

1 **MINUTES OF MEETING**  
2 **THE PRESERVE AT SOUTH BRANCH**  
3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Preserve at South Branch Community  
5 Development District was held on Tuesday, August 17, 2021 at 4:00 p.m. at the Residence Inn, 2101  
6 Northpoint Parkway, Lutz, FL 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Cleveland called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 JJ Snyder	Board Supervisor, Chairman
11 Anne Mize	Board Supervisor, Vice Chairman
12 Joe Burgess	Board Supervisor, Assistant Secretary

13 Also present were:

14 Chris Cleveland	District Manager, DPGF Management & Consulting
15 Sarah Sandy <i>(via phone)</i>	District Counsel, Hopping Green & Sams
16 Joseph Cimino <i>(via phone)</i>	District Engineer, WRA Engineering
17 Ryan Zook	DR Horton

18 *The following is a summary of the discussions and actions taken at the August 17, 2021 Preserve at South*  
19 *Branch CDD Board of Supervisors Regular Meeting.*

20 **SECOND ORDER OF BUSINESS – Audience Comments**

21 There being none, the next item followed.

22 **THIRD ORDER OF BUSINESS – Vendor Reports**

- 23 A. Exhibit 1: DPGF Field Operations Report  
24 B. Exhibit 2: Cepra Landscape Report  
25 C. Exhibit 3: Steadfast Environmental Pond Report

26 **FOURTH ORDER OF BUSINESS – Consent Agenda**

- 27 A. Exhibit 4: Consideration and Approval of the May 18, 2021 Regular Meeting Minutes

28 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved  
29 the May 18, 2021 Regular Meeting Minutes for the Preserve at South Branch Community Development  
30 District.

- 31 B. Exhibit 5: Acceptance of the June 2021 Unaudited Financial Report

32 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board accepted  
33 the June 2021 Unaudited Financial Report for the Preserve at South Branch Community Development  
34 District.

- 35 C. Exhibit 6: Ratification of Expenditures

36 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved  
37 the Ratification of Expenditures for the Preserve at South Branch Community Development District.

38 **FIFTH ORDER OF BUSINESS – Business Matters**

39 A. Exhibit 7: Acceptance of Supervisor Frank Messina’s Resignation

40 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board accepted  
41 the resignation of Supervisor Frank Messina, for the Preserve at South Branch Community Development  
42 District.

43 B. Consideration and Appointment of Candidate Ryan Zook for Vacant Supervisor Seat

44 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved  
45 the appointment of Candidate Ryan Zook for the Vacant Supervisor Seat for the Preserve at South Branch  
46 Community Development District.

47 C. Exhibit 8: Oath of Office

48 Mr. Cleveland administered the Oath of Office to the new Supervisor.

49 1. Exhibit 9: Reminder New Supervisors to File Form 1 Within 30 Days of Office Acceptance

50 D. Exhibit 10: Consideration and Adoption of **Resolution 2021-11, Designating Officers**

51 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board adopted  
52 **Resolution 2021-11, Designating Officers** for the Preserve at South Branch Community Development  
53 District.

54 E. **FY 2021-2022 Budget and Assessments Public Hearing**

55 1. Open Public Hearing

56 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved  
57 the opening of the **FY 2021-2022 Budget and Assessments Public Hearing** for the Preserve at South  
58 Branch Community Development District.

59 2. Exhibit 11: Presentation of the FY 2021-2022 Budget

60 3. Public Comments

61 There being none, the next item followed.

62 4. Close Public Hearing

63 On a MOTION by Ms. Mize, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved  
64 the closing of the **FY 2021-2022 Budget and Assessments Public Hearing** for the Preserve at South  
65 Branch Community Development District.

66 F. Consideration and Adoption of **Resolution 2021-12, Adopting Final Budget for FY 2021-2022**

67 1. Exhibit A – FY 2021-2022 Budget

68 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board adopted  
69 **Resolution 2021-12, Adopting Final Budget for FY 2021-2022** for the Preserve at South Branch  
70 Community Development District.

71 G. Consideration and Adoption of **Resolution 2021-13, Imposing and Levying O&M Assessments**  
72 **for FY 2021-2022 Budget**

73 1. Exhibit A – FY 2021-2022 Budget

74 2. Exhibit B – Assessment Role

75 On a MOTION by Ms. Mize, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted  
76 **Resolution 2021-13, Imposing and Levying O&M Assessments for FY 2021-2022 Budget** for the  
77 Preserve at South Branch Community Development District.

78 H. Consideration and Adoption of **Resolution 2021-14, Adopting FY 2021-2022 Meeting Schedule**

79 1. Exhibit A – FY 2021-2022 Annual Meeting Schedule

80 Mr. Cleveland stated that the meetings would be held on the 3<sup>rd</sup> Tuesday of every month.

81 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board adopted  
82 **Resolution 2021-14, Adopting FY 2021-2022 Meeting Schedule** for the Preserve at South Branch  
83 Community Development District.

84 I. Consideration and Approval of the Dissemination Agent Services Agreement

85 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved  
86 the Dissemination Agent Services Agreement for the Preserve at South Branch Community Development  
87 District.

88 J. Consideration and Approval of Arbitrage Services for Revenue Bonds, Series 2019 (Phase 2) –  
89 LLS Tax Solution Inc.

90 On a MOTION by Ms. Mize, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved  
91 Arbitrage Services for Revenue Bonds, Series 2019 (Phase 2) – LLS Tax Solution Inc. for the Preserve at  
92 South Branch Community Development District.

93 K. Consideration and Approval of Amended and Restated Landscape Maintenance Agreement – Cepra

94 On a MOTION by Ms. Mize, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved  
95 the Cepra Amended and Restated Landscape Maintenance Agreement for the Preserve at South Branch  
96 Community Development District.

97 **SIXTH ORDER OF BUSINESS – Staff Reports**

98 A. District Manager

99 Mr. Cleveland stated that records can be stored at the HOA office behind the locked door and that  
100 requests to view records are to be sent to the District Management.

101 B. District Counsel

102 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved  
103 the authorization for Ms. Mize to work with the District Attorney on Utility Easement Tract B-10 for the  
104 Preserve at South Branch Community Development District.

105 C. District Engineer

106 There being none, the next item followed.

107 **EIGHTH ORDER OF BUSINESS – Audience Comments - New Business**

108 There being none, the next item followed.

109 **NINTH ORDER OF BUSINESS – Supervisors Requests**

110 There being none, the next item followed.

111 **TENTH ORDER OF BUSINESS – Adjournment**

112 Mr. Cleveland asked for final questions, comments, or corrections before requesting a motion to  
113 adjourn the meeting. There being none, Mr. Snyder made a motion to adjourn the meeting.

114 On a MOTION by Mr. Snyder, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board adjourned  
115 the meeting for the Preserve at South Branch Community Development District.

116 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
117 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
118 *including the testimony and evidence upon which such appeal is to be based.*

119 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
120 meeting held on 8-16-2021.

121   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

122   
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Printed Name

123 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman