

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, 2023 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel

The following is a summary of the discussions and actions taken at the July 12, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 10, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the minutes of the May 10, 2023 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget

Mr. Oliver presented a copy of the approved budget for Fiscal Year 2024, noting the assessments will remain the same and there is very little change in the budget from last year.

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On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the public hearing was opened.

There were no members of the public present.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public hearing was closed.

A. Consideration of Resolution 2023-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Kilinski informed the Board Resolution 2023-03 will formally adopt the budget just considered.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2023-03, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

B. Consideration of Resolution 2023-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Ms. Kilinski informed the Board that Resolution 2023-04 formally levies the operations and maintenance assessment lien for Fiscal Year 2024 and provides the collection schedule for both debt and O&M for that year.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor Resolution 2023-04, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski noted that a memorandum was sent to the board members that provided a summary of the changes to legislative determinations on ethics training, which requires officers of special districts to have four hours of ethics training per year. The memorandum outlines training options. She recommended completing that training prior to March of next year to prepare for the Form 1 that will be due in June of 2024.

B. District Engineer

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There being nothing to report, the next item followed.

C. District Manager

1. Report on the Number of Registered Voters

Mr. Oliver noted there are 0 registered voters reported to be residing within the District's boundaries

2. Consideration of Designating a Meeting Schedule for Fiscal Year 2024

Mr. Oliver presented a meeting schedule for Fiscal Year 2024, which includes a landowner's election on November 1, 2023, February 14, 2024, May 8, 2024 and July 10, 2024.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting schedule for Fiscal Year 2024 was approved as presented.

SIXTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through May 31, 2023 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 103% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$12,918.90 was included in the agenda package.

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

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – Landowner's Election Only on November 1, 2023 at 10:30 a.m. at the offices of Riverside Management Services

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NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting was adjourned.

DocuSigned by:
Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:
Michelle Pierce

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Chairman/Vice Chairman