

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, May 5, 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
Jim 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.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: It looks like just Board Members and staff are present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Appointed Supervisor

Mr. Flint: Mr. James Shoukwiler was appointed by the Board at the last meeting. He is not present, so we will move on.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 7, 2021 Meeting

Mr. Flint: Does the Board have any comments or corrections to the minutes? If not, we would ask for a motion to approve.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Minutes of the April 7, 2021 Meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-16 Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing

Mr. Flint: The Board is required to approve a Proposed Budget each year by June 15th and set the date, place and time for a Public Hearing for final adoption. This is not binding on the Board. It is actually the start of the budget process. The resolution sets your August 4th budget hearing at 9:00 a.m. in this location. Exhibit A is the Proposed Budget, which can be changed up and to the Public Hearing in August. We updated the operational costs to include what we believe is the revised buildout budget. You can see that our *Landscape Maintenance* numbers increased a fair amount, now that we have firmer landscape design plans. Alan met with the landscape contractor and the builders to get all of the plans that they have available. *Streetlights* are also higher than what was originally anticipated. Those are probably the two biggest numbers. The detail in the narrative shows for example, *Landscape Maintenance* on Page 6, what the estimated annual maintenance numbers are through Phase 7. At some point, we may want to consider bidding out *Landscape Maintenance* as we add phases. Sometimes the numbers get slightly off balance and it is always good to keep the landscape contractors honest. We were thinking of doing that during Fiscal Year 2022, which would be the next budget process as more phases come online. Are there any questions or comments on the Proposed Budget, understanding that we need to change this? If we need to have a separate meeting to go over it, we can schedule one.

Mr. Vidrine: I think we digested it.

Mr. Flint: Sounds good. So, we would ask for a motion to adopt Resolution 2021-16.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor Resolution 2021-16 Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing for August 4, 2021 at 9:00 a.m. at this location was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Arbitrage Rebate Calculation Services (2)

Mr. Flint: This is an Internal Revenue Service (IRS) requirement that we perform arbitrage calculations to make sure that the District isn't earning more interest than it's paying. The first proposal is from AMTEC for \$450 per bond issue per year. The second proposal is from Grau & Associates for \$600 per bond issue per year. We are comfortable with AMTEC. They probably do most of the arbitrage rebate calculations for us, so I no reason to not hire them. They are slightly lower. Are there any questions? If not, we need a motion to approve the AMTEC proposal.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the proposal from AMTEC to perform arbitrage rebate calculation services in the amount of \$400 per bond issue was approved.

SEVENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2020 Draft Audit Report

Mr. Flint: The CDD as a Government entity is required to have an Independent Audit performed every year. The Board selected an Independent Auditor to perform those services. If there were any issues found during the audit, they would be identified in the Report to Management, which is on Page 27. You can see that there were no current or prior year findings. They determined that we complied with all provisions that they are required to review by the Auditor General of the State of Florida. So, it is a clean audit. Are there any questions or comments on the audit? If not, we would ask for a motion to accept that audit and authorize it to be transmitted to the State of Florida.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor accepting the Fiscal Year 2020 Draft Audit Report and transmitting to the State of Florida was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Kirsten, do you have anything?

Ms. Trucco: We are working on requisitions for the Phase 4 and Phase 5A Series 2021 bonds. We are also working on requisitions with Lennar and Pulte. There is a set conveyance that we currently documenting. The documents will be before this Board next month for consideration. Otherwise, we have nothing major to report to the Board. Thank you.

B. Engineer

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

Mr. Warren: I have the same report as Kristen.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: You have the Check Register from March 31, 2021 through April 29, 2021 for the General Fund and payroll totaling \$40,425.57. The detailed register is behind the summary. Are there are any 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 March 31, 2021 through April 29, 2021 in the amount of \$40,425.57 was approved.
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ii. Balance Sheet and Income Statement

Mr. Flint: We have the Unaudited Financials through March 31st. No action is required by the Board, but if there any questions, we can discuss those.

Mr. Vidrine: No questions.

iii. Amenity Manager's Report

Mr. Flint: Larissa?

Ms. Diaz: Good morning. We continue to welcome new residents. We are happy to be busy. We keep providing orientation. Two bike racks and three BBQ grills were installed in the Residents Club. Nineteen streetlights will be installed on East Cross Prairie Parkway. The special

event schedule for this month is a Mother's Day continental breakfast. So far we have 17 RSVPs. In regard to the events, we have been having a great response from the community. In April, we had our first Easter event, with a total of 108 residents; 51 children and 57 adults. We had different stations around the walkway, such as an Easter craft station, Easter egg station and a balloon artist. Then they came to the Clubhouse to take pictures with the Easter Bunny and had lunch from Chick-Fil-A, which was sponsored by United Land Services. We will reach out to vendors so we can get sponsorships. We also had an Air BnB online experience magic and illusion show. Residents were thrilled. They made positive comments on the residents Facebook page, which is great news. That's all I have for today. Are there any questions?

Mr. Vidrine: Do we know roughly how many people we have living here?

Ms. Diaz: I think we have over 200 built homes. I would say a third of the community participates in events.

Mr. Vidrine: So, we have 400 people. That's great.

Ms. Diaz: We have time slots to follow CDC guidelines for social distancing. We had a total of maybe four or five families for 15 minutes. They all followed the rules and were very happy.

Mr. Vidrine: Is the pool process working out nicely?

Ms. Diaz: Capacity is increasing towards the summer. We also had Spring Break in March. The pool is getting used.

Mr. Vidrine: Is all of the pool furniture here? I can't recall if we had it all brought back in there.

Ms. Diaz: It's all here.

Mr. Vidrine: That's great.

Mr. Flint: Alan, do you have any report?

Mr. Scheerer: We walked the property after the last meeting and identified all of the concerns. We are working on the irrigation installation from the townhomes to the entrance. Enviro Tree was out yesterday removing the dead tree. They will come back and stump grind it. We identified some dead wood over by the tennis court and by the BBQ grills. That has all been removed. They are planning a fertilization application for the big Oak in order to keep the nutrients moving. So, they will be coming in to do that. I met with Pulte and Lennar multiple times in advance of this budget. I think Mr. Ryan O'Hara did a good job putting together the

maps for this budget. We will be working with him to get an overall map at some point. George mentioned that we are looking in 2022 to put together a Request for Proposals (RFP) for landscaping services. We need an all-encompassing map to provide to vendors.

Mr. Vidrine: It makes a lot of sense because right now there is a warranty period for the initial installations.

Mr. Scheerer: Correct.

Mr. Vidrine: You don't want to mess with your warranty period. I understand the logic.

Mr. Scheerer: Yes, sir.

Mr. Vidrine: Great.

NINTH ORDER OF BUSINESS

Other Business

Mr. Flint: We have an Audit Committee right after this meeting. It should take five minutes. The Board needs to appoint an Audit Committee and designate a Chair. Normally, we suggest the Board appoint themselves as the Audit Committee, although you are not obligated to do so. If you choose to appoint yourselves, a motion to appoint the Board as the Audit Committee would be in order.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor appointing the Board of Supervisors as the Audit Committee was approved.

Mr. Flint: Now we need to designate a Chair for the Audit Committee. There's really nothing involved with that.

Mr. Vidrine: I will do it.

Mr. Flint: We need a motion to appoint Andre as Chair.

On MOTION by Mr. Hooker seconded by Mr. Dowd with all in favor appointing Mr. Andre Vidrine as Chairman of Audit Committee was approved.

TENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Flint: This is all we had on the agenda for business items. Was there anything else that the Board wanted to address that wasn't on the agenda? Hearing none, we need a motion to adjourn.

ELEVENTH 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