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

ATTENDEES: Please identify yourself each time you speak to facilitate

transcription

of

accurate

meeting minutes.

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	IN PERSON	No
MARY MOULTON	IN PERSON	No No
TY VINCENT	IN PERSON	No
MARK ROSCOE	IN PERSON	No
Β ΥΑΝ ΖΟΟΚ	IN PERSON	🗌 No

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

Board of Supervisors Ridge at Heath Brook Community Development District December 3, 2021 Regular Meeting Agenda Page 2

9. Adjournment

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

Sincerely,

Sathan

Craig Wrathell District Manager <u>TO ATTEND BY TELEPHONE</u> CALL-IN NUMBER: 1-888-354-0094 PARTICIPANT PASSCODE: 413 553 5047

RIDGE AT HEATH BROOK COMMUNITY DEVELOPMENT DISTRICT



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

			Total
	General	Gove	ernmental
	Fund	F	unds
ASSETS			
Due from Landowner	\$ 25,747	\$	25,747
Total assets	\$ 25,747	\$	25,747
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 19,747	\$	19,747
Landowner advance	6,000		6,000
Total liabilities	25,747		25,747
DEFERRED INFLOWS OF RESOURCES	0.110		0.110
Deferred receipts	9,110		9,110
Total deferred inflows of resources	9,110		9,110
Fund balances:			
Unassigned	(9,110)		(9,110)
Total fund balances	(9,110)		(9,110)
Total liabilities, deferred inflows of resources and fund balances	¢ 05 747	¢	25 747
	\$ 25,747	Φ	25,747

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	-		96,790	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	7,016	7,016	96,790	7%
Excess/(deficiency) of revenues				
over/(under) expenditures	(7,016)	(7,016)	-	
Fund balances - beginning	(2,094)	(2,094)	-	
Fund balances - ending	\$ (9,110)	\$ (9,110)	\$ -	
*These items will be realized when bonds are issued				

*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



 FIRST ORDER OF BUSINESS FIRST ORDER OF BUSINESS 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. 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 			DRAF	Т	
3 COMMUNITY DEVELOPMENT DISTRICT 4 The Board of Supervisors of the Ridge at Heath Brook Community Development District 6 held Multiple Public Hearings and a Regular Meeting on November 5, 2021 at 11:30 a.m., at The 7 Club at Ocala Preserve, 4021 NW 53rd Ave Rd, Ocala, Florida 34482. 8	1		MINUTES OF	MEETING	
4 The Board of Supervisors of the Ridge at Heath Brook Community Development District 6 held Multiple Public Hearings and a Regular Meeting on November 5, 2021 at 11:30 a.m., at The 7 Club at Ocala Preserve, 4021 NW 53rd Ave Rd, Ocala, Florida 34482. 8 9 9 Present at the meeting were: 10 Christian Cotter 11 Christian Cotter 12 Mary Moulton 13 Ryan Zook (via telephone) 14 Mark Roscoe 15 Mark Roscoe 16 Also present were: 17 Also present were: 18 Craig Wrathell 19 Craig Wrathell 11 District Manager 12 Santiago Machado (via telephone) 13 Jere Earlywine (via telephone) 14 Jere Earlywine (via telephone) 15 Jere Terlywine (via telephone) 16 District Counsel 17 Mr. Wrathell called the meeting to order at 12:09 p.m. Supervisors Cotter, Moulton, 18 Vincent and Roscoe were present. Supervisor Zook was attending via telephone. 19 SECOND ORDER OF BUSINESS Pub	2		RIDGE AT HEATH BROOK		
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7 Club at Ocala Preserve, 4021 NW 53rd Ave Rd, Ocala, Florida 34482. 8					
8 Present at the meeting were: 11 Christian Cotter Chair 12 Mary Moulton Vice Chair 13 Ryan Zook (via telephone) Assistant Secretary 14 Ty Vincent Assistant Secretary 15 Mark Roscoe Assistant Secretary 16 Ty Vincent Assistant Secretary 17 Also present were: Image: Comparison of the secretary 18 Craig Wrathell District Manager 20 Kristen Suit Wrathell Hunt and Associates, LLC (WHA) 21 Jere Earlywine (via telephone) District Counsel 22 Santiago Machado (via telephone) District Engineer 23 FIRST ORDER OF BUSINESS Call to Order/Roll Call 24 Mr. Wrathell called the meeting to order at 12:09 p.m. Supervisors Cotter, Moulton, 21 Vincent and Roscoe were present. Supervisor Zook was attending via telephone. 23 There were no public comments. 34 There were no public comments. 35 There were no public comments. 36 There were no public comments. 37 A. Affidavit of Publication					
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40 Adopting the Budgets for the Fiscal Year Ending September 30, 2021; Authorizing	38		The affidavit of publication was included fo	r informational purposes.	
40 Adopting the Budgets for the Fiscal Year Ending September 30, 2021; Authorizing	39	В.	Consideration of Resolution 2022-01, R	elating to the Annual Appropriations and	
	40				
	41		Budget Amendments; and Providing an Ef	fective Date	

	RIDGI	E AT HEATH BROOK CDD	DRAFT	November 5, 2021
42		Mr. Wrathell presented Resolut	ion 2022-01.	
43				
44 45		On MOTION by Mr. Cotter and Public Hearing was opened.	d seconded by Mr. Rosco	pe with all in favor, the
46		15		
47 48		No members of the public spok	0	
40 49		No members of the public spok	с.	
50 51		On MOTION by Mr. Cotter and Public Hearing was closed.	d seconded by Mr. Rosco	pe with all in favor, the
52				
53 54 55 56 57		On MOTION by Mr. Cotter an Resolution 2022-01, Relating t Budgets for the Fiscal Year En Amendments; and Providing an	o the Annual Appropria nding September 30, 20	tions and Adopting the 21; Authorizing Budget
58 59				
60 61 62	FOUR	TH ORDER OF BUSINESS	Public Heari 2021/2022 E	ing on Adoption of Fiscal Year Budget
63	Α.	Proof/Affidavit of Publication		
64		The affidavit of publication was	included for informationa	al purposes.
65	В.	Consideration of Resolution	2022-02, Relating to th	e Annual Appropriations and
66		Adopting the Budgets for the	e Fiscal Year Beginning	October 1, 2021, and Ending
67		September 30, 2022; Authori	zing Budget Amendmen	ts; and Providing an Effective
68		Date		
69		Mr. Wrathell presented Resolut	ion 2022-02.	
70				
71 72		On MOTION by Mr. Cotter and Public Hearing was opened.	d seconded by Mr. Rosco	pe with all in favor, the
73 74 75		No members of the public spok	e.	
76				
77 78		On MOTION by Mr. Cotter and Public Hearing was closed.	d seconded by Mr. Rosco	be, with all in favor, the
79 80				

	RIDGE	AT HEATH BROOK CDD	DRAFT	November 5, 2021
81 82 83 84 85		Resolution 2022-02, Relati Budgets for the Fiscal Year	er and seconded by Mr. Ros ng to the Annual Appropriat r Beginning October 1, 2021, get Amendments; and Provi	ions and Adopting the and Ending September
86 87 88 89 90 91 92	FIFTH	ORDER OF BUSINESS	and Objection Rules of Pro-	ng to Hear Public Comments ons to the Adoption of the ocedure, Pursuant to Sections 90.035, Florida Statutes
93	Α.	Affidavits of Publication		
94		The affidavits of publication	were included for informatio	nal purposes.
95	В.	Consideration of Resoluti	on 2022-03, Adopting Rule	s of Procedure; Providing a
96		Severability Clause; and Pro	oviding an Effective Date	
97		Mr. Wrathell presented Res	olution 2022-03.	
98				
99 100		On MOTION by Mr. Cotter Public Hearing was opened	and seconded by Mr. Rosco	e with all in favor, the
101 102 103 104		No members of the public s	poke.	
105 106		On MOTION by Mr. Cotter Public Hearing was closed.	and seconded by Mr. Rosco	e, with all in favor, the
107 108				
109 110 111		Resolution 2022-03, Adop	er and seconded by Mr. Ros oting Rules of Procedure; P fective Date, was adopted.	-
112 113				
114 115 116	SIXTH	ORDER OF BUSINESS		n of Responses to Request for FP) for Annual Audit Services
118 117	Α.	Affidavit of Publication		
118		The affidavit of publication	was included for informationa	l purposes.
119	В.	RFP Package		
120		The Request for Proposals (RFP) was included for informa	tional purposes.

	RIDG	AT HEATH BROOK CDD DRAFT November 5, 2021
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	recon	nendations, 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		
143 144 145 146		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.
147 148 149 150	Ε.	Award of Contract
151 152 153 154		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.
155 156		

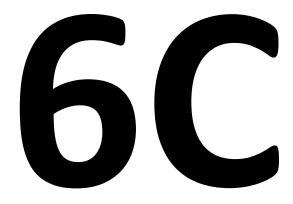
RIDGE AT HEATH BROOK CDD DRAFT November 5, 2021 157 SEVENTH ORDER OF BUSINESS Ratification of Acquisition of Phase 1 158 **Utilities Improvements** 159 160 Mr. Earlywine presented the Acquisition of Phase 1 Utilities Improvements documents 161 that document the CDD's ownership of the utilities so that 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. 164 165 On MOTION by Mr. Roscoe and seconded by Mr. Vincent, with all in favor, 166 Acquisition of Phase 1 Utilities Improvements and the associated documents, 167 in the amount set forth in the Insurance Report, was ratified. 168 169 170 EIGHTH ORDER OF BUSINESS Ratification of Integra Realty Resources 171 Southwest Florida Proposal/Authorization 172 for Valuation and Consulting Services 173 174 Mr. Earlywine presented the Integra Realty Resources Southwest Florida 175 Proposal/Authorization for Valuation and Consulting Services executed by the Vice Chair. 176 177 On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Integra Realty Resources Southwest Florida Proposal/Authorization for 178 Valuation and Consulting Services, was ratified. 179 180 181 182 NINTH ORDER OF BUSINESS Consideration of Response from Waldrop 183 Engineering, LLC, to Request for 184 Qualifications (RFQ) for Engineering 185 Services 186 Mr. Wrathell stated that Waldrop Engineering, LLC (Waldrop), the Interim District 187 188 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. 191 192 On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, 193 designating Waldrop Engineering, LLC, as the #1 ranked respondent for District 194 Engineering Services, was approved. 195 196

	RIDGE	E AT HEATH BROOK CDD	DRAFT	November 5, 2021
197 198 199 200 201		On MOTION by Mr. Roscoe and se authorizing District Staff to prepare negotiate a Fee Schedule with Wa respondent for District Engineering S execute, was approved.	e a Continuing S aldrop Engineeri	Services Agreement and ng, LLC, the #1 ranked
202 203 204 205 206 207 208 209 210	TENT	H ORDER OF BUSINESS	of Rule Providing f Meetings; and Providi	rtain Findings; Waiving a Portion 1.3(1), Rules of Procedure; for Reasonable Notice of Board Providing a Severability Clause; ing an Effective Date
211		Mr. Wrathell presented Resolution 20	022-04. This Reso	lution states that, as long as the
212	CDD h	has advertised the annual meeting sche	dule and posted	meeting information on the CDD
213	websi	te, a separate advertisement for each B	oard meeting is n	ot required.
214				
215 216 217 218 219 220		On MOTION by Mr. Vincent and se Resolution 2022-04, Making Certain I Rules of Procedure; Providing for Providing a Severability Clause; and P	Findings; Waiving Reasonable Not	a Portion of Rule 1.3(1), ice of Board Meetings;
221 222 223	ELEVE	INTH ORDER OF BUSINESS	Update: Requireme	Stormwater Reporting nts
224		Mr. Wrathell stated, as discussed in	a previous meet	ing, the legislature passed new
225	storm	water reporting requirements. Mr. San	itiago stated a Wo	ork Authorization for preparation
226	of the	required report would be submitted fo	r consideration at	the next meeting.
227				
228 229 230 231	TWEL	FTH ORDER OF BUSINESS Mr. Wrathell presented the Unaudited		as of September 30, 2021
232		·		
233 234 235		On MOTION by Mr. Vincent and seco Unaudited Financial Statements as of	•	
236 237 238	THIRT	EENTH ORDER OF BUSINESS	Approval o	f Minutes

	RIDG	E AT HEATH BROOK CDD	DRAFT November 5,	2021
239		Mr. Wrathell presented the follow	ving:	
240	Α.	August 30, 2021 Landowners' Me	eting	
241	В.	August 30, 2021 Public Hearing a	nd Regular Meeting	
242				
243 244 245 246		-	seconded by Mr. Cotter, with all in favor, the eeting and the August 30, 2021 Public Hearing presented, were approved.	
247 248 249	FOUR	TEENTH ORDER OF BUSINESS	Staff Reports	
250	Α.	District Counsel: KE Law Group, P	2LC	
251		Mr. Earlywine stated that the Bou	undary Amendment was pending; once received,	bond
252	valida	tion and bond issuance could proce	eed. He expected an update within the next month	۱.
253	в.	District Engineer (Interim): Waldı	rop Engineering	
254		"Interim" would be removed from	n future agendas.	
255	C.	District Manager: Wrathell, Hunt	and Associates, LLC	
256		• NEXT MEETING DATE: Dec	cember 3, 2021 at 11:30 A.M.	
257		The next meeting would be held	d on December 3, 2021. The District Engineer's	Work
258	Autho	prization might be the only item on t	the agenda.	
259				
260 261	FIFTE	ENTH ORDER OF BUSINESS	Board Members' Comments/Requests	
262 263		There were no Board Members' c	omments or requests.	
264 265	SIXTE	ENTH ORDER OF BUSINESS	Public Comments	
266		There were no public comments.		
267				
268 269	SEVE	NTEENTH ORDER OF BUSINESS	Adjournment	
270 271		There being nothing further to dis	scuss, the meeting adjourned.	
272 273		On MOTION by Mr. Cotter and s meeting adjourned at 12:18 p.m.	seconded by Mr. Roscoe, with all in favor, the	

81 Secretary/Assistant Secretary	Chair/Vice Chair
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RIDGE AT HEATH BROOK



RIDGE AT HEATH	BROOK COMMUNITY DEVELOPMENT DIS	TRICT
BOARD OF SUPER	VISORS FISCAL YEAR 2021/2022 MEETING SCHE	DULE
	LOCATION	
	rve, 4021 NW 53rd Avenue Road, Ocala, Florida	
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 (presentation of FY2023 proposed budget)	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 (adoption of FY2023 budget)	11:30 AM
September 2, 2022	Regular Meeting	11:30 AM