

MINUTES OF MEETING
TOHOQUA
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Tohoqua Community Development District was held on Wednesday, September 1, 2021 at 9:00 a.m., at Tohoqua Amenity Center, 1830 Fulfillment Drive, Kissimmee, Florida.

Present and constituting a quorum were:

Andre Vidrine	Chairman
Marcus Hooker	Vice Chairman
Rob Bonin	Assistant Secretary
James Dowd	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Eric Warren <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager
Marcia Calleja	CALM
Larissa Diaz	CALM

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order at 9:00 a.m. and called the roll. A quorum was present.

Mr. Flint: If you don't mind, we have proposals from United Land Services that is not on the agenda. We are going to deal with that under the District Manager's Report.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: We just have Board and staff.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2023

Mr. Flint: You have a vacancy with a term ending November 2023. Are there any nominations at this time to fill that vacancy?

Mr. Vidrine: I would like to nominate Mr. Rob Bonin.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the appointment of Mr. Rob Bonin to fulfill the Board vacancy with a term ending November 2023 was approved.

Mr. Flint: Welcome aboard Rob.

B. Administration of Oath of Office to Newly Appointed Supervisor

Mr. Flint, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bonin.

Mr. Flint stated I know that you are on several other Boards, so I won't bore you with the Sunshine and Public Records Laws and Financial Disclosure.

C. Consideration of Resolution 2021-21 Electing an Assistant Secretary

Mr. Flint: The prior Board Member in Rob's spot was an Assistant Secretary. If the Board is comfortable, we provided a resolution electing Rob as an Assistant Secretary or you can do something differently.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor electing Mr. Dowd as Assistant Secretary as evidenced by Resolution 2021-21 was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 4, 2021 Board of Supervisors Meeting and Acceptance of Minutes of the August 4, 2021 Audit Committee Meeting

Mr. Flint: Were there any comments or corrections to those minutes?

Mr. Vidrine: None.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Minutes of the August 4, 2021 Board of Supervisors Meeting were approved as presented and the Minutes of the August 4, 2021 Audit Committee Meeting were accepted as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-22
Ratifying Conveyance Documents for
Series 2021 Phase 4A/5A Requisition No.
2**

Mr. Flint: Kristen?

Ms. Trucco: Yes. This is similar to the Phase 2 project requisition and conveyance documents. We are transferring some improvements from Pulte Homes. A portion of those will also be transferred to the city as well, just like we are in the process of doing with Phase 2. So, attached to the resolution is a Bill of Sale, transferring the improvements from Pulte to the District. We also have an Owners Affidavit and agreement regarding taxes, which is a promise from Pulte that there are no outstanding taxes or encumbrances on the improvements that will hinder the ability for the District to own and maintain those and eventually transfer them to the city. We also have a District Engineer's Certificate, which is required under the acquisition documents for the District that prior to transfer, the District Engineer certifies those improvements are up to the District standards required for acceptance and eventual transfer to the city. We just have a resolution, ratifying and approving this conveyance. I can take any questions if you have any. Otherwise, we are looking for a motion to approve.

Mr. Vidrine: It is pretty standard.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor Resolution 2021-22 Ratifying Conveyance Documents for Series 2021 Phase 4A/5A Requisition No. 2 was adopted.

Mr. Warren joined the meeting.

SIXTH ORDER OF BUSINESS

Ratification of Series 2021 Phase 2 Requisitions No. 2, 3 & 4

Mr. Flint: Requisition #2 is \$770 for the District Engineer. Requisition #3 is to reimburse the Tohoqua CDD for \$241.25 and Requisition #4 is for the District Engineer for \$667.50. Are there any questions on those requisitions? If not, we need a motion to ratify.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor Requisitions No. 2, 3 & 4 for Series 2021 Phase 2 were ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Series 2021 Phase 4A/5A Requisitions No. 1 & 3

Mr. Flint: For the Phase 4A/5A bonds, Requisition #1 is \$105 for the District Engineer. Requisition #3 is \$1,125. We need a motion to ratify.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor Requisitions No. 1 and 3 for the Series 2021 Phase 4A/5A bonds were ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Conveyance of .28 Acre Parcel from Neptune Road Investments, LLC- ADDED

Ms. Trucco: I can introduce that. There is one added item to the agenda. This is for the conveyance of a tract of land currently owned by Neptune Road Investments, LLC. It sits in between a stormwater tract and a conservation tract that the CDD currently owns. It was the original intent that the .28-acre parcel of land be transferred to the CDD. So, we are looking for approval today of a cleanup conveyance to transfer this .28 parcel from Neptune Road Investments to the District for ownership and maintenance. Like I said, it's sitting between a stormwater tract and a conservation tract that the CDD already owns. So, if we can get approval of that conveyance today, at the next meeting, we are going to ratify the conveyance documents. I can take any questions if the Board has any. Otherwise, we are looking for a motion to approve that conveyance.

Mr. Flint: Are there any comments or questions? If not, we need a motion to accept the conveyance.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the conveyance of .28 Acre parcel from Neptune Road Investments, LLC was accepted.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Is there anything else, Kirsten?

Ms. Trucco: No. That is all I have.

B. Engineer

Mr. Flint: Eric, do you have anything for the Board?

Mr. Warren: Not unless you have any questions.

Mr. Flint: Are there any questions for the District Engineer?

Mr. Vidrine: No questions.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: You have the Check Register from July 30, 2021 through August 24, 2021 for the General Fund and Board compensation totaling \$21,775.38. Are there any comments or questions on the Check Register?

Mr. Vidrine: No questions.

Mr. Flint: If not, I would ask for a motion to approve it.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Check Register from July 30, 2021 through August 24, 2021 in the amount of \$21,775.38 was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: We also provided the Unaudited Financials through July 31, 2021. If the Board has any questions, we can discuss those. Otherwise, no action is required by the Board.

• Field Report

Mr. Flint: Alan has some proposals from United Land Services.

Mr. Scheerer: Yes. I received a phone call from Mr. Lane Register last Thursday, indicating that Lennar was ready to do a walk-through of the landscape improvements on Cross Prairie Parkway West and the Phase 2 and Phase 3 ponds. We have a meeting scheduled for this morning right after this Board meeting to do that walk-through. Subsequently, I contacted United Land Services and they provided me with proposals. They are the same amount that were budgeted for Fiscal Year 2022, which starts on October 1, with the exception of the Phase 3 Pond, because there are some other greenspaces in Phase 3 that, at some point, we will be maintaining. For right now, these would be areas that we are looking to do a walk-through today, if everything goes well. I didn't want to just delay getting a contractor under contract for another month. So, I went ahead and asked George if it was okay that we include those today. I can answer any questions.

Mr. Flint: Do you want to go ahead and just quickly go through each one and the dollar amount?

Mr. Scheerer: Yes. On Cross Prairie Parkway, the dollar amount for annual services was \$18,060 or \$1,505 per month. Tohoqua Phase 2 is \$30,660 or \$2,555 per month and the Phase 3 Pond is \$21,216 or \$1,768 per month. When we did the 2022 Proposed Budget, the landscape plans were provided to this vendor and they provided us these numbers. They match what is in the current budget. It will just be a month early. They will start on September 11.

Mr. Flint: It is the Board's discretion on when you want the effective date of these, whether you want it effective October 1 or September 1. The developer has to carry that first month because we didn't budget it in the current year.

Mr. Bonin: How do you think the walk-through is going to go?

Mr. Flint: I think the walk-through is going to go well. The installation is under the maintenance contract with United Land Services. I've been watching the product go in. It all looks pretty good. I didn't see any obvious issues the last couple of times that I've driven through the project, but I suspect it is going to go pretty well.

Mr. Vidrine: It needs to be maintained, without a doubt. When does the turnover to the CDD occur?

Mr. Scheerer: We are going to meet at 10:00 a.m. this morning. Unless we have a laundry list of deficiencies that would be it.

Mr. Vidrine: That's the actual turnover.

Mr. Scheerer: That would be it. I can talk to United Land Services to see if we can delay this to October, if possible, but it's going to be maintained because the grass is growing.

Mr. Vidrine: Is the county completed?

Mr. Scheerer: I'm sorry.

Mr. Vidrine: Never mind. I understand.

Mr. Flint: He's asking of the acceptance from the city.

Mr. Scheerer: I don't know.

Mr. Vidrine: Okay.

Mr. Flint: We usually look for that before we start maintaining.

Mr. Bonin: Phase 2 was accepted by St. Cloud and Cross Prairie will be accepted in a matter of days. The walk-throughs and punch list have been done. As soon as the paperwork is completed, we can start.

Mr. Vidrine: That makes a lot more sense now.

Mr. Scheerer: Thanks, Rob.

Mr. Flint: Are there any questions from the Board? How do you want to proceed?

On MOTION by Mr. Bonin seconded by Mr. Hooker with all in favor the proposals from United Land Services for landscape improvements on Cross Prairie Parkway West in the amount of \$18,060 or \$1,505 per month, in Tohoqua Phase 2 in the amount of \$30,660 or \$2,555 per month and on the Phase 3 Pond in the amount of \$21,216 or \$1,768 per month were approved.

Mr. Flint: District will prepare the front-end agreement for these proposals and have the Chair to execute. Is there any other Field Management Report, Alan?

Mr. Scheerer: No. I think you touched base on some of it. I noticed that 4 and 5 switched from St. Augustine to Zoysia Grass. In bringing up some of the landscape concerns, I will have to talk to Josh about some of the Pine tree selections. That will probably be a bigger deal when we go to the Pulte side, but other than that, I think everything is going well. We are working on some plant replacement items. We are still waiting on a proposal to address the drainage between the townhomes and the park. Hopefully, we will be getting some underdrain quotes so we can get that water out there instead of it just piling up in a corner. Overall, I think everything is going well.

iii. Amenity Manager’s Report

Ms. Diaz: Good morning. An additional doggie pot was installed by the playground. We have events scheduled for September besides the regular monthly ones. There will be a Papa John’s Homeowner Appreciation Day and Food Truck Social. We added a First Anniversary Homeowner Appreciation event on Saturday, September 18. That is when we turn one-year from when we actually opened the clubhouse. We are having an Ice Cream Social. Residents surprisingly asked for a garage sale, so we scheduled it for Saturday, September 25th. In August, we had the Food Truck Social. We sold 71 orders, which is good. We had our first Beer, Wine and Cheese event. We had 28 residents RSVP, but only 16 showed up. They had a great time. They got to meet each other. They were mingling, talking, and asked for it to be quarterly.

Mr. Flint: That’s better than monthly.

Ms. Diaz: They did have a good time. We will include pictures in the next Amenity Manager’s Report. School started, so the pool usage decreased slightly as well as the Gym. That’s it. Are there any questions?

Mr. Flint: Are there any questions for Larissa? Hearing none. That was all we had.

TENTH ORDER OF BUSINESS

Other Business

Mr. Flint: Is there any other business that the Board wanted to discuss? Hearing none,

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Flint: If there is nothing further, we need a motion to adjourn.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman