

**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 November 22, 2024, immediately following the Landowners’ Meeting, scheduled to commence at 11:30 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, Florida 32110.

**Present:**

John Dockery, Jr.  
Carolyn Herbert  
Stuart Weston  
John Ford

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Jamie Sanchez  
Cindy Cerbone (via telephone)  
Chris Conti (via telephone)  
Mark Watts  
Jane Ford  
Michael Cordasco, Jr.  
Donald Owen  
Elmer Riffin  
Patricia Thigpen

District Manager  
Wrathell, Hunt and Associates, LLC  
Wrathell, Hunt and Associates, LLC  
District Counsel  
Resident  
Resident  
Resident  
Resident  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 11:51 a.m.

Supervisor Ford, holdover Supervisors John Dockery and Stuart Weston and Supervisor-Elect Carolyn Herbert were present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Ms. Sanchez explained the protocols for public comments, which are heard at the beginning and the end of the meeting.

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

No members of the public spoke.

### THIRD ORDER OF BUSINESS

**Administration of Oath of Office to Newly Elected Supervisors [Seat 2, John Dockery Jr. – Seat 3, Stuart A. Weston – Seat 4] (the following will also be provided in a separate package)**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. John Dockery and Mr. Stuart Weston. The following items were explained later in the meeting:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

### FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-01.

The Landowners' Election results, which will be inserted into Sections 1 and 2 of the Resolution, were as follows:

|        |                 |          |             |
|--------|-----------------|----------|-------------|
| Seat 2 | Carolyn Herbert | 93 votes | 4-year Term |
|--------|-----------------|----------|-------------|

**On MOTION by Mr. Dockery and seconded by Mr. Weston, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

- **Administration of Oath of Office to Newly Elected Supervisors [Seat 2, John Dockery Jr. – Seat 3, Stuart A. Weston – Seat 4]**

**This item, previously the Third Order of Business, resumed discussion.**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Carolyn Herbert.

#### **FIFTH ORDER OF BUSINESS**

#### **Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2026**

Ms. Sanchez stated that all the candidates are in attendance and their resumes or letters of interest in the agenda were also emailed to the Board.

- **Candidates**

- A. **Michael F. Cordasco, Jr.**
- B. **Donald Owen**
- C. **Elmer E. Riggin**
- D. **Patricia Thigpen**

Each candidate discussed their personal and professional backgrounds and reasons they want to serve on the Board.

A Board Member asked the candidates if they are registered to vote in Flagler County and a legal resident of Florida. Each candidate replied affirmatively.

Board Members posed questions to each candidate and deliberated on the appointment.

In response to a request, Board Members agreed to open public comments.

A candidate voiced his opinion there are qualified, well diverse candidates to select from; his feelings would not be hurt if another candidate is selected.

A candidate suggested the candidates leave the meeting room to allow the Board to speak openly, as most of them know all four candidates. The candidates left the meeting room.

Board Members continued deliberations about who each would vote for and why.

The candidates returned to the meeting room.

Mr. Ford nominated Ms. Patricia Thigpen to fill Seat 1. No other nominations were made.

A Board Member stated it was a difficult for the Board to reach a unanimous decision, because each candidate brings unique skills and knowledge.

**On MOTION by Mr. Ford and seconded by Ms. Herbert, with all in favor, the appointment of Ms. Patricia Thigpen to fill Seat 1, 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 Ms. Patricia Thigpen.

Ms. Sanchez provided and explained the items in the Supervisor Package, as listed under the Third Order of Business.

Ms. Thigpen accepted the allowable Supervisor compensation.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-02.

Mr. Dockery nominated the following:

|                      |                     |
|----------------------|---------------------|
| John J. Dockery, Jr. | Chair               |
| Carolyn S. Herbert   | Vice Chair          |
| Stuart Weston        | Assistant Secretary |
| John Ford            | Assistant Secretary |
| Patricia Thigpen     | Assistant Secretary |

No other nominations were made.

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

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

**On MOTION by Mr. Dockery and seconded by Mr. Ford, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS****Update: Airport Road**

Mr. Watts distributed and presented a memorandum of historical data about Airport Road with supporting documents of Flagler County's recorded plat showing when the road was originally platted. It was dedicated in 2009 to the Hunter's Ridge Golf Community, Hunter's Ridge Timber and one other entity, which were controlled by the Master Developer for the overall Hunter's Ridge project. Since then, Mr. Becker deeded control of the overall Hunter's Ridge Development to U.S. Capital and was not willing to sign the plat to Hunter's Ridge CDD No 1. Instead, he opened and dedicated the road to Hunter's Ridge Oaks CDD and, when it dissolved, the plat was deeded to its successor, U.S. Capital, who subsequently deeded Airport Road to the Master Association; Hunter's Ridge Homeowners Association of East Florida currently owns all of Airport Road.

Mr. Watts stated that he had no role in setting this structure and he thinks, to limit liability, it would have been best if the road was deeded to an entity that has sovereign immunity. He heard of D.R. Horton, a private entity, plans to transfer the maintenance agreement from the roundabout and the road heading west to the Ormond Station CDD.

In response to a question, Mr. Watts stated that the Master Association owns the roundabout and the road heading east. A Board Member stated the Master Association just entered into an agreement with D.R. Horton. Mr. Watts stated he was not aware of that.

Ms. Thigpen asked Mr. Watts if the CDD is responsible for any of the road repairs he discussed. Mr. Watts replied no.

**EIGHTH ORDER OF BUSINESS****Discussion: Lift Station Vegetation**

Ms. Sanchez recalled a Deerfield Trace resident's comment at the last meeting that there are no plantings around the second lift station, and Mr. Hudak confirmed that there were

required plantings but they were never installed. She presented proposals Mr. Hudak obtained to install magnolia trees, for \$3,000, or wax myrtle trees, for \$1,200; the Board can decide whether to install plantings using District funds or pursue the Developer.

Mr. Watts stated that this scope ties into bond financing and the District Engineer's Report on the infrastructure necessary for the Development of this area within the District and the sidewalk discussions, which is the next agenda item. Per the Completion Agreement with the Developer, the Board can pursue the Developer of the 14 lots in Deerfield Trace for the vegetation and for the missing sidewalks; however, but the Board must also weigh the cost to pursue legal action against the Developer to finish the missing infrastructure or to use CDD funds. He prepared a draft letter to BADC asking them to complete the obligation of installing the missing section of sidewalk.

Discussion ensued regarding trees being specified in the Capital Improvement Plan (CIP) rather than bushes, funding options and Staff obtaining approval from Flagler County to change the materials in the landscape plan from trees to bushes.

**On MOTION by Mr. Dockery and seconded by Ms. Herbert, with all in favor, installing bushes around the second lift station, in a not-to-exceed amount of \$1,200, subject to Flagler County's approval to modify the landscape plan; assessing the cost to the 14 property owners in Deerfield Trace in Fiscal Year 2026 to replenish CDD costs incurred against the Fiscal Year 2025 General Fund, and authorizing the Chair to execute necessary documents outside of a meeting to fulfill the project, if it meets the parameters discussed, was approved.**

## **NINTH ORDER OF BUSINESS**

### **Discussion: Sidewalk Completion**

Ms. Sanchez stated that photographs of where the sidewalk was not completed in Huntington Village were distributed to the Board.

Mr. Watts stated that Mr. Hudak obtained an estimate of \$5,000 to install the missing sections of sidewalk and drafted a letter following up on his conversation with Mr. Lefkowitz about BADC's willingness to install the missing sidewalks.

Discussion ensued regarding this potentially being a safety issue, the project scope and Mr. Watts' legal fees to send the letter.

**On MOTION by Mr. Weston and seconded by Ms. Herbert, with all in favor, authorizing District Counsel to send a letter to BADC asking for the sidewalk to be completed within 60 days and requiring BADC to respond within two weeks, was approved.**

A Board Member asked if the CDD has any responsibilities as it pertains to drainage issues resulting from residents installing private pools in Huntington Village.

Mr. Watts stated that the CDD is responsible for maintenance and operation of the stormwater system as it was designed and approved and permitted by Flagler County and the South Florida Water Management District (SFWMD); the CDD does not have any regulatory authority over whether or not a pool can be constructed. The question is whether the homeowner is exceeding the impervious surface for that lot.

Discussion ensued regarding Flagler County's pool permits approval process and the Architectural Review Committee's approval process for pools.

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2024**

This item was deferred.

**ELEVENTH ORDER OF BUSINESS**

**Approval of August 27, 2024 Public Hearings and Regular Meeting Minutes**

This item was deferred.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

This item was deferred.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Cobb Cole**

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

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: May 27, 2025 at 11:30 AM**
  - **QUORUM CHECK**

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Member' comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

Resident Elmer Riggin asked for a copy of the memorandum about Airport Road and asked who is responsible for repairing the cracked sidewalks at the end of his driveway and around Huntington Villages.

Mr. Watts provided the memorandum to Mr. Riggin, which will be distributed electronically. The CDD is responsible for the ownership and maintenance of the roads and sidewalks within the right-of-way (ROW) and, per the CDD Agreement with the HOA to collect reserves to repair CDD-owned improvements, the HOA must make a formal request to the CDD and obtain approval from the CDD Board to fund the projects, as the CDD is holding the reserve funds.

It was noted that the Huntington Village Residents Association HOA is conducting investigations and intends to do an Engineering Study to address homeowner complaints about sidewalks and other infrastructure.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Dockery and seconded by Mr. Weston, with all in favor, the meeting adjourned at 1:33 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair