

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

A Regular Meeting of the Board of Supervisors of the Hunter's Ridge Community Development District No. 1 was held on **Thursday, June 8, 2017 at 2:00 p.m., at Huntington Village, 6 Huntington Place, Ormond Beach, Florida 32174.**

Present at the meeting were:

Howard Lefkowitz	Chair
Charles Faulkner	Vice Chair
Steve Thompson	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Mike Woods	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. McGaffney called the meeting to order at 2:06 p.m. Supervisor Lefkowitz, Faulkner and Thompson were present, in person. Supervisor Wilde was not present. One seat remained vacant.

SECOND ORDER OF BUSINESS

Public Comments (*agenda items*)

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Steve Thompson [Seat 3] and Charles Faulkner [Seat 4] (*the following to be provided in a separate package*)

Mr. McGaffney, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Thompson and Mr. Faulkner. Mr. McGaffney provided and briefly explained the following items:

- 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 for County, Municipal and Other Local Public Officers**

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2017-01
Canvassing and Certifying the Results of
the Landowners' Election**

Mr. McGaffney presented Resolution 2017-01. Mr. Thompson and Mr. Faulkner each received 211 votes and would serve four-year terms in Seats 3 and 4, respectively. Ms. Wilde received 100 votes and would serve a two-year term, in Seat 5.

On MOTION by Mr. Lefkowitz and seconded by Mr. Faulkner, with all in favor, Resolution 2017-01 Canvassing and Certifying the Results of the Landowners' Election, was adopted.

****This item was an addition to the agenda****

▪ **Resignation of Susanne Wilde [Seat 5]**

Mr. McGaffney presented a resignation letter from Ms. Susanne Wilde.

On MOTION by Mr. Lefkowitz and seconded by Mr. Thompson, with all in favor, the resignation of Ms. Susanne Wilde, dated June 1, 2017, was accepted.

FIFTH ORDER OF BUSINESS

Consideration of Appointment to Vacant Seats

A. Seat 2: Term Expires November, 2018

Mr. McGaffney asked for nominations for Seat 2. Mr. Lefkowitz had a nominee but he was not a resident of Flagler County. Mr. Gaffney stated that Mr. Woods would research whether Supervisors must be Flagler County residents. This it was deferred to the next meeting.

B. Seat 5: Term Expires November, 2018

This item was deferred to the next meeting. Mr. Lefkowitz would seek qualified individuals to fill the vacant seats.

SIXTH ORDER OF BUSINESS

Discussion/Consideration: District Manager’s Revised Operating Procedures

A. Consideration of Resolution 2017-02, Electing Officers to the District

Mr. McGaffney presented Resolution 2017-02. Mr. Lefkowitz nominated Mr. Pinder, as Assistant Treasurer. Mr. Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers, as Assistant Treasurer. This would enable Mr. Pinder to interact with the bank, on the District’s behalf, whenever Mr. Wrathell was unavailable. The remaining slate of officers was unchanged. The slate of officers was as follows:

Chair	<u>Howard Lefkowitz</u>
Vice Chair	<u>Charlie Faulkner</u>
Secretary	<u>Craig Wrathell</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Treasurer	<u>Jeff Pinder</u>
Assistant Secretary	<u>Steve Thompson</u>
Assistant Secretary	<u>Howard McGaffney</u>
Assistant Secretary	<u>Cindy Cerbone</u>

On MOTION by Mr. Faulkner and seconded by Mr. Thompson, with all in favor, Resolution 2017-02, Electing Officers to the District, as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.

B. Consideration of Resolution 2017-03, Designating the Authorized Signatories for the District's Operating Bank Account(s)

Mr. McGaffney presented Resolution 2017-03. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District's operating account and Mr. Wrathell must countersign all checks and warrants.

Mr. Lefkowitz expressed his concerns about adding Mr. Pinder as Assistant Treasurer. It would be helpful if Mr. McGaffney provided a copy of Management's "Financial Check Signing Resolution". Mr. Lefkowitz agreed, for now; however, at a later time and when bond issuance occurs, he wanted to revisit this, with Mr. Wrathell, in advance. Mr. McGaffney would speak to Mr. Wrathell and email the requested check signing "Resolution".

On MOTION by Mr. Lefkowitz and seconded by Mr. Faulkner, with all in favor, Resolution 2017-03, Designating the Authorized Signatories for the District's Operating Bank Account(s), as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2017-04, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing An Effective Date

Mr. McGaffney presented Resolution 2017-04. The proposed Fiscal Year 2018 budget reflected a decrease in "Revenues", since the District was still operating from Developer contributions. "Management/accounting/recording" was reduced from \$42,000 to \$12,000, since there was not much activity, at this time. Management's fees would not remain as low, in the future, since issuance of bonds was anticipated. Once bonds are issued and the District's activity increases, the budget can be amended, if necessary. The proposed "Total expenditures", for Fiscal Year 2018, were \$27,725.

On MOTION by Mr. Lefkowitz and seconded by Mr. Thompson, with all in favor, Resolution 2017-04, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon for August 24, 2017 at 2:00 p.m.; and Providing An Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of April 30, 2017

Mr. McGaffney presented the Unaudited Financial Statements as of April 30, 2017. Revenues were at 19% and expenditures were at 22%.

Mr. Lefkowitz asked why the "Fund balance – ending" reflected a \$(3,310), deficit. Mr. McGaffney stated that the Developer funding was not yet received.

On MOTION by Mr. Faulkner and seconded by Mr. Thompson, with all in favor, the Unaudited Financial Statements as of April 30, 2017, were approved.

NINTH ORDER OF BUSINESS

Approval of Minutes

A. August 25, 2016 Public Hearing and Regular Meeting

Mr. McGaffney presented the August 25, 2016 Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections.

B. November 1, 2016 Landowners' Meeting

Mr. McGaffney presented the November 1, 2016 Landowners' Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Faulkner and seconded by Mr. Lefkowitz, with all in favor, the August 25, 2016 Public Hearing and Regular Meeting and the November 1, 2016 Landowners' Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Other Business

There being no other business to discuss, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager

i. 7 Registered Voters in District as of April 15, 2017

Mr. McGaffney stated that there were seven registered voters residing within the boundaries of the District as of April 15, 2017.

ii. NEXT MEETING DATE: August 24, 2017 at 2:00 P.M.

Mr. McGaffney stated that the next meeting will be held on August 24, 2017 at 2:00 p.m. Mr. Lefkowitz confirmed that the meeting would be at this location; however, after the next meeting, the location may change.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Lefkowitz reminded Mr. McGaffney to send Management's information regarding check issuances, as discussed, and Mr. Woods must research whether Supervisors could reside outside of Flagler County. Both Mr. McGaffney and Mr. Wood agreed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Thompson and seconded by Mr. Faulkner, with all in favor, the meeting adjourned at 2:40 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair