

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 14, 2018 at 10:30 a.m. at the offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present were:

Sue Harker	Chairperson
Michelle Pierce	Supervisor
Helen Camp	Supervisor

Also present were:

Jim Perry	District Manager
Sarah Warren	District Counsel (by phone)
Jonathan Smith	Winslow Property Management (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 10:30 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

Mr. Perry stated just prior to this meeting we swore in Ms. Camp and we've notarized the oath of office. You are a public official and you will have to fill out a Form 1 and submit it to the Supervisor of Elections in the County in which you reside. Please do that within 30 days. Being a Supervisor, you are subject to the Sunshine Amendment, which means any business that could be discussed at a future meeting you cannot discuss with any of the other supervisors unless it is during a public meeting.

**A. Acceptance of Resignation from Meredith Hoffman**

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor to accept the resignation of Meredith Hoffman was approved.
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**B. Appointment of New Supervisors to Fill Unexpired Terms of Office (11/2019 and 11/2021)**

Mr. Perry asked do you have any nominations for an open position?

Ms. Harker responded I do not.

**C. Oath of Office for Newly Appointed Supervisor and Elected Supervisors**

The oaths of offices were administered prior to the meeting.

**D. Resolution 2018-01, Canvassing and Certifying the Results of the Landowners Election**

Mr. Perry stated you have a copy of resolution 2018-01 in your agenda book. It shows the results of the landowners' election votes that were cast on November 8<sup>th</sup>.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor Resolution 2018-01 was approved.

**E. Resolution 2018-02, Election of Officers**

Mr. Perry stated whenever we have a new member appointed to the Board we go back through the slate of officers. We currently have Sue Harker as Chairman, Michelle Pierce as Vice Chair, myself as Secretary, Dave deNagy as Treasurer, myself as Assistant Treasurer and then Jessica Moreno, Dave deNagy and Jim Oliver as Assistant Secretaries. We would ask that you consider that same slate but with adding Helen Camp as an Assistant Secretary.

On MOTION by Ms. Pierce seconded by Ms. Harker with all in favor resolution 2018-02 was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 12, 2017 Meeting**

There were no corrections to the minutes.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor the Minutes of the July 12, 2017 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the July 12, 2017 Audit Committee Meeting**

Mr. Perry stated this meeting was in regards to the ranking of proposals for the auditors.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor the Minutes of the July 12, 2017 Audit Committee Meeting were accepted.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the November 8, 2017 Landowners' Election**

Mr. Perry stated those minutes are included in your agenda package.

On MOTION by Ms. Pierce seconded by Ms. Harker with all in favor the Minutes of the November 8, 2017 Landowners' Election were accepted.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Engagement Letter from Grau & Associates for the FY 2017 Audit**

Mr. Perry stated Grau was the number one ranked firm by the audit committee. We've already entered into that agreement with them because of the timing of the audit and it corresponds with their proposal.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor the engagement letter from Grau & Associates for the FY 2017 audit was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-03, Designating the District's Primary Administrative Office and Principal Headquarters**

Mr. Perry stated resolution 2018-03 is an administrative item and it just designates what we've had in the past with GMS' office in St. Augustine being the primary administrative office of the district.

On MOTION by Ms. Pierce seconded by Ms. Harker with all in favor Resolution 2018-03 was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH 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 the budget process is starting and luckily this budget is pretty simple so that will be commencing at our next meeting in May.

**ELEVENTH ORDER OF BUSINESS      Supervisors' Requests and Audience Comments**

Ms. Harker stated effective April 30<sup>th</sup>, the Sembler Company will no longer be managing Oakleaf Town Center. Catz & Associates will be taking over management of the assets. We talked to Jonathan about this on Monday that this board will need to be filled with different people at that point. We believe Michelle is going to be staying on with them so she would remain on the board but the other positions currently held by Sembler Company employees would be filled by different people at that point so April 30<sup>th</sup> we will be resigning from the board. May 9<sup>th</sup> is the next meeting at which we will need to have the board filled in order to have quorum for that meeting.

Mr. Perry stated you might have to attend that May meeting in order to transition the board. We can talk through that. If there are resignations we have to have the current board approve the new board members coming in.

Ms. Harker stated we can work through that.

**TWELFTH ORDER OF BUSINESS      Financial Statements**

Mr. Perry stated the financial statements are enclosed in your agenda package.

**THIRTEENTH ORDER OF BUSINESS      Assessment Receipt Schedule**

Mr. Perry stated we are about 97% collected.

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

Mr. Perry stated the check register is enclosed in your agenda package.

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

**FIFTEENTH ORDER OF BUSINESS**


**Next Scheduled Meeting – May 9, 2018 at the offices of England Thims & Miller**

Mr. Perry stated the next scheduled meeting would be May 9, 2018 at this location at 10:30a.m.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman