

MINUTES OF MEETING  
PINE ISLAND  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Pine Island Community Development District was held Thursday, February 9, 2017 at 10:00 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
David Burman	Vice Chairman
Duane Owen	Assistant Secretary
Andrew Gorrill	Assistant Secretary
Keith Clarke	Assistant Secretary

Also present were:

Jason Showe	District Manager
Andrew d'Adesky	District Counsel
Jeff Einhouse	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

No members of the public were in attendance.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oath of Office to Newly Elected Supervisor.**

Mr. Showe: We provided Oaths to Mr. Burman, Mr. Owen, and Mr. Clarke I will read that Oath and if you can affirm on the record that you affirm that, I will notarize it. As a citizen of the State of Florida and of the United States of America, and being employed by or an officer of Pine Island Community Development District and a recipient of public funds as such

employee or officer do here by solemnly swear or affirm that I will support the constitution of the United States and of the State of Florida.

All members affirmed.

Mr. Showe: Please print your name at the top and sign it where it says Board Supervisor. For Mr. Clarke I will go over some additional items for you since this is your first time on the Board. You have a packet of information. The first page is an information sheet that you need to fill out so we have your contact information and can get ahold of you. The next item is your Form 1. This is a statement of financial interests. This is required to be filed and completed and returned to the Supervisor of Elections in the county in which you live within 30 days from today. We recommend when you turn it in that you get a copy or receipt that you turned it in because there are potential fines if you do not get it turned in. They started enforcing those a little more aggressively in the last couple years. The next item is a Form 1F. This is a final statement of financial interests. You do not need to do anything with this right now, but in the event you were to leave the Board you would have to fill one of these out and return it to the same Supervisor of Elections.

Mr. Clarke: Okay.

Mr. Showe: As a member of the Board you are eligible to receive up to \$200 per meeting. Do you choose to accept that compensation?

Mr. Clarke: Yes.

Mr. Showe: What we will need to have you do is fill out your W4. This is so we can take out the taxes. There is also the I-9 which is behind that. It is your eligibility document. We will need that filled out and the backup documents as well. You can return that to our office, that does not need to be done today. Finally, you have the voting conflict memorandum.

Mr. d'Adesky: We usually have those. Jason has a stack of those and I always have a stack of those. If there is ever a conflict, where something would give you a direct gain or your company or anyone who is related to you, then you declare a conflict. Unless you have a conflict you have to vote yes or no, you cannot abstain. That is just in case there is a conflict, then you can abstain. Also, I'll send you information about what is a conflict of interest and what is the Sunshine Law. I'll send that via email after we get your contact information.

Mr. Showe: This is the Sunshine amendment. Essentially, as a Board Member, you are a public official now so you cannot talk to other Board Members about things that may come up

for vote at the CDD meeting. All of that has to be conducted in the Sunshine. So watch your communication with other Board Members that are in the office today. Also, when you see emails from our office you will see a note at the bottom that says please do not reply to all. That is just a general reminder, it could be easy to hit that reply to all button. Even if you have a silly comment, if another Board Member replies to it then you could potentially have a Sunshine violation. Just watch any communications both electronically and written. If you do keep records of the District, which you are not required to do, we recommend that keep it in a separate file so that if there is a public records request you have all your documents in one place. If at any point you have questions we are here to help. We can help point you in the right direction and guide your communication.

**B. Consideration of Resolution 2017-01 Canvassing and Certifying the Results of the Landowners' Election**

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2017-01 Canvassing and Certifying the Results of the Landowners' Election was approved.

**C. Election of Officers**

Mr. Showe: We have provided a blank Resolution 2017-02 in your agenda package. As part of the Florida statutes, once you have a new election you are required to re-elect all of your officers. Generally what we do if you have a slate of officers you like you can fill in all the names. We would recommend that from our office you put Ariel Lovera as Treasurer and George Flint as Secretary for purposes of just completing the documents and the day-to-day items that may need to be signed. Generally you put a Board Member in as Chairman, a Board Member in as Vice Chairman, and the other Board Members fill in as Assistant Secretary. I think Randall Greene was previously serving as Chairman and there really was not a Vice Chairman that was still on the Board. If the Board wants to keep it the same we could put Mr. Greene and Mr. Burman in as Chairman and Vice Chairman respectively and the rest just fill in.

**D. Consideration of Resolution 2017-02 Electing Officers**

On MOTION by Mr. Owen, seconded by Mr. Burman, with all in favor, Resolution 2017-02 Electing the Slate of Officers as read was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of October 13, 2016 Board of Supervisor’s Meeting and Acceptance of the Minutes of the November 10, 2016 Landowners’ Meeting**

Mr. Showe: Those have been provided as part of your agenda package and we can take any corrections or changes to those you may have.

On MOTION by Mr. Burman, seconded by Mr. Clarke, with all in favor, the minutes of the October 13, 2016 Board of Supervisor’s Meeting were approved and the minutes of the November 10, 2016 Landowners’ Meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Uniform Collection Agreement with the Lake County Property Appraiser**

Mr. Showe: We have started getting some of these from Lake County. They have changed property appraisers and also the way that they are doing the process. The agreement we had with them before was outdated and from pretty far back. We are starting to see from a lot of the property appraisers that they want a fresh agreement with all the Districts so there is no confusion. We really don’t have another way that we would recommend collecting assessments at this point. It would be our recommendation to go ahead and approve the agreement.

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, the Uniform Collection Agreement with the Lake County Property Appraiser was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-03**

Mr. Showe: This deals with the petition to file the name change. We’ll let Andrew walk you through that.

Mr. d'Adesky: This concept was previously approved at the August meeting. Proceeding forward, we went and spoke with the people at the Florida Land and Water Adjudicatory Commission and sent them a draft form of our petition to look at and review. The attorney for the governor did not have a chance to review it, but the clerk reviewed it and said it was alright. He walked through some of the procedure, and we wouldn't have to pay a particular filing fee for this so we just submit it to them. That starts the process, then there has to be a hearing on it but the first step is to file a formal petition. This is just a formal resolution submitting such petition, which would formally change the name from Pine Island CDD to Bella Collina CDD.

Mr. Burman: As I understand, this has not been done before?

Mr. d'Adesky: The problem is that it is a novel thing, which is why I sent it in for them to look at it. Honestly, this is even more formal than I thought we would have to do. I thought they would just do a rule change and then make it formal but they are making us submit an actual petition. We are going to go through this process and then have it run through the committees this way.

Mr. Burman: How long is that process?

Mr. d'Adesky: Once we submit this we have to have a public hearing which might take maybe 2 months. It would be in Tallahassee. It's not a contentious issue so I don't expect it to be delayed too much longer than that. We are at the mercy of the review of the FLAWAC.

Mr. Burman: The governor actually signs off?

Mr. d'Adesky: The governor has to sign off on it. He would be the signatory on it which is probably why it takes so long.

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, of Authorizing a Petition to be Filed with the Florida Land and Water Adjudicatory Commission to Change the Name of the Pine Island CDD to Bella Collina CDD was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. d'Adesky: There was really nothing, we sent over the supervisor information regarding the other active items.

**B. Engineer**

Mr. Einhouse: I have nothing to report.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Showe: In the General Fund you have checks 934-956 for \$1,184,506.48. In the Enterprise Fund you have checks 983-1027 for \$192,793.74. We also have October payroll for \$754.10 for a grand total of \$1,378,054.32. I will point out that the reason the general fund is so large for the Board Members who haven't seen this before, all the assessment collections come into our general fund and we in turn have to write a check out of our general fund to cover the Debt Service. If you look at December 23rd there was a 1.1 million dollar check written from the general fund to the debt service, which was why that General Fund seems unusually large this month.

On MOTION by Mr. Owen, seconded by Mr. Greene, with all in favor the Check Register was approved.

**ii. Balance Sheet and Income Statement**

Mr. Showe: We are over 90% collected so we are in good shape there. As we go throughout the year we will hit those targets as normal.

**iii. SBA Florida PRIME Monthly Summary Report**

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINITH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

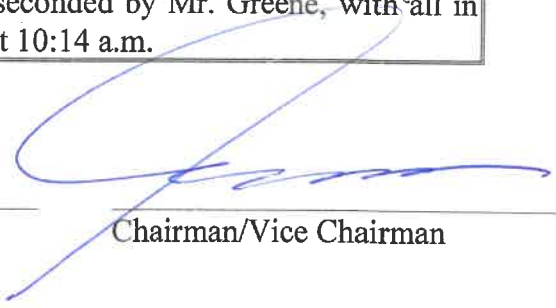
**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Owen, seconded by Mr. Greene, with all in favor, the meeting adjourned at 10:14 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman