

**MINUTES OF MEETING  
GRANDE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Grande Pines Community Development District was held Monday, **April 18, 2022** at 10:00 a.m. at the Offices of GMS-CF, LLC at 219 East Livingston Street, Orlando, Florida.

Present and constituting a quorum:

Amanda Whitney	Chairman
Linda Kepfer	Vice Chairperson
Jennifer McLendon	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Kristen Trucco	District Counsel
Christy Baxter <i>by phone</i>	District Engineer
Achal Aggarwal	Nominated as Assistant Secretary

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: We just have Board and staff here.

**THIRD ORDER OF BUSINESS**

**Organizational Matters – ADDED**

**A. Appointment of Individual to Fulfill Board Vacancy with Term Ending November 2024**

Mr. Flint: Are there any nominations at this point to fill that vacancy?

Ms. Whitney: Do we want to put Achal maybe? Go ahead and get him on here. Let's go ahead and I'll nominate Achal Aggarwal.

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, Nomination of Achal Aggarwal to Fulfill Board Vacancy, was approved.

**B. Administration of Oath of Office to Newly Appointed Board Member**

Mr. Flint: At the next meeting, we can swear him in at the beginning of the meeting.

Ms. Whitney: Can you get me the information packet? I don't know if you still have that.

Mr. Flint: Yeah, I have a hard copy here I can give you or we can email it. However you want to do it.

Ms. Trucco: We'll also email an informational packet to him. I have his email address. He is your counsel correct?

Ms. Whitney: He is not really our counsel. He works in our department, but he is not official counsel.

Ms. Trucco: Oh okay, he is just a member of your team.

Ms. McLendon: He is an attorney learning the business.

Ms. Trucco: Okay. He is lucky.

**C. Consideration of Resolution 2022-02 Electing Officers**

Mr. Flint: We have a resolution electing officers in your agenda as well. Amanda you are Chair, Linda is Vice Chair and Jennifer is Assistant Secretary. Typically, the other two Board members would be Assistant Secretaries as well unless you want to change Chair and Vice Chair. If you want to just keep it that way, you could make Achal Assistant Secretary.

Ms. Whitney: Linda how do you feel about that? Do you want to stay Vice Chair?

Ms. Kepfer: I don't know that it really matters. I'm just thinking that Achal will probably be able to attend all the meetings. Just put him on. As long as he is here for quorum, we can leave it as is.

Mr. Flint: You can change it later if you want to at any time. By motion you can change the officers if you need to. If you want to just designate him an Assistant Secretary, then we will fill that in on Resolution 2022-02. Is there a motion to approve it?

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, Resolution 2022-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 17, 2022 Meeting**

Mr. Flint: Did the Board have any comments or corrections to the January 17, 2022 to those? Hearing none,

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, the Minutes of the January 17, 2022 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board is required to approve a proposed budget by June 15 and set the date, place and time of the public hearing for its final consideration. We have Resolution 2022-03 in your agenda, exhibit 'A' to the resolution as the proposed budget and we are recommending you set the public hearing for your July 18<sup>th</sup>, 2022 meeting at 10:00 a.m. at this location. Exhibit 'A' is the proposed budget. It is not binding on the Board. It's just intended to meet the statutory requirement that you approve a proposed budget. The budget adoption would be at the July public hearing. The way we've set your budget up is it is really a build up budget. It reflects not only your administrative cost that you're currently incurring, but also the estimated operating cost once the infrastructure is complete and turned over to the District to maintain. In lieu of imposing assessments, the District has entered into a Developer Funding Agreement with Park Square to fund the actual costs of the District. In the current year, to date, I think the District has submitted funding requests for about \$22,000. The budget is \$502,000. Right now, we are really in a situation where you're only incurring minimal expense because there are no operational costs. We will get with the project manager Park Square in advance of the public hearing to see where we are on turnover of infrastructure and operating files for next year. I know we have some recorded plats now. We are likely going to want to put O&M assessments on the tax bill so that when you sell the homes, you've got end users sharing the cost of the maintenance and you all aren't carrying that full cost. What you have in your agenda at this point is a build out budget. The funding side of it is a developer contribution/assessment and then we can decide going into the public hearing how that gets broken out. Any questions on the proposed budget or the resolution?

Ms. Trucco: I will also add too these are ceiling amounts, so they can be reduced at the public hearing, we just can't increase them at the public hearing.

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing for July 18, 2022 at 10:00 a.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Anything else, Kristen?

Ms. Trucco: No, I have no updates for this Board today unless you have any questions for me.

**B. Engineer**

Mr. Flint: Christy, anything from the engineer?

Ms. Baxter: I don't have any items for the Board today. Thank you.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint: We have the unaudited balance sheet and income statements through February 28<sup>th</sup> in your agenda. There is no action required by the Board, but if you have any questions, we can discuss those. Not a lot of general fund expenses and revenue at this point. That will change once we start maintaining the infrastructure. If there are no questions on the financials, the next item follows.

**ii. Ratification of FY21 Funding Requests #27-28**

Mr. Flint: #27 is for \$5,885.42 and that includes Board pay, District manager, and some District engineer expense. Funding request #28 which is for District management expense. Any questions on the funding request? If not, is there a motion to ratify?

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, the FY21 Funding Requests #27 - #28, were ratified.

**iii. Designation of November 1, 2022 as Landowner’s Meeting Date**

Mr. Flint: The Board needs to designate a landowner’s meeting date. The first landowner’s election after the initial meeting which is within 90 days of establishment and then there is elections every two years. The first one after that initial one has to be on the first Tuesday in November. After that it can be any time in the month of November. This one you don’t really have a lot of discretion it needs to be on November 1<sup>st</sup> 2022. The way it’s set up, initially the seats are landowner elected, which is one vote per acre/part of an acre. If you have 100 acres, that is 100 votes or if you have 200 platted lots, that would be 200 votes. Every two years, there’s three seats that come up for election. This November, we’ve got Jennifer’s, Dan’s, and Achal’s. Those will be the three seats that are up for election in November, and it would be landowner elected which is one vote per acre/part of an acre. Likely Park Square would be the only entity participating in that. You possibly might have sold some homes before then, but each home would be one vote. You all would likely control who gets elected to those three seats. Two of those seats would be 4-year term and one of the seats would be a 2-year term. Today we are just asking you to designate November 1<sup>st</sup> as the landowner meeting date.

On MOTION by Ms. Whitney, seconded by Ms. Kepfer, with all in favor, Designating of November 1, 2022 as Landowner Meeting Date, was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint: We included the sample agenda and the landowner proxy and your agenda package. As we get closer to the election, I’ll reach out and resend the proxy and the information on the landowner election and make sure that you are prepared for the landowner meeting on November 1<sup>st</sup>. That’s all the business we had on the agenda. Was there anything else the Board wanted to discuss? Hearing none,

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint adjourned the meeting.

April 18, 2022

Grande Pines CDD

On MOTION by Ms. Kepfer, seconded by Ms. McLendon, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman