MINUTES OF MEETING
SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Sugarloaf Community Development District held a Regular Meeting and Audit Committee Meeting on April 22, 2024 at 11:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715.

Present at the meeting were:

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

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC (WHA)
Kyle Magee	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 11:01 a.m. Supervisors Young, Cuarta, Wilkinson and Lupia were present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2024**

This item was deferred.

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

  A. Required Ethics Training and Disclosure Filing

  - **Sample Form 1 2023/Instructions**

Mr. Rom discussed the new process for filing Form 1. Commencing this year, Form 1 must be filed electronically, by July 1, 2024, via the Commission on Ethics (COE) website. Board Members should or will receive an email from the COE with instructions to register so they can file Form 1 electronically.

Mr. Rom discussed the new requirement for the Board Members to complete four hours of ethics training by December 31, 2024. The memorandum in the agenda contains links to free, online courses. The Board Members are encouraged to keep a log/record of the courses taken. Completion of the requirement will be noted when filing Form 1 in 2025.

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

This item was deferred.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-02. He 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. This is a Landowner-funded budget with expenses funded as they are incurred.

Discussion ensued regarding potential bond issuance.

Mr. Rom stated that expenses related to bonds will be added to the proposed Fiscal Year 2025 budget, but they can be removed before the budget is adopted, if it is determined that bonds will not be issued in Fiscal Year 2025.

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on July 22, 2024 at 11:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715 and Providing for an Effective Date, was adopted.

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

Mr. Rom presented Resolution 2024-03.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, Resolution 2024-03, Designating November 5, 2024 at 9:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715 as the Date, Time, and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, 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**

Mr. Rom presented Resolution 2024-04.

The following will be inserted into the Fiscal Year 2025 Meeting Schedule:

DATES: October 28, 2024; November 5, 2024; November 25, 2024; December 23, 2024; January 25, 2025; February 24, 2025; March 24, 2025; April 28, 2025; May 26, 2025; June 23, 2025; July 28, 2025; August 25, 2025 and September 22, 2025

TIME: 11:00 AM (except November 5, 2025)

TIME, November 5, 2025: 9:00 AM

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2024-05, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-06, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

Mr. Rom presented Resolution 2024-06.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, Resolution 2024-06, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and a location within Lake County, Florida as the Principal Headquarters of the District and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

ELEVENTH ORDER OF BUSINESS **Review of Response to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit/Proof of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

Bid $3,165 plus $1,300 with bond issuance; total of $4,465.

II. Carr, Riggs & Ingram, LLC

Bid $6,500 plus $4,500 with bond issuance; total of $11,000.

III. Grau & Associates

Bid $3,100 plus $1,500 with bond issuance; total of $4,600.

Mr. Rom stated that WHA has worked with all three respondents and all are qualified; however, Berger, Toombs, Elam, Gaines & Frank (BTEGF) has been delayed recently in submitting audits.

D. Auditor Evaluation Matrix/Ranking

The Audit Selection Committee jointly scored and ranked the respondents, as follows:

#1	Grau & Associates	100 points
#2	Carr, Riggs & Ingram, LLC	90 points
#3	Berger, Toombs, Elam, Gaines & Frank	72 points (*misstated on audio as 67)

TWELFTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

THIRTEENTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

Mr. Rom presented the scores, ranking and recommendation of the Audit Selection Committee.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation to rank Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.

FOURTEENTH 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 2024-07, 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 2024-08, 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 Chapters 170, 190, and 197, Florida Statutes

F. Resolution 2024-09, Initial Bond Resolution

These items were deferred.

FIFTEENTH ORDER OF BUSINESS **Consideration of Boundary Amendment Funding Agreement**

Mr. Magee presented the Boundary Amendment Funding Agreement.

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, the Boundary Amendment Funding Agreement, was approved.

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, authorizing the Chair and Staff to proceed with preparation and filing of the Petition to add parcels and expand the boundaries of the CDD and authorizing the Chair and District Counsel to act as agents of the CDD with regard to this Petition and in filing it and appearing on behalf of the CDD, was approved.

SIXTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Ms. Lupia and seconded by Mr. Cuarta, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

SEVENTEENTH ORDER OF BUSINESS **Approval of August 16, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Cuarta and seconded by Ms. Lupia, with all in favor, the August 16, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

EIGHTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer (Interim): Appian Engineering, LLC

Mr. Stacy stated that Parcel C is continuing through permitting.

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

- **NEXT MEETING DATE: August 26, 2024 at 11:00 AM**
  - **QUORUM CHECK**

The next meeting will be on July 22, 2024, instead of on August 26, 2024.

NINETEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' 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. Young and seconded by Ms. Lupia, with all in favor, the meeting adjourned at 11:29 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair