SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

January 27, 2025

BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

AGENDA LETTER

Sugarloaf Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W●Boca Raton, Florida 33431
Phone: (561) 571-0010●Toll-free: (877) 276-0889●Fax: (561) 571-0013

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

January 20, 2025

Board of Supervisors
Sugarloaf Community Development District

Dear Board Members:

The Board of Supervisors of the Sugarloaf Community Development District will hold a Regular Meeting on January 27, 2025 at 11:00 a.m., or as soon thereafter as the matter may be heard, at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715. The agenda is as follows:

1. Call to Order/Roll Call

2. Public Comments

3. Administration of Oath of Office to Newly Elected Supervisor Patrick "Rob" Bonin [Seat 5] *(the following to be provided in separate package)*
   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

4. Ratification of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date

5. Consideration of Resolution 2025-04, Designating the Location of the Local District Records Office and Providing an Effective Date

6. Acceptance of Unaudited Financial Statements as of December 31, 2024

7. Approval of December 9, 2024 Regular Meeting Minutes

8. Staff Reports

   A. District Counsel: *Kutak Rock LLP*

   B. District Engineer: *Poulos & Bennett, LLC*

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

   - NEXT MEETING DATE: February 24, 2025 at 11:00 AM
     - QUORUM CHECK

SEAT 1	CURT WILKINSON	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	MATTHEW YOUNG	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	MATT CUARTA	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	JAMES DUNN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	PATRICK "ROB" BONIN	☐ IN PERSON	☐ PHONE	☐ NO

9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

<u>FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE</u>
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 528 064 2804

Sincerely,

Daniel Rom
District Manager

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sugarloaf Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District's Board of Supervisors desires to elect and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following is/are elected as Officer(s) of the District effective December 9, 2024:

Matthew Young ____ is elected Chair

Matt Cuarta ____ is elected Vice Chair

Curt Wilkinson ____ is elected Assistant Secretary

James Dunn ____ is elected Assistant Secretary

Rob Bonin ____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of December 9, 2024:

____________________ ____________________

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Daniel Rom is Assistant Secretary

Kristen Thomas is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 9TH DAY OF DECEMBER, 2024.

ATTEST:

Secretary/Assistant Secretary

SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT

Chair/Vice Chair, Board of Supervisors

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-04

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sugarloaf Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the City of Minneola, Lake County, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District's local records office shall be located at: ___________________ ____.

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____________________, 2025.

ATTEST:	**SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT**
_________________________________	_____________________________________
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

SUGARLOAF
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
DECEMBER 31, 2024

SUGARLOAF
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2024

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	$ 1,759	$ -	$ 1,759
Undeposited funds	5,532	-	5,532
Due from Landowner	21,154	468	21,622
Total assets	$ 28,445	$ 468	$ 28,913
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	$ 18,517	$ 468	$ 18,985
Landowner advance	6,000	-	6,000
Due to Landowner	-	3,643	3,643
Total liabilities	24,517	4,111	28,628
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	21,154	-	21,154
Total deferred inflows of resources	21,154	-	21,154
Fund balances:			
Restricted for:			
Unassigned	(17,226)	-	(17,226)
Total fund balances	(17,226)	(3,643)	(20,869)
Total liabilities, deferred inflows of resources and fund balances	$ 28,445	$ 468	$ 28,913
Total liabilities and fund balances	$ 28,445	$ 468	$ 28,913

SUGARLOAF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED DECEMBER 31, 2024

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	$ 2,723	$ 4,933	$ 82,240	6%
Total revenues	2,723	4,933	82,240	6%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	1,000	3,000	48,000	6%
Legal	1,035	1,035	15,000	7%
Engineering	-	-	1,000	0%
Audit	-	-	4,700	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Telephone	18	50	200	25%
Postage	-	11	500	2%
Printing & binding	42	125	500	25%
Legal advertising	134	473	3,500	14%
Annual special district fee	-	175	175	100%
Insurance	-	-	5,500	0%
Contingencies/bank charges	89	348	750	46%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	2,318	5,217	82,240	6%
Excess/(deficiency) of revenues over/(under) expenditures	405	(284)	-	
Fund balances - beginning	(17,631)	(16,942)	-	
Fund balances - ending	$ (17,226)	$ (17,226)	$ -	

*These items will be realized when bonds are issued
** These items will be realized the year after the issuance of bonds.

SUGARLOAF
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED DECEMBER 31, 2024

	Current Month	Year To Date
REVENUES	$ -	$ -
Total revenues	-	-
EXPENDITURES		
Debt service		
Legal fees	-	468
Total expenditures	-	468
Excess/(deficiency) of revenues over/(under) expenditures	-	(468)
Fund balances - beginning	(3,643)	(3,175)
Fund balances - ending	$ (3,643)	$ (3,643)

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

MINUTES OF MEETING
SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Sugarloaf Community Development District held a Regular Meeting on December 9, 2024 at 1:00 p.m., or as soon thereafter as the matter could be heard, at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715.

Present were:

Matthew Young	Chair
Matt Cuarta	Vice Chair
James Dunn	Assistant Secretary
Curt Wilkinson (via telephone)	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC (WHA)
Kyle Magee (via telephone)	District Counsel
Patrick (Rob) Bonin (via telephone)	Supervisor-Elect

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Rom called the meeting to order at 1:03 p.m.

The Oath of Office was administered to Mr. Cuarta and Mr. Dunn before the meeting to establish a quorum for today's meeting.

Supervisors Young, Cuarta and Dunn were present. Supervisor Wilkinson and Supervisor-Elect Bonin attended via telephone.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Newly Elected Supervisors [Matt Cuarta - Seat 3, James Dunn - Seat 4, Patrick "Rob" Bonin -**

Seat 5] (the following to be provided in separate package)

This item was addressed during the First Order of Business.

Supervisors Cuarta and Dunn are familiar with the following:

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**

Mr. Rom presented Resolution 2025-01.

The following results of the Landowners' Election will be inserted into Sections 1 and 2:

Seat 3	Matt Cuarta	80 Votes	4-Year Term
Seat 4	James Dunn	80 Votes	4-Year Term
Seat 5	Rob Bonin	20 Votes	2-Year Term

On MOTION by Mr. Young and seconded by Mr. Dunn, 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.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2025-02.

Mr. Dunn nominated the following slate:

Chair	Matthew Young
Vice Chair	Matt Cuarta
Assistant Secretary	Curt Wilkinson
Assistant Secretary	James Dunn
Assistant Secretary	Rob Bonin

No other nominations were made.

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

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Kristen Thomas	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

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

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-03, Directing the Chair and District Staff to File a Petition with the City of Minneola, Florida, Requesting the Passage of an Ordinance Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date**

A. Boundary Amendment Funding Agreement

B. Authorization of Agent Form

Mr. Rom presented Resolution 2025-03.

On MOTION by Mr. Cuarta and seconded by Mr. Young, with all in favor, Resolution 2025-03, Directing the Chair and District Staff to File a Petition with the City of Minneola, Florida, Requesting the Passage of an Ordinance Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Ratification of Budget Funding Agreements Fiscal Year 2025**

Mr. Rom presented the following executed Budget Funding Agreements for ratification. The percentage splits between the Landowners for all units were broken out accordingly.

A. Lennar Homes, LLC

Percentage split: 46.1%

B. Richland Developers – Florida, Inc.

Percentage split: 42.5%

C. Stanley Martin Homes, LLC

Percentage split: 11.4%

On MOTION by Mr. Cuarta and seconded by Mr. Young, with all in favor, the Budget Funding Agreements, as listed, were ratified.

- **First Amendment to Fiscal Year 2025 Budget Funding Agreement**

This item was an addition to the agenda.

Mr. Rom stated the addition of a new Landowner Tri-Pointe Homes Holdings, Inc., necessitated an amendment to the Budget Funding Agreement. The Agreement was updated to reflect an adjustment to the percentage splits between the Landowners for all units across the CDD. The adjusted percentage splits are as follows:

Builder	Percentage Split
Lennar Homes, LLC	46.1%
Richland Developers – Florida, Inc.	Decreased from 42.5% to 32.6%
Stanley Martin Homes, LLC	11.4%

Tri-Pointe Homes Holdings, Inc. Percentage split: 9.9%.

On MOTION by Mr. Cuarta and seconded by Mr. Young, with all in favor, the First Amendment to the Budget Funding Agreement for Fiscal Year 2025, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2025-04, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

NINTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of October 31, 2024**

Mr. Rom stated that Funding Requests were sent for the beginning of Fiscal Year 2025; they will be adjusted to incorporate the addition of Tri-Pointe Homes Holdings, Inc., if necessary, depending upon the effective date, which was calculated as of October 1, 2024 to begin with the new fiscal year.

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

TENTH ORDER OF BUSINESS **Approval of Minutes**

A. September 23, 2024 Public Hearing and Regular Meeting

B. November 5, 2024 Landowners' Meeting

On MOTION by Mr. Young and seconded by Mr. Dunn, with all in favor, the September 23, 2024 Public Hearing and Regular Meeting Minutes and November 5, 2024 Landowners' Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Magee stated the first Boundary Amendment was finalized last month. Staff will repeat the process for the second Boundary Amendment for the North Parcel.

Mr. Young stated the Tri-Pointe Homes Holdings, Inc., closing occurred on November 1, 2024, so that is the preferred effective date.

On MOTION by Mr. Cuarta and seconded by Mr. Young, with all in favor, amending the First Amendment to the Budget Funding Agreement for Fiscal Year 2025, to be effective November 1, 2024, was approved.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

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

- **NEXT MEETING DATE: January 27, 2025 at 11:00 AM**
  - **QUORUM CHECK**

The next meeting will be held on January 27, 2025, unless cancelled.

TWELFTH ORDER OF BUSINESS Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Cuarta and seconded by Mr. Wilkinson, with all in favor, the meeting adjourned at 1:13 p.m.

______________________________	______________________________
Secretary/Assistant Secretary	Chair/Vice Chair

SUGARLOAF

COMMUNITY DEVELOPMENT DISTRICT

STAFF REPORTS

SUGARLOAF COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE

LOCATION
City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 28, 2024 CANCELED	**Regular Meeting**	**11:00 AM**
November 5, 2024	**Landowners' Meeting**	**9:00 AM**
November 25, 2024 *rescheduled to December 9, 2024*	**Regular Meeting**	**11:00 AM**
December 9, 2024	**Regular Meeting**	**1:00 PM**
December 23, 2024 CANCELED	**Regular Meeting**	**11:00 AM**
January 27, 2025	**Regular Meeting**	**11:00 AM**
February 24, 2025	**Regular Meeting**	**11:00 AM**
March 24, 2025	**Regular Meeting**	**11:00 AM**
April 28, 2025	**Regular Meeting**	**11:00 AM**
May 26, 2025	**Regular Meeting**	**11:00 AM**
June 23, 2025	**Regular Meeting**	**11:00 AM**
July 28, 2025	**Regular Meeting**	**11:00 AM**
August 25, 2025	**Regular Meeting**	**11:00 AM**
September 22, 2025	**Regular Meeting**	**11:00 AM**