

**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 Regular Meeting on June 22, 2021 at 11:00 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

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 (via telephone)	District Engineer
Laura Simonette	Huntington Village HOA Manager
Thomas “Tom” Mehegan	Resident/Appointee to Board
John Dockery	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:04 a.m.

- **Consideration of Resolution 2021-05, Declaring a Vacancy in Seat 4 on the Board of Supervisors; and Providing an Effective Date**

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

Ms. Cerbone presented Resolution 2021-05.

<p>On MOTION by Mr. Lichtigman and seconded by Mr. Lefkowitz, with all in favor, Resolution 2021-05, Declaring a Vacancy in Seat 4 on the Board of Supervisors; and Providing an Effective Date, was adopted.</p>
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- **Consider Appointment to Seat 4; Term Expires November 2022**

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

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

Mr. Lefkowitz nominated Mr. Thomas Mehegan to fill Seat 4, term expires November 2022. No other nominations were made.

On MOTION by Mr. Lefkowitz and seconded by Mr. Lichtigman, with all in favor, the appointment of Mr. Thomas Mehegan to Seat 4, term expires November, 2022, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Mehegan. Ms. Cerbone provided and explained the items listed in the Fourth Order of Business. She recommended using the email address issued by the CDD, discussed submitting any public record requests to Management and maintaining CDD documents separate from personal or business records. If accepting the Supervisor’s stipend, a W-4 form must be submitted to Management.

Mr. Thompson arrived at the meeting at 11:24 a.m.

- **Roll Call**

Supervisors Lefkowitz, Lichtigman, Mehegan and Thompson were present, in person. Supervisor Hall was not present.

Mr. Lefkowitz introduced Ms. Laura Simonette, Huntington Village HOA Manager and his assistant at BADC Development. She would monitor the CDD meetings to gain a better understanding of the operation of the CDD and how it relates to other professional operations.

SECOND ORDER OF BUSINESS

Public Comments

Resident John Dockery asked for clarification about the audit fee, the additional cost and if the annual audit would occur in the fourth quarter. Ms. Cerbone explained that an annual audit is required because the CDD has a bond issuance. The Fiscal Year 2020 Audit would be presented at the next meeting; the audit must be submitted to the Florida Auditor General no later than June 30th of each year. Audit firms bill differently, some in segments and others in lump sum.

THIRD ORDER OF BUSINESS

Consider Resignation of Supervisor Patricia Hall, Seat 2

Ms. Cerbone presented the resignation of Ms. Patricia Hall from Seat 2.

On MOTION by Mr. Lefkowitz and seconded by Mr. Thompson, with all in favor, the resignation of Ms. Patricia Hall from Seat 2, was accepted.

FOURTH ORDER OF BUSINESS

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

Mr. Lefkowitz acknowledged that the Board wished to appoint and have a fifth Board Member and noted that the search for a candidate with diversity of background related to some of the various operational components of the District was ongoing.

This item was deferred. It would be included as an agenda item with the title corrected.

The following items were presented during the First Order of Business.

- **Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)**
 - 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 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Ms. Cerbone presented Resolution 2021-03. She reviewed the proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and the reasons for any adjustments.

Mr. Lefkowitz recommended using excess fund balance to reduce the General Fund assessment levels, which he believed would not affect the District. In response to a question about calculating reserve funds, Ms. Cerbone discussed the process of determining costs for General Fund expenditures. Discussion ensued regarding clarification of the three outstanding bonds, the Amortization Schedule changing if a landowner paid off their debt assessment and the Assessment Summary.

The following changes would be made to the proposed Fiscal Year 2022 budget:

Page 1, “Fund Balance-beginning (unaudited)”: Staff to target a reserve balance no greater than \$10,000, after all mandatory reserves are recalculated to result in assessment levels decreasing approximately \$75 per unit.

The Public hearing would commence immediately following the Hunter’s Ridge Oak CDD No. 1 (HROCDD No. 1) meeting.

Board Members were encouraged to attend the earlier meeting as maintenance activities were being discussed. Discussion ensued regarding the Airport Road plat. Mr. Watts commented that the most relevant impact to this District is that they are accessing and responsible for maintaining that road, which both CDD Boards agreed upon. Ms. Cerbone, as District Manager for the HROCDD No. 1, suggested advising the HROCDD No. 1 Board Chair of this Board’s intention to attend the meeting to begin open dialog regarding road maintenance. The Board directed Ms. Cerbone and Mr. Watts to discuss thoughts and options on this matter outside of the meeting and report to the Chair. The remaining Board Members would be given an update at the next meeting. Mr. Watts confirmed that he does not represent HROCDD No. 1.

On MOTION by Mr. Lichtigman and seconded by Mr. Thompson, with all in favor, Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022, as amended and discussed above, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 25, 2021 at 11:30 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, Florida 32110; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

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

June 22, 2021

**Consideration of Resolution 2021-04,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year
2021/2022 and Providing for an Effective
Date**

Ms. Cerbone presented Resolution 2021-04.

**On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor,
Resolution 2021-04, Designating Dates, Times and Locations for Regular
Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022
and Providing for an Effective Date, was adopted.**

SEVENTH ORDER OF BUSINESS

**Review of Revised Full Reserve Study of
Huntington Village Resident Owners
Association, Inc.**

Mr. Lefkowitz explained that, at a prior meeting, the Board agreed to proceed with the Reserve Study with the HOA and agreed to split the cost, as it would be a far more efficient way to have a formal mechanism for budgeting both the HVRA and CDD reserves. Mr. Lefkowitz reported the following:

- Board Members were encouraged to review the Revised Reserve Study.
- The purpose of the Study will help them determine how much each entity needs to assess homeowners and build into its budget for each component. In the HOA documentation, the Developer included for the creation of reserves as a normal course of action to the entire history of the Association; whereby, the original homeowner pays an up front end capital assessment to the HOA and subsequent homeowners pay a mandatory payment of 1.50% of the sales price, with those funds being designated to a specific reserve account. Over the course of 30 years, these amounts are adequate enough not only to service the HOA, but also the capital facility reserves and accommodate future reserves for replacement of CDD related capital facilities.
- The period of collection should be factored in; however, funds have started building up over the last five years.

Mr. Lefkowitz opined that there was no reason for the CDD to budget for greater reserves than the nominal amounts already factored in. He noted that revenue streams began

when the Master Association was established a couple of years before the CDD revenue streams began.

- An Agreement exists with the HVRA in which they take responsibility for all of the implementation of improvements to CDD assets, as is required, and pay allocated reserve funding to the District to hold in reserves, even though the HVRA collected it. He and Ms. Bugsley were confirming the actual reserve figures and the amount owed to the CDD from the approximate \$85,000 collected. Mr. Watts agreed with the above statement and noted he spoken with Ms. Cerbone and Mr. Pinder about how to document this event.
- HVRA would submit funding requests to the CDD for approval to proceed with any CDD related repairs.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration: Amendment to Agreement Between the Hunter's Ridge Community Development District No. 1 and the Huntington Village Residents Association, Inc., Infrastructure Management and Maintenance Services Agreement (Reserve Funds)

Ms. Cerbone stated District Management and Mr. Watts recommended preparing an Amendment to the existing Agreement to outline what the Board Chair discussed in the above agenda item. This action would clarify the process, which will involve District Engineering Services, and protect the CDD and HOA.

On MOTION by Mr. Lichtigman and seconded by Mr. Thompson, with all in favor, authorizing Mr. Watts to prepare an Amendment to the Agreement Between the Hunter's Ridge Community Development District No. 1 and the Huntington Village Residents Association, Inc., Infrastructure Management and Maintenance Services Agreements, to define the process outlined by the board Chair, and authorizing the Chair to execute, was approved.

On MOTION by Mr. Lichtigman and seconded by Mr. Mehegan, with all in favor, accepting the Revised Full Reserve Study of Huntington Village Resident Owners Association, Inc., and the associated findings, was approved.

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

June 22, 2021

**Consideration of Resolution 2021-05,
Declaring a Vacancy in Seat 4 on the Board
of Supervisors; and Providing an Effective
Date**

This item was presented during the First Order of Business.

TENTH ORDER OF BUSINESS

**Consider Appointment to Seat 4; Term
Expires November 2022**

- **Administration of Oath of Office to Newly Appointed Supervisor**

These items were presented during the First Order of Business.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-06,
Designating a Chair, a Vice Chair, a
Secretary, Assistant Secretaries, a
Treasurer and an Assistant Treasurer of the
Hunters Ridge Community Development
District No. 1, and Providing for an
Effective Date**

Ms. Cerbone presented Resolution 2021-06. Mr. Lefkowitz nominated the following slate of officers:

Chair	Howard Lefkowitz
Vice Chair	Charles Lichtigman
Secretary	Craig Wrathell
Assistant Secretary	Steve Thompson
Assistant Secretary	Tom Mehegan
Assistant Secretary	Vacant
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Mr. Thompson and seconded by Mr. Mehegan, with all in favor, Resolution 2021-06, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Hunters Ridge Community Development District No. 1, as nominated, and Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2021

Ms. Cerbone presented the Unaudited Financial Statements as of May 31, 2021 and responded to the following questions:

- The criteria that triggers an audit is having outstanding bonds or expenditures that exceed \$100,000.
- The CDD Fiscal Year commences on October 1st and ends September 30th.
- Grau & Associates was finalizing the Fiscal Year 2020 audit, which would be presented at the next meeting, which would be after the audit is filed with the Florida Auditor General; the filing deadline is no later than June 30, 2021.

Mr. Watts stated the Audit would typically be presented before it is filed and, although that is not the case now, the Board does not take any action other than accepting the Audit.

- Ms. Cerbone would have Accounting determine what funds, if any, were left in the Construction Accounts, as she believed the amounts listed in the Statements were associated with retainage. She would report her findings to Mr. Lefkowitz, as his own calculations differed. She would forward copies of the account statements from the Trustee to Mr. Lefkowitz and Ms. Simonette and report the information at the next meeting.

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the Unaudited Financial Statements as of May 31, 2021, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of Minutes

Ms. Cerbone presented the following Meeting Minutes:

- A. November 6, 2020 Landowners' Meeting**
- B. November 6, 2020 Regular Meeting**

On MOTION by Mr. Lefkowitz and seconded by Mr. Mehegan, with all in favor, the November 6, 2020 Landowners' Meeting and the November 6, 2020 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Cobb Cole*

There being nothing further to report, the next item followed.

B. District Engineer: *Zev Cohen and Associates, Inc.*

There being no report, the next item followed.

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

I. 155 Registered Voters in District as of April 15, 2021

There were 155 registered voters residing within the District as of April 15, 2021.

II. NEXT MEETING DATE: August 25, 2021 at 11:30 A.M.

• QUORUM CHECK

The next meeting will be held on August 25, 2021 at 11:30 a.m.

▪ Public Comments

This item was an addition to the agenda.

There were no public comments.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

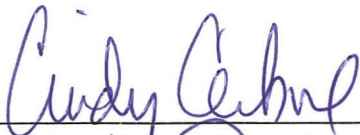
There were no Board Member comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Mr. Thompson and seconded by Mr. Mehegan, with all in favor, the meeting adjourned at 12:15 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair