

**SUMMIT AT FERN HILL  
COMMUNITY DEVELOPMENT DISTRICT**

**August 3, 2017 Minutes of Regular Meeting, Audit Committee Meeting, and Public Hearing**

**Minutes of the Audit Committee Meeting, Regular Meeting, and Public Hearing**

The Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of the Summit at Fern Hill Community Development District was scheduled to be held on **Thursday, August 3, 2017 at 2:00 p.m.** at The Offices of Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of the Summit at Fern Hill Community Development District to order on **Thursday, August 3, 2017 at 2:00 p.m.** and identified the Supervisors present constituting a quorum.

Supervisors Present and Constituting a Quorum at the onset of the meeting:

Brady Lefere	Vice Chairman
Ryan Motko	Supervisor
Laura Coffey	Supervisor

Staff Members Present:

Brian Lamb	Meritus
Nicole Chamberlain	Meritus

John Vericker	District Counsel	<i>via conference call</i>
Tonja Stewart	District Engineer	<i>via conference call</i>

There were no members of the general public present.

**2. AUDIENCE QUESTIONS OR COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. AUDIT COMMITTEE MEETING**

Mr. Lamb briefly went over the Audit Committee Meeting agenda.

**A. Appoint Chairman**

MOTION TO:	Appoint Mr. Lamb the Chair for the meeting.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**B. Selection of Criteria for Evaluation of Proposals**

Mr. Lamb said the three criteria items he recommends using are price, experience, and timeliness, with each weighted equally.

MOTION TO:	Approve price, experience, and timeliness as the criteria for evaluation of proposals.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**C. Determine Date, Time and Location; RFP Required; Consider Notice of Requests for Proposals for Annual Audit Services**

**D. Consider Sending RFP to Interested Firms**

MOTION TO:	Authorize staff to finalize the RFP to include the three criteria items and send it out to interested and qualified firms.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**E. Determine Date of Next Committee Meeting**

Mr. Lamb said that the intent will be to hold the next Audit Committee Meeting at the same day and time as next month's meeting. At that time, the Audit Committee will rank the proposals and make a recommendation to the Board after the Audit Committee meeting for consideration.

84 **4. SERIES 2017 BONDS/SPECIAL ASSESSMENTS**

85 **A. 2017 Engineer's Report**

86  
87 Ms. Stewart summarized the 2017 Engineer's Report.

89	MOTION TO:	Approve the 2017 Engineer's Report in substantial form,
90		subject to review by the various District Counsels and
91		outside Counsels as related to the developer.
92	MADE BY:	Supervisor Lefere
93	SECONDED BY:	Supervisor Coffey
94	DISCUSSION:	None further
95	RESULT:	Called to Vote: Motion PASSED
96		3/0 - Motion passed unanimously

97  
98 **B. 2017 Second Supplemental Methodology Report**

99  
100 Mr. Lamb went over the 2017 Second Supplemental Methodology Report. Supervisor Lefere noted  
101 a change to the report.

103	MOTION TO:	Approve the 2017 Second Supplemental Methodology
104		Report, subject to review by the various Counsels and
105		with the amendment as noted.
106	MADE BY:	Supervisor Motko
107	SECONDED BY:	Supervisor Lefere
108	DISCUSSION:	None further
109	RESULT:	Called to Vote: Motion PASSED
110		3/0 - Motion passed unanimously

111  
112 **C. Consideration of Resolution 2017-05; Delegated Bond Award and Associated**  
113 **Exhibits**

114  
115 Mr. Lamb reviewed the resolution with the Board and read part of the resolution aloud by request of  
116 District Counsel.

118	MOTION TO:	Approve Resolution 2017-05, subject to review by
119		various Counsels to include builder and/or developer's
120		Counsel.
121	MADE BY:	Supervisor Coffey
122	SECONDED BY:	Supervisor Lefere
123	DISCUSSION:	None further
124	RESULT:	Called to Vote: Motion PASSED
125		3/0 - Motion passed unanimously

**5. HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**

**A. Open Public Hearing on Adopting Fiscal Year 2018 Budget**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**B. Staff Presentations**

Mr. Lamb went over the budget line items. The Board discussed the budget and operations costs, and Mr. Lamb described some options for the District if the operations costs go over budget. The Board and Mr. Lamb also discussed some of the amenities and shifting \$3,000 from the parks and facilities maintenance line item to the clubhouse line item.

**C. Public Comments**

There were no public comments.

**D. Close Public Hearing on Adopting Fiscal Year 2018 Budget**

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**E. Consideration of Resolution 2017-06; Adopting Fiscal Year 2018 Budget**

The Board reviewed the resolution and decided to shift \$3,000 from the parks and facilities maintenance line item to the clubhouse line item in the budget.

MOTION TO:	Approve Resolution 2017-06 with the shift of \$3,000 from the parks and facilities maintenance line item to the clubhouse line item.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**6. BUSINESS ITEMS**

**A. Consideration of Resolution 2017-07; Assessment Resolution**

Mr. Lamb reviewed the resolution with the Board.

MOTION TO:	Approve Resolution 2017-07.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**B. Consideration of Resolution 2017-08; Setting Fiscal Year 2018 Meeting Schedule**

Mr. Lamb reviewed the resolution with the Board and explained that only two meetings are required per fiscal year, but additional special meetings can be added when necessary.

MOTION TO:	Approve Resolution 2017-08.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**C. General Matters of the District**

**7. CONSENT AGENDA**

**A. Consideration of Board of Supervisors Meeting Minutes May 4, 2017**

**B. Consideration of Operations and Maintenance Expenditures June 2017**

**C. Review of Financial Statements Month Ending June 30, 2017**

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Lefere
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**8. STAFF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

**9. SUPERVISORS REQUESTS AND AUDIENCE COMMENTS**

There were no supervisor requests or audience comments.

**10. ADJOURNMENT**

MOTION TO:	Continue the meeting until Friday, August 11, 2017 at 2:00 p.m. at the same location.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

\*Please note the entire meeting is available on disc.

\*These minutes were done in a summary format.

\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on MAY 3, 2018.

Signature

Printed Name

Title:

☒ Chair

☐ Vice Chair

Signature

Printed Name

Title:

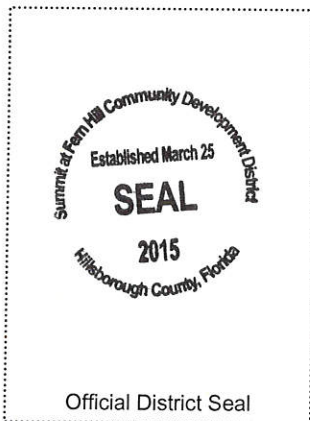
☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

Signature

Date



[Signature]  
June 8, 2018