

**MINUTES OF MEETING
SARASOTA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Sarasota National Community Development District's Board of Supervisors was held on **Tuesday, May 19, 2015** at **2:00 p.m.**, at the **Francis T. Bourne Jacaranda Library, 4143 Woodmere Park Boulevard, Venice, Florida 34293.**

Richard Barber
Barry Ernst
Brian Keller
Joel Fedora
Brad Soule

Chair
Assistant Secretary
Assistant Secretary
Supervisor-Elect
Supervisor-Elect

Also present were:

Chuck Adams
Jere Earlywine (*via telephone*)
Bill Conerly
David Caldwell
Steve Akins

District Manager
District Counsel
District Engineer
WCI Communities, LLC
Keefe, McCullough & Co., LLP

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:00 p.m., and noted, for the record, that Supervisors Keller, Ernst and Barber were present, in person. Supervisors Cook and Aman were not present.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Justin Cook**

Mr. Adams presented a letter of resignation from Supervisor Justin Cook for the Board's consideration.

On MOTION by Mr. Keller and seconded by Mr. Ernst, with all in favor, the resignation of Mr. Justin Cook, effective January 13, 2015, was accepted.

- **Discussion/Consideration of Appointment to Fill Unexpired Term of Office [SEAT 4]; *Term Expires November, 2016***

Mr. Adams requested nominations for Seat 4.

Mr. Keller nominated Mr. Joel Fedora. Mr. Barber seconded the nomination. No other nominations were made.

On MOTION by Mr. Keller and seconded by Mr. Barber, with all in favor, the appointment of Mr. Joel Fedora to Seat 4, term expires November, 2016, was approved.

- A. **Administration of Oath of Office**
- B. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- C. **Membership, Obligations and Responsibilities**
- D. **Financial Disclosure Forms**
 - i. **Form 1: Statement of Financial Interests**
 - ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. **Form 1F: Final Statement of Financial Interests**
- E. **Form 8B: Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers**

This item was discussed during the Fourth Order of Business.

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Roger Aman

Mr. Adams presented a letter of resignation from Supervisor Roger Aman for the Board's consideration.

On MOTION by Mr. Ernst and seconded by Mr. Keller, with all in favor, the resignation of Mr. Roger Aman, effective March 13, 2015, was accepted.

- **Discussion/Consideration of Appointment to Fill Unexpired Term of Office [SEAT 5]; *Term Expires November, 2018***

Mr. Adams requested nominations for Seat 5.

Mr. Barber nominated Mr. Brad Soule. Mr. Keller seconded the nomination. No other nominations were made.

On MOTION by Mr. Barber and seconded by Mr. Keller, with all in favor, the appointment of Mr. Brad Soule to Seat 5, term expires November, 2018, was approved.

A. Administration of Oath of Office

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Soule and Mr. Fedora.

Mr. Adams provided and briefly explained the following items:

- B. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- C. Membership, Obligations and Responsibilities**
- D. Financial Disclosure Forms**
 - i. Form 1: Statement of Financial Interests**
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers**

Mr. Earlywine expounded on the public records law and the ethics laws for public officers. He explained disclosures, what constitutes a conflict of interest and prohibitions.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2015-4,
Electing Officers of the District**

Mr. Adams presented Resolution 2015-4 for the Board’s consideration. He explained that, following an election or appointment, the Board is required to reconsider its slate of officers. The Board may choose to reorganize or retain the existing slate of officers. Mr. Adams stated that, currently, Mr. Barber serves as Chair, Mr. Aman as Vice Chair and the remainder of the Board as Assistant Secretaries.

Mr. Barber offered to remain as Chair. No other nominations were made.

Mr. Barber nominated Mr. Ernst as Vice Chair. No other nominations were made.

Mr. Adams stated that the remainder of the Board will serve as Assistant Secretaries, he will serve as Secretary and Mr. Wrathell will serve as Treasurer and an Assistant Secretary.

On MOTION by Mr. Barber and seconded by Mr. Keller, with all in favor, Resolution 2015-4, Electing the Officers of the District, as nominated, was adopted.

SIXTH ORDER OF BUSINESS

Presentation of Draft Audited Financial Statements for Fiscal Year Ended September 30, 2014, Prepared by Keefe, McCullough

Mr. Steve Akins, of Keefe, McCullough & Co., LLP (Keefe), presented the draft Audited Financial Statements for Fiscal Year 2014. He noted that the “Independent Auditor’s Report”, on Pages 1 and 2, reflected a clean opinion and the financial statements were presented in accordance with generally accepted accounting principles (GAAP).

Mr. Akins referred to the “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters”, on Page 23, which indicated that no deficiencies over internal controls were identified.

Mr. Akins advised that the “Independent Auditor’s Report to District Management”, on Pages 25 and 26, was required by the Auditor General and reported on the District’s compliance with certain rules of the Auditor General and the laws applying to the District in the context of financial reporting.

On Page 27, Mr. Akins explained that the “Independent Auditor’s Report on Compliance with the Requirements of Section 218.415, Florida Statutes, Required by Rule 10.556(10) of the Auditor General of the State of Florida”, was a new report requiring the auditor to opine on the District’s compliance with its investment policy, which it did.

Mr. Akins stated that the fund financial statements, on Pages 9 through 13, were on a modified accrual basis of accounting and focused on the inflow and outflow of District resources. He noted a positive fund balance for all funds, at year-end, and that the main composition of the fund balance for each of the funds was cash and cash equivalent.

Mr. Akins called attention to the “Budget and Actual” of the “General Fund”, on Page 13, which highlighted the District’s activities, from a budgetary perspective, and reflected that actual expenses were in line with the budgeted amount.

Mr. Akins referred to the “Notes to Basic Financial Statements”, on Pages 14 through 22, which offered an expanded description of the balances in the financial statements. He indicated that Note 5 summarized the District’s debt and details related to future commitments.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2015-5, Accepting the Draft Audited Financial Statements for the Fiscal Year Ended September 30, 2014

Mr. Adams presented Resolution 2015-5 for the Board’s consideration.

On MOTION by Mr. Keller and seconded by Mr. Barber, with all in favor, Resolution 2015-5, Accepting the Draft Audited Financial Statements for the Fiscal Year Ended September 30, 2014, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2015-6, Approving the District’s Proposed Budgets for Fiscal Year 2015/2016 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing An Effective Date

Mr. Adams presented Resolution 2015-6 for the Board’s consideration. He advised that the resolution anticipated a public hearing date of July 21, 2015. The developer and District Staff met regarding additional lakes and conservation areas coming online; as a result, Mr. Adams asked to Hold the Public Hearing on August 18, 2015. He noted that assessments would increase, which necessitated a separate mailed notice to property owners.

Mr. Adams stated that Management is required to present a proposed budget prior to June 15, each year. The proposed budget is forwarded to the local municipalities for placement on their websites. Mr. Adams explained that the public hearing may not occur sooner than 60 days from the date the proposed budget is approved and the final budget must be adopted no later than

September 15. He advised that approval of the proposed budget did not set any of the service or appropriation levels; the budget may be adjusted until the Public Hearing; however, amounts must be finalized at the July meeting to notice the proper assessment increases to property owners.

In response to a question from Mr. Barber, Mr. Adams explained the CDD’s responsibility for the next fiscal year.

With regard to “Legal” fees, Mr. Earlywine recalled that, historically, the CDD budgeted for the dormant period, when not much work took place; however, real estate work will commence in Fiscal Year 2016 so an increase was suggested. Mr. Adams recommended increasing the “Legal” line item to \$12,000.

On MOTION by Mr. Barber and seconded by Mr. Ernst, with all in favor, Resolution 2015-6, Approving the District’s Proposed Budgets for Fiscal Year 2015/2016, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 18, 2015, was adopted.

NINTH ORDER OF BUSINESS

Ratification of Partial Vacation of Drainage Easement (Phase 1A Plat)

Mr. Caldwell presented a letter requesting ratification of the Chair’s execution of a Partial Vacation of Easement, to facilitate homebuilding issues. He explained that the previous developer, Tuscano LLC (Tuscano), platted easements that were much wider than necessary. The District Engineer and District Manager had no issue with reducing the 25’ easements to 15’; therefore, a Partial Vacation of Easement was prepared, executed by the Chair and recorded.

On MOTION by Mr. Keller and seconded by Mr. Ernst, with all in favor, the Sarasota National Partial Vacation of Drainage Easement (Phase 1A Plat), was ratified.

TENTH ORDER OF BUSINESS

Consideration of Emergency Access Easement (Phase 1A Plat)

Mr. Caldwell recalled that, at the January Meeting, WCI requested that the District join them on the vacation of an existing emergency access easement that was platted by Tuscano and provided for a secondary exit from the community, through Phase 1A. The easement was

vacated because it interfered with condominium construction. The county required a replacement easement leading out of Danbury and up to US 41, which crosses District property; therefore, the District must be a party to the easement. At the January presentation, the documents were in draft form; the temporary easement, in substantial form, and authorization for the Chair to execute, were approved. Subsequently, the Chair executed the documents, approval was granted by the county and the easement was recorded.

On MOTION by Mr. Keller and seconded by Mr. Ernst, with all in favor, the Emergency Access Easement (Phase 1A Plat), was ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2015-7, Relating to the Acceptance of Responsibility for Ownership, Operation and Maintenance of District Infrastructure Within the Boundaries of the Plat of Sarasota National Phase 2C

Mr. Adams presented Resolution 2015-7 for the Board’s consideration.

Mr. Caldwell explained that the plat, known as the Plat of Sarasota National Phase 2C, is in preliminary reviews with the county. While the plat only has a few lots, there are drainage easements to the District, leading from the roadway to the lake areas. The county required the developer to furnish CDD resolutions indicating that the District reviewed the plat and approved the dedications of any easements or tracts of land that go to District.

In response to a question from Mr. Barber, Mr. Caldwell confirmed that only drainage and lake maintenance easements would go to the District.

On MOTION by Mr. Keller and seconded by Mr. Barber, with all in favor, Resolution 2015-7, Relating to the Acceptance of Responsibility for Ownership, Operation and Maintenance of District Infrastructure Within the Boundaries of the Plat of Sarasota National Phase 2C, in substantial form, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Hopping Green & Sams, P.A., Proposed Hourly Rate Adjustment

Mr. Earlywine explained that, periodically, the firm contemplates adjustments to its hourly rates. He pointed out that there had been no rate increase since 2012. Mr. Earlywine referred to the schedule, which contained the proposed rates for Partners and Associates, and noted that the Paralegal rates remained the same.

On MOTION by Mr. Barber and seconded by Mr. Ernst, with all in favor, the Hopping Green & Sams, P.A., proposed hourly rate adjustment, was approved.

THIRTEENTH ORDER OF BUSINESS

Approval of January 20, 2015 Regular Meeting Minutes

Mr. Adams presented the January 20, 2015 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Keller and seconded by Mr. Barber, with all in favor, the January 20, 2015 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

A Board Member inquired about legislative changes. Mr. Earlywine stated that two bills were submitted to the Governor, which will be reported on at the next meeting; however, the bills do not affect the District. Next year, a more substantive CDD bill may be considered.

B. Engineer

Mr. Conerly provided lots with modified easements, for the District’s records. He advised that lots 850 and 809 were in substantial compliance with the county’s rules and regulations and the system still functioned as designed.

C. Manager

i. Approval of Unaudited Financial Statements as of April 30, 2015

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2015.

ii. 71 Registered Voters in District as of April 15, 2015

Mr. Adams reported that there were 71 registered voters residing within the boundaries of the District as of April 15, 2015. Discussion ensued regarding the transition from landowner to general election.

iii. NEXT MEETING DATE: July 21, 2015 at 2:00 P.M.

Mr. Adams advised that the next meeting will be held on July 21, 2015 at 2:00 p.m., at this location. The proposed Fiscal Year 2016 budget will be adopted at the public hearing on August 18, 2015.

SIXTEENTH ORDER OF BUSINESS

**Audience
Requests**

Comments/Supervisors'

There being no audience comments or Supervisors' requests, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

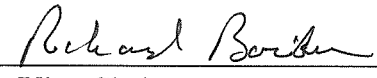
Adjournment

There being no other business, the meeting adjourned.

On MOTION by Mr. Keller and seconded by Mr. Ernst, with all in favor, the meeting adjourned at approximately 2:42 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair