

**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 May 28, 2024 at 11:30 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, Florida 32110.

Present were:

Howard Lefkowitz (via telephone)	Chair
Charles Lichtigman	Vice Chair
John Dockery, Jr.	Assistant Secretary
Carolyn Herbert	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Antonio Shaw (via telephone)	Wrathell, Hunt and Associates, LLC
Mark Watts	District Counsel
Randy Hudak (via telephone)	District Engineer
Carol Hodak (via telephone)	Resident
Stuart Weston	Resident
Julie Kowalski	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:38 a.m.

Supervisors, Herbert, Dockery and Lichtigman were present. Supervisor Lefkowitz attended via telephone. Supervisor Mehegan was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Thomas Mehegan [Seat 1]

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

Ms. Sanchez presented Mr. Thomas Mehegan's resignation. It was noted that Mr. Mehegan is in Seat 4, not Seat 1.

On MOTION by Mr. Lichtigman and seconded by Ms. Herbert, with all in favor, the resignation of Mr. Thomas Mehegan from Seat 4, was accepted.

FOURTH ORDER OF BUSINESS

Discussion: Interested Candidates

- A. John Ford**
- B. Julie Kowalski**
- C. Stuart Weston**

Mr. Lefkowitz stated that he reviewed the letters of interest/resumes and, in his opinion, all three candidates are qualified to serve on the Board.

Mr. Lefkowitz asked Ms. Kowalski about her experience in financial matters. Ms. Kowalski stated that she does not have a background in finance. Mr. Lefkowitz asked if Ms. Kowalski is knowledgeable about reading financial statements and budgets. Ms. Cerbone stated she thinks Mr. Lefkowitz wants to know if Ms. Kowalski is comfortable looking at budgets, financials, etc., and asking questions. Ms. Kowalski stated that she is comfortable doing so. Ms. Cerbone stated that District Management and other Staff is in place to provide accounting and finance expertise, answer questions and give information. Mr. Lefkowitz asked if, in her college education, Ms. Kowalski took any business courses. Ms. Kowalski replied affirmatively. Mr. Lefkowitz asked Ms. Kowalski if she prepares her own taxes or if she uses an accountant. Ms. Cerbone recalled that Ms. Kowalski stated that she has a CPA.

Mr. Lefkowitz stated that he has no questions for Mr. Ford or Mr. Weston.

None of the other Board Members had questions for any of the candidates.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2024

It was noted that Seat 4 is being filled, not Seat 1.

Ms. Herbert nominated Mr. Stuart Weston to fill Seat 4.

No other nominations were made.

On MOTION by Mr. Dockery and seconded by Ms. Herbert, with all in favor, the appointment of Mr. Stuart Weston to fill Seat 4, was approved.

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

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Stuart Weston. She provided and she, Ms. Cerbone and Mr. Watts explained the following items:

- A. **Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligation and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**
- **Acceptance of Resignation of Mr. Charles Lichtigman [Seat 5] and Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2026**

This item was an addition to the agenda.

Mr. Lichtigman tendered his resignation.

On MOTION by Ms. Herbert and seconded by Mr. Dockery, with all in favor, the resignation of Mr. Charles Lichtigman from Seat 5, was accepted.

Ms. Herbert nominated Mr. John Ford to fill Seat 5.

No other nominations were made.

On MOTION by Ms. Herbert and seconded by Mr. Dockery, with all in favor, the appointment of Mr. John Ford to fill Seat 5, was approved.

The Oath of Office will be administered to Mr. Ford at or before the next meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-01. Mr. Weston nominated the following:

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| John J. Dockery, Jr. | Chair |
| Carolyn S. Herbert | Vice Chair |
| Howard Lefkowitz | Assistant Secretary |
| Stuart Weston | Assistant Secretary |

This Resolution removes the following from the Board:

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| Thomas Mehegan | Assistant Secretary |
| Charles Lichtigman | Vice Chair |

The following prior appointments by the Board remain unaffected by this Resolution:

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| Craig Wrathell | Secretary |
| Cindy Cerbone | Assistant Secretary |
| Jamie Sanchez | Assistant Secretary |
| Craig Wrathell | Treasurer |
| Jeff Pinder | Assistant Treasurer |

On MOTION by Mr. Weston and seconded by Mr. Dockery, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that Flagler County Supervisor of Elections Begin Conducting the District's General Elections;

Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Ms. Sanchez presented Resolution 2024-02. She discussed the candidate qualifying period, which runs from noon, June 10, 2024 to noon, June 14, 2024 and the requirements that candidates must meet.

On MOTION by Ms. Herbert and seconded by Mr. Dockery, with all in favor, Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that Flagler County Supervisor of Elections Begin Conducting the District's General Elections; Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-03.

On MOTION by Mr. Dockery and seconded by Mr. Weston, with all in favor, Resolution 2024-03, Designating a Date, Time and Location of November 22, 2024 at 11:30 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, Florida 32110 for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-04. This is related to removing off-roll lots and using reserve funds for the associated expenses.

In response to a question regarding lift stations, Ms. Cerbone stated that there are two lift stations within the CDD, one of which was conveyed to the City and the City refused to accept the second lift station. The second lift station services only 14 properties in Deerfield Trace. She discussed the steps taken to reach a more accurate budget amount for Fiscal Year 2025 compared to Fiscal Year 2024.

Mr. Lefkowitz announced his intention to resign his position at or before the next meeting.

Mr. Lefkowitz left the meeting.

Ms. Cerbone and Mr. Watts explained the budget amendment process and why the Fiscal Year 2023 and Fiscal Year 2024 budgets are being amended and noted that amending the budgets helps avoid a finding in the annual audits.

On MOTION by Ms. Herbert and seconded by Mr. Dockery, with all in favor, Resolution 2024-04, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date

Mr. Watts presented Resolution 2024-05.

On MOTION by Ms. Herbert and seconded by Mr. Dockery, with all in favor, Resolution 2024-05, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law;

Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Ms. Sanchez presented Resolution 2024-06. She and Ms. Cerbone reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

Discussion ensued regarding CDD assets, CDD versus HOA responsibilities, the Reserve Study, etc.

As proposed, assessments are anticipated to increase slightly per unit.

On MOTION by Mr. Dockery and seconded by Ms. Herbert, with all in favor, Resolution 2024-06, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 27, 2024 at 10:00 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.

TWELFTH ORDER OF BUSINESS

Discussion: Missing Sidewalks

Mr. Watts referred to the document in the agenda and pointed out the areas of missing sidewalk. He stated there were questions as to whether the County approved modified plans to remove those sections. The County confirmed that there was not a modification; therefore, as there is a Completion Agreement with the Developer, the CDD can ask the Developer to complete the missing sections of sidewalk or, if the Developer does not do it, the CDD can hire someone to install the sidewalks. Regardless of the approach, the missing sidewalks must be installed.

Discussion ensued regarding potential sidewalk repairs.

On MOTION by Mr. Weston and seconded by Ms. Herbert, with all in favor, authorizing District Counsel to ask the Developer BADC to complete installation of the missing sections of sidewalk, was approved.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

This item was deferred.

FOURTEENTH ORDER OF BUSINESS

Ratification of Lawn Enforcement Agency, Inc. Landscape Management Program

This item was deferred.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2024

This item was deferred.

SIXTEENTH ORDER OF BUSINESS

Approval of August 22, 2023 Public Hearings and Regular Meeting Minutes

This item was deferred.

SEVENTEENTH ORDER OF BUSINESS

Other Business

There was no other business.

EIGHTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Cobb Cole**
- B. District Engineer: Zev Cohen and Associates, Inc.**

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

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

- **NEXT MEETING DATE: August 27, 2024 at 11:30 A.M.**
 - **QUORUM CHECK**

Ms. Sanchez stated that the August 27, 2024 meeting will be at 10:00 a.m., rather than at 11:30 a.m.

NINETEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Member comments or requests.

TWENTIETH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWENTY-FIRST ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dockery and seconded by Mr. Weston, with all in favor, the meeting adjourned at 1:57 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair