

**MINUTES OF MEETING  
SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Sugarloaf Community Development District held Public Hearings and a Regular Meeting on August 16, 2023 at 10:00 a.m., at the office of Andreyev Engineering, 1170 W. Minneola Ave., Clermont, Florida 34711.

**Present at the meeting were:**

Matthew Young	Chair
Matt Cuarta	Vice Chair
Suzanne Lupia	Assistant Secretary
Curt Wilkinson	Assistant Secretary (appointed at meeting)

**Also present:**

Daniel Rom	District Manager
Kyle Magee (via telephone)	District Counsel
Major Stacy (via telephone)	Interim District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 10:34 a.m.

Supervisors Young, Cuarta and Lupia were present. Supervisors-Elect Bray and Lemons were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Notices of Intent to Decline Seat from Matthew J Bray [Seat 1]; Term Expires November 2026 and Dawn M Lemons [Seat 5]; Term Expires November 2024**

Mr. Rom presented the Notices of Intent to Decline Appointment to Board from Mr. Matthew Bray and from Ms. Dawn Lemons.

**On MOTION by Ms. Lupia and seconded by Mr. Cuarta, with all in favor, the Notices of Intent to Decline Appointment to Board from Matthew J. Bray, Seat 1, and Dawn M. Lemons, Seat 5, were accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Curt Wilkinson to Fill Unexpired Term of Seat 1**

Mr. Young nominated Mr. Curt Wilkinson to fill Seat 1. No other nominations were made.

**On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, the appointment of Mr. Curt Wilkinson to Seat 1, was approved.**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Curt Wilkinson. Mr. Wilkinson is familiar with the following items:

- **Administration of Oath of Office to Curt Wilkinson (the following will 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. **Chapter 190, Florida Statutes**
  - D. **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**
  - E. **Form 8B: Memorandum of Voting Conflict**

**FIFTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 5**

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

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-30, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-30. Mr. Young nominated the following slate:

Chair	Matthew Young
Vice Chair	Matt Cuarta
Assistant Secretary	Suzanne Lupia
Assistant Secretary	Curt Wilkinson
Assistant Secretary	Daniel Rom

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Cuarta and seconded by Mr. Wilkinson, with all in favor, Resolution 2023-30, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for**

**Severability; Providing for Conflict and Providing for an Effective Date**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2023-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Sugarloaf Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was closed.**

Mr. Rom presented Resolution 2023-31 and read the title.

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, Resolution 2023-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Sugarloaf Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**A. Affidavits of Publication**

**B. Consideration of Resolution 2023-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

These items were included for informational purposes.

**On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, Resolution 2023-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2022/2023 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented the proposed Fiscal Year 2023 budget, which is a partial year, Landowner-funded budget with expenses being funded as they are incurred. He recalled that District Management’s management fee was be reduced during the period of semi-dormancy, as previously discussed; no bond-related items are reflected in the budget.

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Wilkinson and seconded by Mr. Young, with all in favor, Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-34. He reviewed the proposed Fiscal Year 2024 budget, which is a partial year, Landowner-funded budget with expenses being funded as they are incurred. He recalled that District Management’s management fee was be reduced during the period of semi-dormancy, as previously discussed; no bond-related items are reflected in the budget.

**On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Ms. Lupia and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-35.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATES: October 23, 2023; November 27, 2023; December 25, 2023, January 22, 2024; February 26, 2024; March 25, 2024; April 22, 2024; May 27, 2024; June 24, 2024; July 22, 2024; August 26, 2024 and September 23, 2024

TIME: 11:00 AM

Discussion ensued regarding the preference for the City Hall meeting location.

The consensus was that all twelve meetings will be advertised; however, only the April and August meetings will be calendared at this time.

**On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the**

Local District Records Office; and Providing an Effective Date

This item was deferred.

THIRTEENTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Items:

- A. Engagement of Bond Financing Professionals
  - I. Underwriter/Investment Banker: \_\_\_\_\_
  - II. Bond Counsel: \_\_\_\_\_
  - III. Trustee, Paying Agent and Registrar: \_\_\_\_\_
- B. Presentation of Master Engineer’s Report
- C. Presentation of Special Assessment Methodology Report
- D. Resolution 2023-27, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution
- E. Resolution 2023-28, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Sugarloaf Community Development District in Accordance with Chapter 170, 190, and 197, Florida Statutes
- F. Resolution 2023-29, Initial Bond Resolution

These items were deferred.

FOURTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2023



**On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.**

**FIFTEENTH ORDER OF BUSINESS**

**Approval of June 14, 2023 Organizational Meeting Minutes**

Mr. Rom presented the June 14, 2023 Organizational Meeting Minutes.

**On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, the June 14, 2023 Organizational Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer (Interim): Appian Engineering, LLC**  
There were no District Counsel or District Engineer Reports.
- C. **District Manager: Wrathell, Hunt and Associates, LLC**
  - **NEXT MEETING DATE: TBD**
    - **QUORUM CHECK**

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

**Public Comments**


No members of the public spoke.

**NINETEENTH ORDER OF BUSINESS**

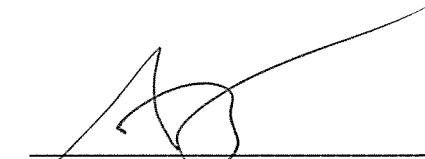
**Adjournment**

**On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the meeting adjourned at 10:44 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair