

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, July 12 2017 at 10:30 a.m. at the Offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present were:

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| Sue Harker | Chairperson |
| Michelle Pierce | Supervisor |
| Jessica Moreno | Supervisor |

Also present were:

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| Darrin Mossing | District Manager |
| Darrin Mossing Jr. | Governmental Management Services |
| Roy Van Wyk | District Counsel (by phone) |
| Jonathan Smith | Winslow Property Management (by phone) |

FIRST ORDER OF BUSINESS

Roll Call

Mr. Mossing 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

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

Mr. Mossing stated I know this item has been on the agenda for some time.

Ms. Harker stated we are going to need to do a nomination for someone. Right now I'm thinking Helen Camp would be someone we'd like to have on the board at our next meeting.

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| On MOTION by Ms. Moreno seconded by Ms. Pierce with all in favor to appoint Helen Camp to the Board of Supervisors was approved. |
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B. Oath of Office for Appointed Supervisor

This item was tabled.

C. Resolution 2017-01, Election of Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 10, 2017 Meeting

Mr. Mossing stated these minutes are included in your agenda package.

On MOTION by Ms. Moreno seconded by Ms. Pierce with all in favor the Minutes of the May 10, 2017 Meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the May 10, 2017 Audit Committee Meeting

Mr. Mossing stated those minutes were enclosed in your agenda package.

On MOTION by Ms. Harker seconded by Ms. Moreno with all in favor the Minutes of the May 10, 2017 Audit Committee Meeting were accepted.

SIXTH ORDER OF BUSINESS

Acceptance of Audit Committee Recommendation

Mr. Mossing stated the audit committee has met and they ranked the firms from one through four with Grau & Associates number one, Berger Toombs number two, McDirmit Davis number three and Carr Riggs number four.

On MOTION by Ms. Harker seconded by Ms. Moreno with all in favor the audit committee recommendation to rank Grau & Associates number one was accepted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2018

A. Consideration of Resolution 2017-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2018

On MOTION by Ms. Harker seconded by Ms. Moreno with all in favor the public hearing was opened.

Mr. Mossing stated about 60 days ago the board approved this budget and it was circulated to the local governing authorities in accordance with Chapter 190 and now we've

advertised this as a public hearing to formally adopt that budget. There are no changes to the prior year's budget and the assessments are remaining at the same level.

On MOTION by Ms. Moreno seconded by Ms. Pierce with all in favor Resolution 2017-03, relating to annual appropriations and adopting the budget for Fiscal Year 2018 was approved.

B. Consideration of Resolution 2017-04, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Mossing stated both the general fund and debt service budgets are funded by levying the annual assessments on the properties and certifying those with the Duval County Tax Collector. This resolution formalizes those actions.

On MOTION by Ms. Pierce seconded by Ms. Moreno with all in favor Resolution 2017-04, imposing special assessments and certifying an assessment roll was approved.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor the public hearing was closed.

EIGHTH ORDER OF BUSINESS Discussion of the Meeting Schedule for Fiscal Year 2018

Mr. Mossing stated the meeting schedule is enclosed in your agenda package. November 8, 2017 is the recommended date of the landowners' election.

On MOTION by Ms. Pierce seconded by Ms. Moreno with all in favor the meeting schedule for Fiscal Year 2018 was approved as presented.

NINTH ORDER OF BUSINESS Consideration of Resolution 2017-05, Designating a Date, Time and Location for a Landowners Election

Mr. Mossing stated based upon your meeting schedule that we just discussed the date would be November 8, 2017 at 10:30 a.m. at this location. Also we have the official ballot for that landowners' election and proxy. One of the requirements as part of this resolution is that they be presented to the Board of Supervisors and for the public's purpose if there were public to

show up at that landowners' election they would understand the process and requirements to the votes that they are allotted.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor Resolution 2017-05, designating a date, time and location for a landowners' election was approved.

TENTH ORDER OF BUSINESS **Other Business**
There being none, the next item followed.

ELEVENTH 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 – Report on the Number of Registered Voters (0)
Mr. Mossing stated each year the District is required to publish the number of registered voters. We get a letter from the Supervisor of Elections which is enclosed in your agenda package and that reflects that there are zero registered voters.

TWELFTH ORDER OF BUSINESS **Supervisors' Requests and Audience Comments**
There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS **Financial Statements**
Mr. Mossing stated those are enclosed in your agenda package.

FOURTEENTH ORDER OF BUSINESS **Assessment Receipt Schedule**
Mr. Mossing stated this is enclosed in your agenda package.

FIFTEENTH ORDER OF BUSINESS **Approval of Check Register**
Mr. Mossing stated the check register is also enclosed in your agenda package.

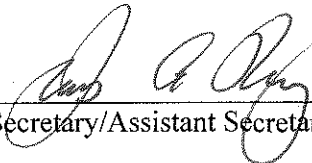
On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor the Check Register was approved.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – TBD

Mr. Mossing stated the landowners' election will be November 8, 2017 which only requires a representative of the landowner to be present. The next regularly scheduled meeting would be February 14, 2018.

SEVENTEENTH 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