

MINUTES OF MEETING  
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, February 10, 2016 at 10:40 a.m. at the Offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present were:

Sue Harker	Chairperson
Michelle Pierce	Vice Chair
Meredith Hoffman	Supervisor

Also present were:

Jim Perry	District Manager
Sarah Warren	Hopping Green & Sams (by phone)
Peter Ma	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 10:40 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2017)**

Mr. Perry stated we have a new supervisor, Ms. Meredith Hoffman.

**B. Oath of Office for Appointed Supervisor (Meredith Hoffman)**

*Mr. Perry administered an oath of office to Ms. Hoffman.*

Mr. Perry stated you are going to have to complete a Form 1, which is a Statement of Financial Interests. You will then have to file it with the supervisor of elections in the County in which you reside. Also make a copy of it for yourself, so you have a record of it. I also have more information for you on Community Development Districts. I will also give you a copy of Chapter 190 of the Florida Statutes. As a public official, you are subject to the Commission on Ethics. We still have another open supervisor seat. Are we going to fill that?

Ms. Harker responded not today but maybe by the next meeting.

**C. Resolution 2016-04, Election of Officers**

Mr. Perry stated at the last meeting you were appointed as an Assistant Secretary.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 5, 2015 Meeting**

Mr. Perry stated included in your agenda package is a copy of the minutes of the November 5, 2015 meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Pierce seconded by Ms. Harker with all in favor the Minutes of the November 5, 2015 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the November 5, 2015 Landowners Meeting**

Mr. Perry stated included in your agenda package is a copy of the minutes of the November 5, 2015 landowners meeting.

On MOTION by Ms. Pierce seconded by Ms. Hoffman with all in favor the Minutes of the November 5, 2015 Landowners Meeting were accepted.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2015 Audit Report**

Mr. Perry stated included in your agenda package is a copy of the Fiscal Year 2015 audit report. On page one of the report is the opinion and this is what is referred to as a clean opinion. You always want to see that, which basically states the financials in all material respects are respective of the governmental activities in each fund. On page 23 is the internal control letter. They didn't note any material weaknesses that may have existed in any internal controls.

On MOTION by Ms. Pierce seconded by Ms. Harker with all in favor the Fiscal Year 2015 Audit Report was accepted.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**  
There being none, the next item followed.

**B. Engineer**  
There being none, the next item followed.

**C. Manager**  
Mr. Perry stated at our meeting in May, we will have the first cut of the budget for Fiscal Year 2017.

**NINTH ORDER OF BUSINESS                      Supervisor’s Request and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS                      Financial Statements**

Mr. Perry stated included in your agenda package is a copy of the financial statements as of December 31, 2015.

**ELEVENTH ORDER OF BUSINESS                      Assessment Receipt Schedule**

Mr. Perry stated included in your agenda package is the assessment receipt schedule.

**TWELFTH ORDER OF BUSINESS                      Approval of Check Register**

Mr. Perry stated included in your agenda package is the check register, which totals \$678,553.40.

On MOTION by Ms. Harker seconded by Ms. Hoffman with all in favor the Check Register was approved.

**THIRTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – May 11, 2016 at 10:30 a.m. @ the Offices of England-Thims & Miller**

Mr. Perry stated the next scheduled meeting is May 11, 2016 at 10:30 a.m. at this location.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Ms. Hoffman seconded by Ms. Pierce with all in favor the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman