

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
SPECIAL ORGANIZATIONAL MEETING
APRIL 2, 2015**

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT AGENDA
THURSDAY, APRIL 2, 2015
2:00 P.M.**

The Offices of Meritus
Located at 5680 W. Cypress Street Suite A, Tampa FL 33607

District Board of Supervisors

Jeff Hills
Ryan Motko
Gary Jernigan
Albert Viera
Phil DiRosa

District Manager

Meritus

Brian Lamb
Brian Howell

District Attorney

Straley & Robin

John Vericker

District Engineer

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **2:00 p.m.** with the seventh section called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

April 2, 2015
Board of Supervisors
Carlton Lakes Community Development District

Dear Board Members:

The Special Organizational Meeting of Carlton Lakes Community Development District will be held on April 2, 2015 **at 2:00 p.m.** at the Offices of Meritus located at 5680 W. Cypress Street Suite A Tampa, FL 33607. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER**
 - A. Overview of Meeting Procedures and Decorum
- 2. PUBLIC COMMENT PERIOD**
- 3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**
- 4. SEAT NEW BOARD MEMBERS**
 - A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities
- 5. APPOINTMENT OF OFFICERS – Resolution 2015-01 Tab 01**
 - A. Chairman
 - B. Vice Chairman
 - C. Secretary
 - D. Treasurer
 - E. Assistant Secretaries
- 6. APPOINTMENT OF CONSULTANTS**
 - A. Consider Appointment of District Manager/Financial Advisor/Investment Representative – **Resolution 2015-02 Tab 02**
 - B. Designation of Registered Agent/Office – **Resolution 2015-03 Tab 03**
 - C. Consider Appointment of District General Counsel – **Resolution 2015-04..... Tab 04**
 - D. Consider Appointment of Interim District Engineer – **By Motion**
 - i. Authorize RFQ for District Engineer
 - E. Consider Appointment of Bond Counsel..... **Tab 05**
 - F. Consider Appointment of Investment Banker **Tab 06**
 - G. Consider Appointment of Trustee – **By Motion**
- 7. BUSINESS MATTERS**
 - A. Consider Plat Approval – **By Motion**
 - B. Approve Notice of Establishment- **Resolution 2015-05 Tab 07**
 - C. Consider Policy of Compensation for Board Members – **Resolution 2015-06..... Tab 08**
 - D. Consider Policy of Reimbursement of District Travel Expenses – **Resolution 2015-07 Tab 09**
 - E. Consider Designation of Local Records Office – **Resolution 2015-08..... Tab 10**
 - F. Consider District Records Retention Schedule – **Resolution 2015-09 Tab 11**
 - G. Consider Fiscal Year 2015 Regular Meeting Schedule and Location- **Resolution 2015-10. Tab 12**
 - H. Consider Landowners’ Meeting Date, Time and Location- **Resolution 2015-11 Tab 13**
 - I. Consider Proposed FY 2015 Annual Budget & Set Public Hearing – **Resolution 2015-12. Tab 14**
 - J. Consider Budget Funding Agreement **Tab 15**
 - K. Set Public Hearing for Uniform Methodology – **Resolution 2015-13 Tab 16**
 - L. Consider Rules of Procedure & Setting Public Hearing - **Resolution 2015-14 Tab 17**
 - M. Consider Policy Re: Support & Legal Defense for Board & Staff- **Resolution 2015-15 Tab 18**
 - N. Authorization to obtain General Liability and Public Officers Insurance-**By Motion**
 - O. Consider Designation of a Qualified Public Depository- **Resolution 2015-16..... Tab 19**
 - P. Authorization of Signatories- **Resolution 2015-17 Tab 20**
 - Q. Authorization to Disburse Funds for Expenses- **Resolution 2015-18..... Tab 21**
 - R. Consider Adoption of Investment Policy- **Resolution 2015-19 Tab 22**

- S. Consider Approval of Florida Statewide Mutual Aid Agreement- **Resolution 2015-20** **Tab 23**
- T. Consider Provisions for Public Comments – **Resolution 2015-21**..... **Tab 24**
- 8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
 - A. Preliminary Report of Engineer (*under separate cover*)
 - B. Authorizing Issuance of Bonds/Filing of Validation Complaint - **Resolution 2015-22** **Tab 25**
 - i. Master Trust Indenture **Tab 26**
 - C. Consider Authorization of Chairman to Accept or Execute Certain Documents
Resolution 2015-23..... **Tab 27**
 - D. Other Matters Relating to Financing
- 9. ADMINISTRATIVE MATTERS**
 - A. Request for Working Capital – **By Motion**
- 10. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 11. BOARD MEMBERS COMMENTS**
- 12. PUBLIC COMMENTS**
- 13. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb, CEO
Meritus