

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**April 2, 2015 Minutes of Special Organizational Meeting**

**Minutes of Special Organizational Meeting**

The Special Organizational Meeting of the Carlton Lakes Community Development District was held on **Thursday, April 2, 2015 at 2:00 p.m.** at Meritus, 5680 W. Cypress Street Suite A, Tampa, FL 33607.

Appointed Supervisors Present and Constituting a Quorum at the onset of the meeting:

Jeff Hills	Supervisor
Ryan Motko	Supervisor
Gary Jernigan	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Brian Howell	Meritus
John Vericker	District Counsel
Tonja Stewart	District Engineer, Interim ( <i>via speakerphone</i> )
Mike Williams	Bond Counsel ( <i>via speakerphone</i> )
Janice Entsminger	US Bank ( <i>via speakerphone</i> )
Laura Coffey	Lennar

**1. CALL TO ORDER**

**A. Overview of Meeting Procedures and Decorum**

Mr. Lamb called the Special Organizational Meeting of the Carlton Lakes Community Development District to order on **Thursday, April 2, 2015 at 2:18 p.m.** and identified the three appointed supervisors present constituting a quorum.

**2. PUBLIC COMMENT PERIOD**

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb administered the Oaths of Office to the Board members present.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

**5. APPOINTMENT OF OFFICERS - RESOLUTION 2015-01**

Mr. Lamb explained this Resolution to the Board and the Board approved with Jeff Hills as Chair, Gary Jernigan as Vice Chair, Brian Lamb as Secretary, Robert Rios as Treasurer, Brian Howell as Assistant Secretary as well as Ryan Motko, Albert Viera and Phil DiRosa as Assistant Secretaries as well.

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MOTION TO:	Approve Resolution 2015-01.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

- A. Chairman – Jeff Hills
- B. Vice Chairman – Gary Jernigan
- C. Secretary – Brian Lamb
- D. Treasurer – Robert Rios
- E. Assistant Secretaries - Brian Howell, Ryan Motko, Albert Viera, and Phil DiRosa

**6. APPOINTMENT OF CONSULTANTS**

**A. Consider Appointment of District Manager/Financial Advisor/Investment Representative – Resolution 2015-02**

Mr. Lamb went over this with the Board.

**B. Designation of Registered Agent/Office – Resolution 2015-03**

Mr. Lamb went over this Resolution with the Board.

**C. Consider Appointment of District General Counsel – Resolution 2015-04**

Mr. Lamb went over this with the Board with Straley & Robin being appointed District General Counsel.

**D. Consider Appointment of Interim District Engineer – By Motion**

**i. Authorize RFQ for District Engineer**

Mr. Lamb explained to the Board that they could appoint an interim District Engineer, but they would have to advertise an RFQ. The Board agreed to appoint Tonja Stewart with Stantec as District Engineer and the Board authorized the RFQ for District Engineer.

**E. Consider Appointment of Bond Counsel**

The Board agreed to appoint Mike Williams at Akerman as Bond Counsel.

**F. Consider Appointment of Investment Banker**

The Board agreed to appoint FMS Bonds as Investment Banker and authorize the Chair to sign associated agreement/engagement letter.

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**G. Appointment of Trustee-By Motion**

The Board agreed to appoint US Bank as Trustee

MOTION TO:	Approve Appointment of Consultants A – G as stated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**7. BUSINESS MATTERS**

**A. Consider Plat Approval – By Motion**

**B. Approve Notice of Establishment – Resolution 2015-05**

Mr. Lamb went over Resolution 2015-05 and asked the Board to authorize Counsel to record as Public Record.

**C. Consider Policy of Compensation for Board Members – Resolution 2015-06**

The Board members will waive compensation.

**D. Consider Policy of District Travel Reimbursement for Board Members – Resolution 2015-07**

Mr. Lamb explained Resolution 2015-07 with the Board Members.

**E. Consider Designation of Local Records Office – Resolution 2015-08**

Meritus will be the local records office.

**F. Consider District Records Retention Schedule – Resolution 2015-09**

Mr. Lamb reviewed Resolution 2015-09 with the Board.

**G. Consider Fiscal Year 2015 Regular Meeting Schedule and Location – Resolution 2015-10**

Mr. Lamb suggested the meeting time be changed to 2:45 pm instead of 2:00 pm.

**H. Consider Landowner’s Meeting Date, Time and Location – Resolution 2015-11**

The landowner election will be held on May 7, 2015.

**I. Consider Proposed FY 2015 Annual Budget & Set Public Hearing – Resolution 2015-12**

The Public Hearing will be held in August.

**J. Consider Developer’s Funding Agreement**

The Board agreed to authorize the Chair to negotiate the Developer’s Funding Agreement.

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**K. Set Public Hearing for Uniform Methodology – Resolution 2015-13**

The Public Hearing will be held June 4, 2015.

**L. Consider Rules of Procedure & Setting Public Hearing – Resolution 2015-14**

This Public Hearing will be held June 4, 2015.

**M. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2015-15**

Mr. Lamb reviewed this Resolution 2015-15 with the Board.

**N. Authorization to obtain General Liability and Public Officers Insurance – By Motion**

Authorize staff to obtain general liability and public officers insurance.

**O. Consider Designation of Qualified Public Depository – Resolution 2015-16**

Suntrust will be the Qualified Public Depository.

**P. Authorization of Signatories – Resolution 2015-17**

The Board decided the Chair, Secretary, and Treasure would be the signatories.

**Q. Authorization to Disburse Funds for Expenses – Resolution 2015-18**

Mr. Lamb explained Resolution 2015-18 with the Board.

**R. Consider Adoption of Investment Policy – Resolution 2015-19**

Mr. Lamb went over Resolution 2015-19 with the Board.

**S. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2015-20**

Mr. Lamb went over Resolution 2015-20 with the Board.

**T. Consider for Provision of Public Comments – Resolution 2015-21**

Mr. Lamb explained Resolution 2015-21 with the Board.

MOTION TO:	Approve Business Matters A – T as stated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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**8. PRELIMINARY REPORT PRESENTATION – ASSESSMENTS/BONDS**

**A. Preliminary Report of Engineer**

Ms. Stewart went over her report with the Board.

MOTION TO:	Adopt Bond Validation Report of the District Engineer in Substantial form.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**B. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2015-22**

**i. Master Trust Indenture**

Mr. Williams went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2015-22.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**C. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2015-23**

Mr. Vericker went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2015-23.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**D. Other Matters Relating to Financing**

**9. ADMINISTRATIVE MATTERS**

**A. Request for Working Capital – By Motion**

Mr. Lamb went over this with the Board.

**10. STAFF REPORTS**

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

**11. BOARD MEMBERS COMMENTS**

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**12. PUBLIC COMMENTS**

**13. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in a summary format.*

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

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

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**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

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**Printed Name**

**Title:**

- Chair**
- Vice Chair**

**Title:**

- Secretary**
- Assistant Secretary**

*Recorded by Records Administrator*

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*Signature*

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