

**SUMMIT AT FERN HILL  
COMMUNITY DEVELOPMENT DISTRICT**

**April 2, 2015 Minutes of Special Organizational Meeting**

**Minutes of Special Organizational Meeting**

The Special Organizational Meeting of the Summit at Fern Hill Community Development District was held on **Thursday, April 2, 2015 at 2:00 p.m.** at Meritus, 5680 W. Cypress Street Suite A, Tampa, FL 33607.

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

Jeff Hills	Supervisor
Ryan Motko	Supervisor
Gary Jernigan	Supervisor
Brady Lefere	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Brian Howell	Meritus
John Vericker	District Counsel
Tonja Stewart	District Engineer, Interim ( <i>via speakerphone</i> )
Mike Williams	Bond Counsel ( <i>via speakerphone</i> )
Janice Entsminger	US Bank ( <i>via speakerphone</i> )
Laura Coffey	Lennar

**1. CALL TO ORDER**

**A. Overview of Meeting Procedures and Decorum**

Mr. Lamb called the Special Organizational Meeting of the Summit at Fern Hill Community Development District to order on **Thursday, April 2, 2015 at 2:07 p.m.** and identified the four appointed supervisors constituting a quorum.

**2. PUBLIC COMMENT PERIOD**

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb administered the Oaths of Office to the Board members present.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

**5. APPOINTMENT OF OFFICERS - RESOLUTION 2015-01**

Mr. Lamb went over this Resolution with the Board.

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MOTION TO:	Approve Resolution 2015-01 with Jeff Hills as Chair, Gary Jernigan as Vice Chair, Brian Lamb as Secretary, Robert Rios as Treasurer, Brian Howell as Assistant Secretary and the balance of the Board as Assistant Secretaries as well.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

- A. Chairman – Jeff Hills
- B. Vice Chairman – Gary Jernigan
- C. Secretary – Brian Lamb
- D. Treasurer – Robert Rios
- E. Assistant Secretaries - Brian Howell, Brady Lefere, Ben Gainer, Ryan Motko

**6. APPOINTMENT OF CONSULTANTS**

**A. Consider Appointment of District Manager/Financial Advisor/Investment Representative – Resolution 2015-02**

Mr. Lamb went over this with the Board.

MOTION TO:	Approve Resolution 2015-02.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**B. Designation of Registered Agent/Office – Resolution 2015-03**

Mr. Lamb went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2015-03
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**C. Consider Appointment of District General Counsel – Resolution 2015-04**

Mr. Lamb went over this with the Board with Straley & Robin being appointed.

MOTION TO:	Approve Resolution 2015-04.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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96 **D. Consider Appointment of Interim District Engineer – By Motion**

97 **i. Authorize RFQ for District Engineer**

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99 Mr. Lamb explained to the Board that they could appoint an interim District Engineer, but they would have to  
100 advertise an RFQ.

MOTION TO:	Appoint Tonja Stewart and her firm as the Interim District Engineer and Authorize RFQ for District Engineer.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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109 **E. Consider Appointment of Bond Counsel**

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111 Mr. Lamb went over this with the Board.

MOTION TO:	Appoint Mike Williams at Akerman as Bond Counsel.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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119 **F. Consider Appointment of Investment Banker**

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121 Mr. Lamb went over this with the Board.

MOTION TO:	Appoint FMS Bonds as Investment Banker and authorize Chair to endorse agreement.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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130 **G. Appointment of Trustee-By Motion**

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132 Mr. Lamb went over this engagement letter with the Board.

MOTION TO:	Authorize Chair and Staff to negotiate contract with US Bank to provide Trustee Services.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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**7. BUSINESS MATTERS**

**A. Consider Plat Approval – By Motion**

Mr. Lamb told the Board there are no plats for consideration right now.

MOTION TO:	If plats come up provide authorization for the Chair and District to make necessary actions to accept and/or dedicate those types of facilities as required.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**B. Approve Notice of Establishment – Resolution 2015-05**

Mr. Lamb went over this with the Board.

MOTION TO:	Approve Resolution 2015-05.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**C. Consider Policy of Compensation for Board Members – Resolution 2015-06**

Mr. Lamb went over this with the Board and they decided to waive compensation.

MOTION TO:	Approve Resolution 2015-06 and waive compensation.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**D. Consider Policy of District Travel Reimbursement for Board Members – Resolution 2015-07**

Mr. Lamb went over this Policy with the Board.

MOTION TO:	Approve Resolution 2015-07.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**E. Consider Designation of Local Records Office – Resolution 2015-08**

Mr. Lamb reviewed Resolution 2015-08 and Meritus will house the records.

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MOTION TO:	Approve Resolution 2015-08.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**F. Consider District Records Retention Schedule – Resolution 2015-09**

Mr. Lamb went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2015-09.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**G. Consider Fiscal Year 2015 Regular Meeting Schedule and Location – Resolution 2015-10**

Mr. Lamb went over this with the Board and they suggested the meeting time be at 2:30 and the location to be at Meritus.

MOTION TO:	Approve Resolution 2015-10 amending the time to 2:30 for the first Thursday of every month.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**H. Consider Landowner’s Meeting Date, Time and Location – Resolution 2015-11**

The landowner’s meeting will be on May 7, 2015 at 2:30 pm just prior to the regular meeting.

MOTION TO:	Approve Resolution 2015-11 with the date and time to be May 7, 2015 at 2:30pm.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**I. Consider Proposed FY 2015 Annual Budget & Set Public Hearing – Resolution 2015-12**

Mr. Lamb suggested doing this budget and next year’s at the same time. The Public Hearing will be held in August 6, 2015 at 2:30 pm.

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MOTION TO:	Approve Resolution 2015-12.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**J. Consider Developer’s Funding Agreement**

Mr. Lamb went over this with the Board.

MOTION TO:	Approve a form of an agreement and authorize the Chair to negotiate and bring back the final form for ratification.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**K. Set Public Hearing for Uniform Methodology – Resolution 2015-13**

The Public Hearing will be held on June 4, 2015.

MOTION TO:	Approve Resolution 2015-13.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**L. Consider Rules of Procedure & Setting Public Hearing – Resolution 2015-14**

The Public Hearing will be held on June 4, 2015.

MOTION TO:	Approve Resolution 2015-14.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**M. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2015-15**

Mr. Lamb reviewed this with the Board.

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MOTION TO:	Approve Resolution 2015-15.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**N. Authorization to obtain General Liability and Public Officers Insurance – By Motion**

Mr. Lamb went over this with the Board.

MOTION TO:	Authorize to Obtain General Liability and Public Officers Insurance.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**O. Consider Designation of a Qualified Public Depository – Resolution 2015-16**

Suntrust will be the Qualified Public Depository.

MOTION TO:	Approve Resolution 2015-16 with Suntrust as Qualified Public Depository.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**P. Authorization of Signatories – Resolution 2015-17**

The Board decided the Chair, Secretary, and Treasure would be the signatories.

MOTION TO:	Approve Resolution 2015-17.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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**Q. Authorization to Disburse Funds for Expenses – Resolution 2015-18**

Mr. Lamb explained this Resolution to the Board.

MOTION TO:	Approve Resolution 2015-18.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**R. Consider Adoption of Investment Policy – Resolution 2015-19**

Mr. Lamb went over this with the Board.

MOTION TO:	Approve Resolution 2015-19.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**S. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2015-20**

Mr. Lamb explained the Florida Statewide Mutual Aid Agreement to the Board.

MOTION TO:	Approve Resolution 2015-20.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

**T. Consider for Provision of Public Comments – Resolution 2015-21**

Mr. Lamb went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2015-21.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED



354 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENTS/BONDS**

355 **A. Preliminary Report of Engineer**

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357 Ms. Stewart went over her report with the Board. Ms. Coffey asked for a correction on page 2 to make it  
358 Lennar Homes LLC. The Board had a TECO cost they wanted added to the report.  
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MOTION TO:	Approve in Substantial Form subject to any further comments from Bond Counsel, District Counsel, or any other associated professionals.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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368 **B. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2015-22**

369 **i. Master Trust Indenture**

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371 Mr. Williams went over this with the Board.  
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MOTION TO:	Approve Resolution 2015-22.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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379 **C. Consider Authorization of Chairman to Accept or Execute Certain Documents –**  
380 **Resolution 2015-23**

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382 Mr. Vericker went over this Resolution with the Board.  
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MOTION TO:	Approve Resolution 2015-23.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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390 **D. Other Matters Relating to Financing**

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392 **9. ADMINISTRATIVE MATTERS**

393 **A. Request for Working Capital – By Motion**

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395 **10. STAFF REPORTS**

- 396 **A. District Counsel**
- 397 **B. District Manager**
- 398 **C. District Engineer**

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400 **11. BOARD MEMBERS COMMENTS**

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402 **12. PUBLIC COMMENTS**

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404 **13. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	4/0 Called to Vote: motion PASSED

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

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414 *\*These minutes were done in a summary format.*

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

419 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
420 **meeting held on \_\_\_\_\_.**

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423 **Signature**

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430  **Vice Chair**

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428 **Title:**  
429  **Secretary**  
430  **Assistant Secretary**

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