

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

The Board of Supervisors of the Tara Oaks Community Development District held a Regular Meeting on March 13, 2023 at 11:00 a.m., at the offices of Springstead Engineering, Inc., 727 South 14<sup>th</sup> Street, Leesburg, Florida 34748.

**Present at the meeting, were:**

Silvia Moukhtara Nemer	Chair
Chris Potts	Vice Chair
Clifton Fischer	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
David Springstead	District Engineer
Jonathan Turner (via telephone)	SCW Legal
Sayed Moukhtara	Developer
Aline Moukhtara (via telephone)	Developer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:15 p.m. The meeting was delayed in order to establish a quorum. Supervisors Moukhtara Nemer, Fischer and Potts were present, in person. Supervisor Essman was not present. 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 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Ratification of Engagement with Jere Earlywine at Kutak Rock LLP**

Ms. Suit presented the Kutak Rock, LLP Engagement Letter. This was necessary because Mr. Earlywine changed firms.

**On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, engagement of Jere Earlywine/Kutak Rock LLP for District Counsel Services, was ratified.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Directing the Chairman and District Staff to Request the Passage of an Ordinance by the City Commission of the City of Leesburg, Florida, Amending the District's Boundaries, and Authorizing Such Other**

**Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date**

Mr. Earlywine presented Resolution 2023-02 and the accompanying Exhibits.

**On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, Resolution 2023-02, Directing the Chairman and District Staff to Request the Passage of an Ordinance by the City Commission of the City of Leesburg, Florida, Amending the District’s Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Boundary Amendment Funding Agreement**

Mr. Earlywine presented the Boundary Amendment Funding Agreement.

**On MOTION by Mr. Potts and seconded by Mr. Fischer, with all in favor, the Boundary Amendment Funding Agreement and authorizing the Chair to execute, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Response to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent(s): Springstead Engineering, Inc.**

Ms. Suit stated that Springstead Engineering, Inc. (Springstead) was the only respondent to the RFQ.

**D. Competitive Selection Criteria/Ranking**

Mr. Earlywine stated that, as the sole respondent, the Board can approve Springstead as a qualified respondent and authorize Staff to proceed with contract negotiations.

**E. Award of Contract**

**On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, ranking Springstead Engineering, Inc., the sole respondent and a qualified respondent, as the #1 ranked respondent to the RFQ for District Engineering Services, authorizing Staff to proceed with contract negotiations and authorizing the Chair to execute, was approved.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of January 31, 2023**

Ms. Suit presented the Unaudited Financial Statements as of January 31, 2023.

**On MOTION by Mr. Potts and seconded by Ms. Moukhtara Nemer, with all in favor, the Unaudited Financial Statements as of January 31, 2023, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of September 12, 2022 Public Hearing and Regular Meeting Minutes**

Ms. Suit presented the September 12, 2022 Public Hearing and Regular Meeting Minutes.

**On MOTION by Mr. Fischer and seconded by Ms. Moukhtara Nemer, with all in favor, the September 12, 2022 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kutak Rock LLP***

Mr. Earlywine stated the Boundary Amendment process will take approximately four months. He asked for an update regarding construction and turnover of on-site utilities in order to prepare for bond issuance.

Mr. Springstead stated no utilities in construction are completed; a meeting with the City is scheduled to discuss off-site utilities. He estimated the earliest possible date for substantial completion might be known by the May meeting.

Discussion ensued regarding budget planning for Fiscal Year 2024, which commences October 1, 2023. Ms. Suit stated an admin-only budget and a Budget Funding Agreement for Fiscal Year 2024 will be presented at the next meeting.

**B. District Engineer:**

Ms. Suit noted that the contract for District Engineering Services was awarded to Springstead Engineering, Inc. Mr. Earlywine will forward the form of agreement.

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

- **NEXT MEETING DATE: April 10, 2023 at 11:00 A.M.**
  - **QUORUM CHECK**

The April 10, 2023, May 8, 2023 and June 12, 2023 meetings were canceled.

Discussion ensued regarding a Special Meeting to present the proposed Fiscal Year 2024 budget and the Budget Funding Agreement. A Special Meeting will be scheduled for April 27, 2023 at 11:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Moukhtara thanked the Board and Staff for accommodating the schedule change.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

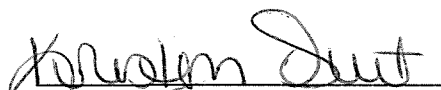
There were no public comments.

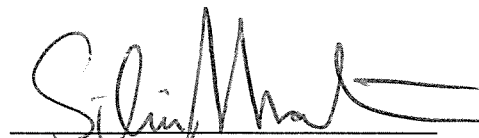
**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Ms. Moukhtara Nemer and seconded by Mr. Fischer, with all in favor, the meeting adjourned at 12:41 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair