

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

The Board of Supervisors of the Ridge at Heath Brook Community Development District held Public Hearings and a Regular Meeting on September 14, 2023 at 11:30 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482.

Present at the meeting were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ty Vincent	Assistant Secretary

Also present:

Kristen Suit	District Manager
Davenport Bennett (via telephone)	District Counsel
Damon Parrish (via telephone)	District Engineer
Angel Rodriguez	Access Management
Alex Gormley	Access Management
John Wiggins	Supervisor-Appointee
Andre Carmack	Supervisor Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:31 a.m. Supervisors Cotter, Moulton and Vincent were present. Supervisors Rosco and Zook were not present.

Ms. Suit stated that, during the meeting, Mr. John Wiggins will be appointed to Seat 4 and Mr. Andre Carmack will be appointed to Seat 3.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Mark Roscoe [Seat 4]; Term Expires November 2024

Ms. Suit presented Mr. Mark Roscoe’s resignation letter dated July 19, 2023.

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, the resignation of Mr. Mark Roscoe, from Seat 4, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of John Wiggins to Fill Unexpired Term of Seat 4

Mr. Cotter nominated Mr. John Wiggins to fill Seat 4. No other nominations were made.

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, the appointment of Mr. John Wiggins to Seat 4, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Wiggins. She provided and briefly described the following:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B – Memorandum of Voting Conflict**
- **Acceptance of Resignation of Supervisor Ty Vincent [Seat 3]; Term Expires November 2024**

This item was an addition to the agenda.

Ms. Suit stated Mr. Vincent submitted his resignation at the meeting.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the resignation of Mr. Ty Vincent, from Seat 3, was accepted.

▪ **Consider Appointment of Andre Carmack to Fill Unexpired Term of Seat 3**

This item was an addition to the agenda.

Mr. Cotter nominated Mr. Andre Carmack to fill Seat 3. No other nominations were made.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the appointment of Mr. Andre Carmack to Seat 3, was approved.

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Andre Carmack. She stated Mr. Carmack serves on several Boards and is familiar with the contents in the new Supervisor packet, which she provided.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-08, Appointing and Removing Officers of the District and Providing for an Effective Date

Ms. Suit presented Resolution 2023-08. Mr. Cotter nominated the following slate:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ryan Zook	Assistant Secretary
John Wiggins	Assistant Secretary
Andre Carmack	Assistant Secretary

No other nominations were made. Ms. Suit stated Mr. Roscoe and Mr. Vincent are being removed from the Board. Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Kristen Suit, remain unaffected by this Resolution.

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, Resolution 2023-08, Appointing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

- A. Affidavit/Proof of Publication**
- B. Consideration of Resolution 2023-09, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Ridge at Heath Brook Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

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

No affected property owners or members of the public spoke.

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

Ms. Suit presented Resolution 2023-09 and read the title.

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-09, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Ridge at Heath Brook Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- A. Affidavit/Proof of Publication**
- B. Mailed Notice to Property Owner(s)**
- C. Engineer’s Report (for informational purposes)**
- D. Amended and Restated Master Special Assessment Methodology Report (for informational purposes)**
- E. Consideration of Resolution 2023-10, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date**

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

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Equalizing Board made no changes to the assessment levels.

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

Ms. Suit presented Resolution 2023-10 and read the title.

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, Resolution 2023-10, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

- A. Affidavit of Publication**
- B. Consideration of Resolution 2023-11, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Suit presented Resolution 2023-11 and reviewed the Fiscal Year 2024 budget.

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

No affected property owners or members of the public spoke.

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

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-11, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

- A. Proofs/Affidavits of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Consideration of Resolution 2023-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

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

No affected members of the public spoke.

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

Ms. Suit presented Resolution 2023-12 and read the title.

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-13, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Suit presented Resolution 2023-13.

On MOTION by Mr. Carmack Cotter and seconded by Mr. Cotter, with all in favor, the Resolution 2023-13, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2023

Ms. Suit presented the Unaudited Financial Statements as of July 31, 2023.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the Unaudited Financial Statements as of July 31, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of May 5, 2023 Regular Meeting Minutes

Ms. Suit presented the May 5, 2023 Regular Meeting Minutes.

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, the May 5, 2023 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: Atwell, LLC

There were no reports from District Counsel or the District Engineer.

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

- **NEXT MEETING DATE: TBD at 11:30 A.M.**
 - **QUORUM CHECK**

Ms. Suit stated the October 6, 2023 meeting is cancelled and the next meeting is to be determined.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, the meeting adjourned at 11:47 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair