

**MINUTES OF MEETING
RIDGE AT HEATH BROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Ridge at Heath Brook Community Development District held Multiple Public Hearings and a Regular Meeting on November 5, 2021 at 11:30 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Ave Rd, Ocala, Florida 34482.

Present at the meeting were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ryan Zook (via telephone)	Assistant Secretary
Ty Vincent	Assistant Secretary
Mark Roscoe	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Santiago Machado (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 12:09 p.m. Supervisors Cotter, Moulton, Vincent and Roscoe were present. Supervisor Zook was attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2020/2021 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-01, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-01.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe with all in favor, the Public Hearing was closed.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, Resolution 2022-01, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2021/2022 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-02, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-02.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, Resolution 2022-02, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2022-03, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-03.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, Resolution 2022-03, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. RFP Package

The Request for Proposals (RFP) was included for informational purposes.

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

II. Carr, Riggs & Ingram, LLC

III. Grau & Associates

Mr. Wrathell reviewed each firm’s fee schedule, as follows:

Berger, Toombs, Elam, Gaines & Frank (BTEGF):

- ✓ \$3,040 for Fiscal Year 2021
- ✓ \$3,150 for Fiscal Years 2022 and 2023
- ✓ Additional \$1,000 fee when bonds are issued

Carr, Riggs & Ingram, LLC (CRI):

- ✓ \$5,000
- ✓ Additional \$1,100 fee when bonds are issued

Grau & Associates (Grau):

- ✓ \$3,200 for Fiscal Year 2021
- ✓ \$3,400 for Fiscal Year 2022

D. Auditor Evaluation Matrix/Ranking

The consensus was to accept the District Manager’s scoring and ranking recommendations, as follows:

#1	Grau & Associates	99.5 points
#2	Berger, Toombs, Elam, Gaines & Frank	98 points
#3	Carr, Riggs & Ingram, LLC	97 points

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, accepting the District Manager’s recommended scores and rankings and designating Grau & Associates as the #1 ranked respondent for Annual Audit Services, was approved.

E. Award of Contract

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, authorizing District Staff to engage Grau & Associates, the #1 ranked respondent for Annual Audit Services, and authorizing the Chair or Vice Chair to execute an Agreement, was approved.

**Ratification of Acquisition of Phase 1
Utilities Improvements**

Mr. Earlywine presented the Acquisition of Phase 1 Utilities Improvements documents that document the CDD's ownership of the utilities so that the Developer can be reimbursed with bond proceeds following bond issuance. Because the amounts were not finalized, approval was requested in the amount set forth in the insurance report.

On MOTION by Mr. Roscoe and seconded by Mr. Vincent, with all in favor, Acquisition of Phase 1 Utilities Improvements and the associated documents, in the amount set forth in the Insurance Report, was ratified.

EIGHTH ORDER OF BUSINESS

**Ratification of Integra Realty Resources
Southwest Florida Proposal/Authorization
for Valuation and Consulting Services**

Mr. Earlywine presented the Integra Realty Resources Southwest Florida Proposal/Authorization for Valuation and Consulting Services executed by the Vice Chair.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Integra Realty Resources Southwest Florida Proposal/Authorization for Valuation and Consulting Services, was ratified.

NINTH ORDER OF BUSINESS

**Consideration of Response from Waldrop
Engineering, LLC, to Request for
Qualifications (RFQ) for Engineering
Services**

Mr. Wrathell stated that Waldrop Engineering, LLC (Waldrop), the Interim District Engineer, was the only respondent to the RFQ. Waldrop is a highly qualified and highly responsive firm. Mr. Wrathell stated and Mr. Earlywine confirmed that, as the sole respondent, the Board could rank Waldrop as the #1 ranked respondent.

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, designating Waldrop Engineering, LLC, as the #1 ranked respondent for District Engineering Services, was approved.

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, authorizing District Staff to prepare a Continuing Services Agreement and negotiate a Fee Schedule with Waldrop Engineering, LLC, the #1 ranked respondent for District Engineering Services, and for the Chair or Vice Chair to execute, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Making Certain Findings; Waiving a Portion of Rule 1.3(1), Rules of Procedure; Providing for Reasonable Notice of Board Meetings; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-04. This Resolution states that, as long as the CDD has advertised the annual meeting schedule and posted meeting information on the CDD website, a separate advertisement for each Board meeting is not required.

On MOTION by Mr. Vincent and seconded by Mr. Cotter, with all in favor, Resolution 2022-04, Making Certain Findings; Waiving a Portion of Rule 1.3(1), Rules of Procedure; Providing for Reasonable Notice of Board Meetings; Providing a Severability Clause; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Update: Stormwater Reporting Requirements

Mr. Wrathell stated, as discussed in a previous meeting, the legislature passed new stormwater reporting requirements. Mr. Santiago stated a Work Authorization for preparation of the required report would be submitted for consideration at the next meeting.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2021

Mr. Wrathell presented the Unaudited Financial Statements as of September 30, 2021

On MOTION by Mr. Vincent and seconded by Mr. Roscoe, with all in favor, the Unaudited Financial Statements as of September 30, 2021, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of Minutes

Mr. Wrathell presented the following:

- A. **August 30, 2021 Landowners’ Meeting**
- B. **August 30, 2021 Public Hearing and Regular Meeting**

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, the August 30, 2021 Landowners’ Meeting and the August 30, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: *KE Law Group, PLLC***

Mr. Earlywine stated that the Boundary Amendment was pending; once received, bond validation and bond issuance could proceed. He expected an update within the next month.

- B. **District Engineer (Interim): *Waldrop Engineering***

“Interim” would be removed from future agendas.

- C. **District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: December 3, 2021 at 11:30 A.M.**

The next meeting would be held on December 3, 2021. The District Engineer’s Work Authorization might be the only item on the agenda.

FIFTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

SEVENTEENTH ORDER OF BUSINESS

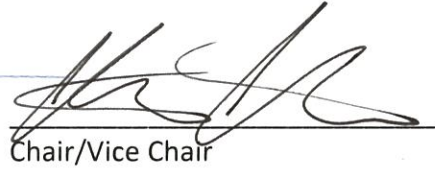
Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the meeting adjourned at 12:18 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair