Maintenance Agreement is between the CDD and Deerfield Trace Association, was approved.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the Bill of Sale for the Conveyance of the Lift Station, in substantial form, was approved.

TWELFTH ORDER OF BUSINESS

Ratification of the First Amendment to the Agreement Between the Hunter’s Ridge Community Development District No. 1 and the Huntington Village Residents Association, Inc. for Infrastructure Management and Maintenance Services

Ms. Cerbone presented the First Amendment to the Agreement Between the Hunter’s Ridge Community Development District No. 1 and the Huntington Village Residents Association, Inc., for Infrastructure Management and Maintenance Services. She recalled that this Agreement was approved in substantial form at the last meeting.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the First Amendment to the Agreement Between the Hunter’s Ridge Community Development District No. 1 and the Huntington Village Residents Association, Inc., for Infrastructure Management and Maintenance Services, was ratified.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2022

On MOTION by Mr. Thompson and seconded by Mr. Mehegan, with all in favor, the Unaudited Financial Statements as of July 31, 2022, were accepted.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the May 24, 2022 Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Other Business

There was no other business.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Cobb Cole

B. District Engineer: Zev Cohen & Associates, Inc.

There were no reports from District Counsel or the District Engineer.

C. District Manager: Wrathell, Hunt and Associates, LLC

• UPCOMING MEETINGS

I. November 16, 2022 at 11:30 A.M. [Landowners' Meeting – the Board is not required to attend]

Ms. Cerbone stated that Seats 1, 4 and 5, currently held by Supervisors Lefkowitz, Mehegan and Lichtigman, respectively, will be up for election at the Landowners' Meeting.

II. May 23, 2023 at 11:30 A.M. [Board Meeting]

• QUORUM CHECK

SEVENTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Member comments or requests.

EIGHTEENTH ORDER OF BUSINESS

Public Comments

A resident referred to the Deerfield Trace Association and the lift station Agreement and asked how this involves Huntington Village. He asked if this is all Hunter's Ridge CDD No 1. Mr. Lefkowitz stated the CDD was formulated as Hunter's Ridge CDD No. 1; the geography includes Huntington Village and Deerfield Trace. Regarding the lift station, the Deerfield Trace section is the only section with responsibility for that lift station.

Ms. Barron raised questions about her HOA. Mr. Lefkowitz explained that this is a CDD meeting and relates only to CDD matters; it has nothing to do with Huntington Village Residents Association matters. The CDD and the Residents Association are completely separate entities.

- **Acceptance of Resignation of Steve Thompson from Seat 3; Term Expires November 2026 & Consider Appointment to Fill Unexpired Term of Seat 3**

This item was an addition to the agenda.

Mr. Thompson resigned his Seat. He will submit his written resignation, as well.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the resignation of Mr. Steve Thompson from Seat 3, was accepted.

Mr. Lefkowitz nominated Mr. John J. Dockery, Jr., to fill Seat 3.

No other nominations were made.

On MOTION by Mr. Mehegan and seconded by Mr. Lichtigman, with all in favor, appointment of Mr. John J. Dockery, Jr., to fill Seat 3, was approved.

- **Consider Appointment to Fill Unexpired Term of Seat 2 (Term Expires November 2024)**
Discussion of this item, previously the Third Order of Business, resumed.

Mr. Lefkowitz nominated Ms. Carolyn S. Herbert to fill Seat 2.

No other nominations were made.

On MOTION by Mr. Mehegan and seconded by Mr. Lichtigman, with all in favor, appointment of Ms. Carolyn S. Herbert to fill Seat 2, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor (the following to be provided in a separate package)**

This item, previously the Fourth Order of Business, was presented out of order.

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. John J. Dockery, Jr., and Ms. Carolyn S. Herbert. She provided and she and Ms. Hosseini explained the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- B. Membership, Obligations and Responsibilities
- C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
- D. Form 8B: Memorandum of Voting Conflict
- Consideration of Resolution 2022-01, Designating Certain Officers of the District and Providing for an Effective Date

This item, previously the Fifth Order of Business, was presented out of order.

Ms. Cerbone presented Resolution 2022-01. Mr. Lefkowitz nominated the following slate:

Chair	Howard Lefkowitz
Vice Chair	Charles Lichtigman
Secretary	Craig Wrathell
Assistant Secretary	Tom Mehegan
Assistant Secretary	John J. Dockery, Jr.
Assistant Secretary	Carolyn S. Herbert
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Jamie Sanchez

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, Resolution 2022-01, Designating Certain Officers of the District and Providing for an Effective Date, was adopted.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the meeting adjourned at 12:16 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair