

**RIDGE AT
HEATH BROOK**

**COMMUNITY DEVELOPMENT
DISTRICT**

December 3, 2021

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

Ridge at Heath Brook Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

November 24, 2021

Board of Supervisors
Ridge at Heath Brook Community Development District

Dear Board Members:

The Board of Supervisors of the Ridge at Heath Brook Community Development District will hold a Regular Meeting on December 3, 2021 at 11:30 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Proposal/Work Authorization for Stormwater Reporting Requirements
4. Acceptance of Unaudited Financial Statements as of October 31, 2021
5. Approval of November 5, 2021 Public Hearings and Regular Meeting Minutes
6. Staff Reports
 - A. District Counsel: *KE Law Group, PLLC*
 - Update: Boundary Amendment
 - B. District Engineer: *Waldrop Engineering, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: January 7, 2022 at 11:30 A.M.

○ QUORUM CHECK

CHRISTIAN COTTER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
MARY MOULTON	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
TY VINCENT	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
MARK ROSCOE	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
RYAN ZOOK	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

7. Board Members' Comments/Requests
8. Public Comments

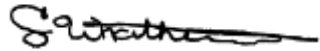
ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

9. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,



Craig Wrathell
District Manager

TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 413 553 5047

**RIDGE AT HEATH
BROOK**

COMMUNITY DEVELOPMENT DISTRICT

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**RIDGE AT HEATH BROOK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
OCTOBER 31, 2021**

**RIDGE AT HEATH BROOK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
OCTOBER 31, 2021**

	<u>General Fund</u>	<u>Total Governmental Funds</u>
ASSETS		
Due from Landowner	\$ 25,747	\$ 25,747
Total assets	<u>\$ 25,747</u>	<u>\$ 25,747</u>
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 19,747	\$ 19,747
Landowner advance	6,000	6,000
Total liabilities	<u>25,747</u>	<u>25,747</u>
 DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	9,110	9,110
Total deferred inflows of resources	<u>9,110</u>	<u>9,110</u>
 Fund balances:		
Unassigned	<u>(9,110)</u>	<u>(9,110)</u>
Total fund balances	<u>(9,110)</u>	<u>(9,110)</u>
 Total liabilities, deferred inflows of resources and fund balances		
	<u>\$ 25,747</u>	<u>\$ 25,747</u>

**RIDGE AT HEATH BROOK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED OCTOBER 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 96,790	0%
Total revenues	<u>-</u>	<u>-</u>	<u>96,790</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	2,000	44,000	5%
Legal	-	-	25,000	0%
Engineering	-	-	2,000	0%
Audit*	-	-	5,000	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,000	0%
Telephone	16	16	200	8%
Postage	-	-	500	0%
Legal advertising	5,000	5,000	6,500	77%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	500	0%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>7,016</u>	<u>7,016</u>	<u>96,790</u>	7%
Excess/(deficiency) of revenues over/(under) expenditures	(7,016)	(7,016)	-	
Fund balances - beginning	(2,094)	(2,094)	-	
Fund balances - ending	<u>\$ (9,110)</u>	<u>\$ (9,110)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

RIDGE AT HEATH BROOK

COMMUNITY DEVELOPMENT DISTRICT

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DRAFT
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

42 Mr. Wrathell presented Resolution 2022-01.

43

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

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48 No members of the public spoke.

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

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

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60 **FOURTH ORDER OF BUSINESS**

Public Hearing on Adoption of Fiscal Year
2021/2022 Budget

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63 **A. Proof/Affidavit of Publication**

64 The affidavit of publication was included for informational purposes.

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

69 Mr. Wrathell presented Resolution 2022-02.

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

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75 No members of the public spoke.

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

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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.

121 C. Respondents

122 I. Berger, Toombs, Elam, Gaines & Frank

123 II. Carr, Riggs & Ingram, LLC

124 III. Grau & Associates

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

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

- 127 ✓ \$3,040 for Fiscal Year 2021
- 128 ✓ \$3,150 for Fiscal Years 2022 and 2023
- 129 ✓ Additional \$1,000 fee when bonds are issued

130 Carr, Riggs & Ingram, LLC (CRI):

- 131 ✓ \$5,000
- 132 ✓ Additional \$1,100 fee when bonds are issued

133 Grau & Associates (Grau):

- 134 ✓ \$3,200 for Fiscal Year 2021
- 135 ✓ \$3,400 for Fiscal Year 2022

136 D. Auditor Evaluation Matrix/Ranking

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

139	#1	Grau & Associates	99.5 points
140	#2	Berger, Toombs, Elam, Gaines & Frank	98 points
141	#3	Carr, Riggs & Ingram, LLC	97 points

142

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

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149 E. Award of Contract

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

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157 SEVENTH ORDER OF BUSINESS

Ratification of Acquisition of Phase 1
Utilities Improvements

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

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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.

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170 EIGHTH ORDER OF BUSINESS

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

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

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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.

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182 NINTH ORDER OF BUSINESS

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

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

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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.

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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

239 Mr. Wrathell presented the following:

240 A. August 30, 2021 Landowners’ Meeting

241 B. August 30, 2021 Public Hearing and Regular Meeting

242

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

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248 FOURTEENTH ORDER OF BUSINESS

Staff Reports

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

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

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

254 “Interim” would be removed from future agendas.

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

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

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

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260 FIFTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

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262 There were no Board Members’ comments or requests.

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264 SIXTEENTH ORDER OF BUSINESS

Public Comments

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266 There were no public comments.

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268 SEVENTEENTH ORDER OF BUSINESS

Adjournment

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270 There being nothing further to discuss, the meeting adjourned.

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

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Secretary/Assistant Secretary

Chair/Vice Chair

**RIDGE AT HEATH
BROOK**

COMMUNITY DEVELOPMENT DISTRICT

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RIDGE AT HEATH BROOK COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE****LOCATION***Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2021 CANCELED	Public Hearings and Regular Meeting	11:30 AM
November 5, 2021	Public Hearings and Regular Meeting	11:30 AM
December 3, 2021	Regular Meeting	11:30 AM
January 7, 2022	Regular Meeting	11:30 AM
February 4, 2022	Regular Meeting	11:30 AM
March 4, 2022	Regular Meeting	11:30 AM
April 1, 2022	Regular Meeting <i>(presentation of FY2023 proposed budget)</i>	11:30 AM
May 6, 2022	Regular Meeting	11:30 AM
June 3, 2022	Regular Meeting	11:30 AM
July 1, 2022	Regular Meeting	11:30 AM
August 5, 2022	Public Hearing and Regular Meeting <i>(adoption of FY2023 budget)</i>	11:30 AM
September 2, 2022	Regular Meeting	11:30 AM