

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Thursday, November 5, 2015 at 10:35 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 Chairperson
Frank Militello	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 10:35 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Perry administered an oath of office to Ms. Harker and Mr. Militello.

Mr. Perry presented the newly elected supervisors with documents pertaining to the District.

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

This item was tabled.

C. Resolution 2016-01, Canvassing and Certifying the Results of the Landowners Election

Mr. Perry stated included in your agenda package is Resolution 2016-01 canvassing and certifying the results of the landowner's election. Prior to this meeting, the landowner's election was conducted. Ms. Harker received 20 votes. Mr. Militello received 20 votes and Ms.

Hoffman received 10 votes. Ms. Harker and Mr. Militello will serve four year terms and Ms. Hoffman will serve a two year term.

On MOTION by Ms. Pierce seconded by Mr. Militello with all in favor Resolution 2016-01 Canvassing and Certifying the Results of the Landowners Election was approved.

D. Resolution 2016-02, Election of Officers

Mr. Perry stated included in your agenda package is Resolution 2016-02 election of officers. Currently you have Ms. Harker as Chair and Ms. Pierce as Vice Chair. We would recommend that Ms. Hoffman and Mr. Militello be Assistant Secretaries, myself as Assistant Treasurer and Secretary, Mr. Oliver as Assistant Secretary and Mr. deNagy as Treasurer and Assistant Secretary.

On MOTION by Mr. Militello seconded by Ms. Harker with all in favor Resolution 2016-02 Election of Officers was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 15, 2015 Meeting

Mr. Perry stated included in your agenda package is a copy of the minutes of the July 15, 2015 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Militello seconded by Ms. Pierce with all in favor Resolution 2016-02 Election of Officers was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2016-03, Amending the Fiscal Year 2015 General Fund Budget

Mr. Perry stated the only thing that we have done in regards to this budget amendment is a transfer of \$50,000 from the general fund to the capital reserve fund. Those funds have been built up over the years. Most of it results from the collection of assessments from landowners that did not take full advantage of their 4% early payment discount.

On MOTION by Mr. Militello seconded by Ms. Harker with all in favor Resolution 2016-03 Amending the Fiscal Year 2015 General Fund Budget was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH 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 assessment roll was certified to Duval County.

**EIGHTH ORDER OF BUSINESS Supervisor's Request and Audience
Comments**

There being none, the next item followed.

NINTH ORDER OF BUSINESS Financial Statements

Mr. Perry stated included in your agenda package is a copy of the financial statements as of September 30, 2015.

TENTH ORDER OF BUSINESS Assessment Receipt Schedule

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

ELEVENTH ORDER OF BUSINESS Approval of Check Register

Mr. Perry stated included in your agenda package is the check register, which totals \$71,833.38.

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

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

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

THIRTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman