

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, November 3, 2021 at 9:00 a.m., at Tohoqua Amenity Center, 1830 Fulfillment Drive, Kissimmee, Florida.

Present and constituting a quorum were:

Andre Vidrine
Marcus Hooker
Rob Bonin

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Jason Showe
Kristen Trucco
Eric Warren (*by phone*)
Alan Scheerer
Marcia Calleja
Larissa Diaz
Joshua Marguis

District Manager
District Counsel
District Engineer
Field Manager
CALM
CALM
Resident

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order at 9:04 a.m. and called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Showe: We will open it up for any members of the audience who would like to provide comments. We ask that you please state your name and address for the record and keep your comments to three minutes.

Resident (Joshua Marquis, Smarts Rule Street): I want to address concerns regarding mailboxes. I know a lot of residents who have been getting their mail have been complaining that the mail is not in their mailboxes far enough, so when we get torrential downpours, residents mail is soaked. I know that we just got lights put there. We absolutely appreciate you keeping the

area safe and clean. We would like to get that area covered. How long do you think that will take? The other concern we have, not a concern, but more like appealing the neighborhood more, is to put some signs at the main entrance to show the neighborhood that we are proud to be here. Those were the two comments I had.

Mr. Vidrine: Thank you.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Mr. Showe: We just conducted a Landowners' Election and we have two Board members that need to complete oaths.

Mr. Showe, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Vidrine and Mr. Hooker.

B. Consideration of Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election

Mr. Showe: Mr. Vidrine and Mr. Hooker received 200 votes and Mr. Droor received 190 votes. We need a motion to adopt Resolution 2022-01 as read.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election was adopted as read.

C. Election of Officers

D. Consideration of Resolution 2022-02 Electing Officers

Mr. Showe: After each election, the Board is required to elect officers. Since you didn't change any Board Members, you could make a motion to keep the same officers. Mr. Bonin, I don't think they officially elected you to an office. We can have Mr. Vidrine serve as Chairman, Mr. Hooker as Vice Chairman, Mr. George Flint as Secretary, Ms. Jill Burns as Treasurer, Katie Costa as Assistant Treasurer and the remaining Board Members as Assistant Secretaries. If the Board approves of the officer structure, we need to have a motion to adopt the resolution as read.

On MOTION by Mr. Bonin seconded by Mr. Hooker with all in favor Resolution 2022-02 Electing Officers as stated was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 1, 2021 Meeting

Mr. Showe: The minutes are included as part of your agenda package and we can take any corrections or changes at this time or a motion from the Board to approve them.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Minutes of the September 1, 2021 Meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2021

Mr. Showe: We try to get this done as quick as we can so they can begin the audit. This is in line with the Request for Proposal (RFP) where Grau & Associates was selected as the Number 1 ranked bidder. So, we recommend a motion from the Board to approve their agreement.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the agreement with Grau & Associates to provide auditing services for Fiscal Year 2021 in a not-to-exceed amount of \$5,500 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2022 Funding Agreement

Mr. Showe: The Funding Agreement is with Neptune Road Investments, LLC. to fund any deficits that might be needed for the Board or any other items that would fall under that Deficit Agreement. We can take any questions or comments, but it is just typical funding for the District in case the assessments don't cover everything. If there are no questions, we need a motion to approve the Funding Agreement.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Fiscal Year 2022 Funding Agreement with Neptune Road Investments, LLC. was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Sidewalk Easement with Pulte Home Company, LLC

Mr. Showe: I think the Board previously discussed this and we have the signed document. This would just be a formal ratification of the Sidewalk Easement Agreement.

Ms. Trucco: We can take any questions. The Board approved it in theory at the last meeting. This is just the actual document reporting.

Mr. Vidrine: Great. I don't have any questions.

Mr. Showe: Then we need a motion to ratify the agreement.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Sidewalk Easement with Pulte Home Company, LLC was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo on Stormwater Management Needs Analysis

Ms. Trucco: The only report I have is this memorandum, which is included in your agenda packet. It is regarding a new law that became effective in Florida on July 1, 2021 for all cities, counties and Special Districts. As you know, the CDD qualifies as a Special District to create and submit a 20-year trajectory Needs Analysis Report on its stormwater and wastewater systems. We spoke to a few District Engineers and they indicated that most of the criteria items are needed. They are maintained, so we are recommending for each of our Districts, that the District Engineer review the criteria. It is on Page 2 of the memorandum. We will work with GMS to come forward with a proposal indicating the costs to prepare these reports. They are not due to the county until June 30th, so we are ahead of the deadline. We are just making the Board aware of this new law and that we will be working with Eric to make sure he is aware of it as well and can prepare the report. That's my only update for the Board and I can take any questions. Otherwise, that's all I have.

Mr. Vidrine: Sounds good.

B. Engineer

Mr. Showe: Eric, do you have any updates?

Mr. Warren: We will work together on getting this 20-year report completed for the stormwater systems.

Mr. Showe: Perfect.

C. District Manager's Report

i. Approval of Check Register

Mr. Showe: In your General Fund, we have Checks #360 through #402 in the amount of \$147,691.35. You also have payroll in the amount of \$738.80 for a total of \$148,430.15. Staff and I can answer any questions on the invoices that follow should you have any. A large chunk of that, for the Board's information, was the insurance for the year. We pay that all at once. That came out of this Check Register and was \$28,000, as well as some of the annual expenses that we pay upfront. It looks like everything else is fairly standard. If there are no questions, 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 August 25, 2021 through October 26, 2021 in the amount of \$148,430.15 was approved.

ii. Balance Sheet and Income Statement

Mr. Showe: No action is required by the Board. Although these are through September 30, 2021, they have not been audited yet and there may be some final changes. It looks like everything is falling in line as expected. We are ahead of where we thought we would be budget-wise. There is a Fund Balance and we did collect all of our assessments, so, we are in great shape there.

iii. Amenity Manager's Report

Ms. Diaz: Good morning. Additional sets of dumbbells were delivered to the Fitness Center. Gate arms were installed on the three pool gates. Declining, dead and missing plants on the pool deck around the Amenity Center will be replaced. Light poles and trash cans were installed by the mailboxes on Cross Prairie Parkway. We have the first three Clubhouse rentals this month. Yea!!! In regard to events, we have pictures of a beer, wine and cheese event that was held in August. We have the September events recap. We had the first anniversary

celebration of the Ice Cream Social. We had a Food Truck Social and the first community garage sale. You will also see pictures and a recap of our first Meet & Treat, which was our Halloween event. We have the monthly Papa John's Homeowner Appreciation Day and Food Truck Social scheduled for November. Besides that, we have the Holiday Drive and Movie Night. You will also see in the report, the Club usage for the pool and gym, which has been consistent. Following that, are pictures of all of the events. Are there any questions? Thank you.

NINTH ORDER OF BUSINESS

Other Business

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

TENTH ORDER OF BUSINESS

Supervisors Requests


Mr. Showe: If there is nothing further, 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