

**MINUTES OF MEETING
TARA OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Tara Oaks Community Development District held a Regular Meeting on May 9, 2022 at 11:00 a.m., at the offices of Springstead Engineering, Inc., 727 South 14th Street, Leesburg, Florida 34748.

Present at the meeting, were:

Silvia Moukhtara Nemer	Chair
Chris Potts (via telephone)	Vice Chair
Clifton Fischer	Assistant Secretary
Jake Essman	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
Sayed Moukhtara	Developer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:04 a.m. Supervisors Moukhtara Nemer, Fischer and Essman were present, in person. Supervisor Potts was attending via telephone. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Vacant Seat 5, Term Expires November, 2025

- **Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in separate package*)**

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **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**
- D. **Form 8B: Memorandum of Voting Conflict**

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Ms. Suit presented Resolution 2022-02. She reviewed the proposed Fiscal Year 2023 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any changes.

Mr. Moukhtara suggested adding a line item for the cost to rent the meeting space.

The following change was made to the proposed Fiscal Year 2023 budget:

EXPENDITURES: Add "Meeting room rental (\$200 per meeting)" line item for \$2,400

On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for July 11, 2022 at 11:00 a.m., at the offices of Springstead Engineering, Inc., 727 South 14th Street, Leesburg, Florida 34748; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, as amended, was adopted.

SIXTH ORDER OF BUSINESS

Update: Stormwater Reporting Requirements

Ms. Suit reported the following:

- District Counsel provided the outline of the Stormwater Reporting Requirements.
- The CDD will not have any stormwater improvements constructed by the June 30, 2022 submittal due date; therefore, it will not be necessary for the District Engineer to prepare a Stormwater Management Needs Analysis Report.
- Management will send a letter of explanation to the County and State.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2022-03 and read the title.

Mr. Earlywine stated this is an update to a Resolution that was adopted at the Organizational Meeting. It allows the Chair and Vice Chair to execute plats and permit applications outside of meetings to facilitate already-approved project documents.

In response to Mr. Moukhtara’s question, Mr. Earlywine stated that the CDD does not have anything to do with conveying the electrical work being performed within the CDD. He

would arrange a conference call with Mr. Moukhtara and others to discuss the reclaimed wastewater utility conveyance process.

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, Resolution 2022-03, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Adopting Amended and Restated Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2022-04. Mr. Earlywine stated the Prompt Payment Policy was updated to match the statutory change increasing the late payment interest rates from 1% to 2%.

On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, Resolution 2022-04, Adopting Amended and Restated Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-05, Extending the Terms of Office of All Current Supervisors to Coincide With the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date

Ms. Suit presented Resolution 2022-05 and read the title.

On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, 2022-05, Extending the Terms of Office of All Current Supervisors to Coincide With the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. RFP Package

The RFP was included for informational purposes

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

II. Carr, Riggs & Ingram, LLC

III. Grau & Associates

D. Auditor Evaluation Matrix/Ranking

Ms. Suit recapped the rankings and scores, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	99 points
#2	Grau & Associates	98 points
#3	Carr, Riggs & Ingram, LLC	96 points

E. Award of Contract

Asked if a stipulation can be added to the contract for fee reduction for tardy audits, Mr. Earlywine stated that a provision could be included in the contract.

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, the scores and rankings, with Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent with 99 points, Grau & Associates as the #2 ranked respondent with 98 points and Carr, Riggs & Ingram as the #3 ranked respondent with 96 points, was approved.

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, awarding the contract for Annual Audit Services to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent, authorizing Staff to negotiate the form of contract, including the requested provision, and authorizing the Chair to execute, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of March 31, 2022.

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of Minutes

Ms. Suit presented the following:

A. August 9, 2021 Landowners’ Meeting

The following change was made:

Line 37 and throughout: Change “Jack” to “Jake”

B. August 9, 2021 Public Hearings and Regular Meeting

The following change was made:

Line 13 and throughout: Change “Jack” to “Jake”

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, the August 9, 2021 Landowners’ Meeting and August 9, 2021 Public Hearings and Regular Meeting Minutes, both as amended, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

Mr. Earlywine stated that the assessment hearings were scheduled. The bonds were validated and bonds can be issued in 60 days. Per the Underwriter’s advice, Staff will wait until the projects are nearing completion before issuing bonds.

B. District Engineer: *Rory P. Causseaux, P.E.*

There was no report.

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

- **NEXT MEETING DATE: June 13, 2022 at 11:00 A.M.**
 - **QUORUM CHECK**

The June 13, 2022 meeting was cancelled. The next meeting would be July 11, 2022.

FOURTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

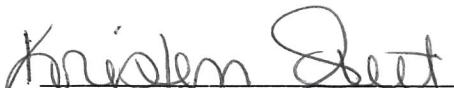
SIXTEENTH ORDER OF BUSINESS

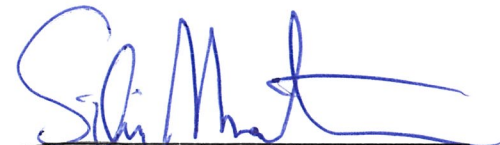
Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, the meeting adjourned at 11:36 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair