

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

The Board of Supervisors of the Ridge at Heath Brook Community Development District held a Regular Meeting on May 3, 2024 at 11:30 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482.

Present were:

Christian Cotter
Mary Moulton
John Wiggins

Chair
Vice Chair
Assistant Secretary

Also present:

Kristen Suit
Jere Earlywine (via telephone)
Kara Disotell

District Manager
District Counsel
Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:36 a.m. Supervisors Cotter, Moulton and Wiggins were present. Supervisors Carmack and Zook were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Andre Carmack [Seat 3]; Term Expires November 2024

Ms. Suit presented Mr. Andre Carmack's resignation letter.

<p>On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the resignation of Mr. Andre Carmack, from Seat 3, was accepted.</p>
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FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 3

Mr. Cotter nominated Ms. Kara Disotell 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 Ms. Kara Disotell to Seat 3, 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 Ms. Disotell. The following items were explained to Ms. Disotell before the meeting:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Resignation of Ryan Zook [Seat 5]; Term Expires November 2024

Ms. Suit presented Mr. Ryan Zook's resignation letter.

On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the resignation of Mr. Ryan Zook, from Seat 5, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 5

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Suit presented Resolution 2024-01. Mr. Cotter nominated the following slate:

Christian Cotter

Chair

Mary Moulton	Vice Chair
Kara Disotell	Assistant Secretary
John Wiggins	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Andre Carmack	Assistant Secretary
Ryan Zook	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.
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EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Ms. Suit presented Resolution 2024-02. She reviewed the proposed Fiscal Year 2025 budget and stated that the assessment levels remain virtually unchanged compared to the Fiscal Year 2024 assessments.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 2, 2024 at 11:30 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.
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NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating a Date, Time, and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date

Ms. Suit presented Resolution 2024-03.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, Resolution 2024-03, Designating a Date, Time, and Location of November 5, 2024 at 11:00 a.m., at The Club at Ocala Preserve, 4021 NW 53rd Avenue Road, Ocala, Florida 34482, for a Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Suit presented Resolution 2024-04.

On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Ratification of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

Ms. Suit presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

On MOTION by Mr. Wiggins and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of September 14, 2023 Public
Hearings and Regular Meeting Minutes

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the September 14, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that bond issuance is anticipated for August 2024.

B. District Engineer: Atwell, LLC

There was no report.

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

- **NEXT MEETING DATE: June 7, 2024 at 11:30 A.M.**
 - **QUORUM CHECK**

Ms. Suit stated the June 7, 2024 and July 5, 2024 meetings will be cancelled. A Special Meeting will likely be scheduled for July 12, 2024 to address bond issuance-related matters.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS


Public Comments

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the meeting adjourned at 11:46 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair