

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, November 16, 2021 at 9:00 a.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 John Snyder	Board Supervisor, Chairman
11 Anne Mize	Board Supervisor, Vice Chairwoman
12 Joe Burgess	Board Supervisor, Assistant Secretary
13 Ryan Zook	Board Supervisor, Assistant Secretary

14 Also present were:

15 Chris Cleveland	District Manager, DPGF Management & Consulting
16 Shirley Conley (<i>via phone</i>)	DPFG Management & Consulting
17 Sarah Sandy (<i>via phone</i>)	District Counsel, Kutak Rock LLP

18 *The following is a summary of the discussions and actions taken at the November 16, 2021 Preserve at*
19 *South 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 – Appointment of Audit Committee**

23 On a MOTION by Mr. Zook, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved the
24 appointment of the Board of Supervisors as the Audit Committee for the Preserve at South Branch
25 Community Development District.

26 **FOURTH ORDER OF BUSINESS – Vendor Reports**

- 27 A. Exhibit 1: DPGF Field Operations Report
28 B. Exhibit 2: Steadfast Environmental Pond Report

29 Mr. Zook requested an update on the vegetation removal on Pond 5.

30 **FIFTH ORDER OF BUSINESS – Consent Agenda**

- 31 A. Exhibit 3: Consideration and Approval of the August 17, 2021 Regular Meeting Minutes

32 On a MOTION by Mr. Snyder, SECONDED by Mr. Burgess, WITH ALL IN FAVOR, the Board approved
33 the August 17, 2021 Regular Meeting Minutes for the Preserve at South Branch Community Development
34 District.

- 35 B. Exhibit 4: Acceptance of the October 2021 Unaudited Financial Report

36 On a MOTION by Ms. Mize, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board accepted the
37 October 2021 Unaudited Financial Report for the Preserve at South Branch Community Development
38 District.

39 C. Exhibit 5: Ratification of Expenditures

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

42 **SIXTH ORDER OF BUSINESS – Business Matters**

43 A. Exhibit 6: Consideration and Adoption of **Resolution 2022-01**, Designating Primary
44 Administration and Local Records Office

45 Mr. Cleveland stated that this Resolution designated DPFG’s office as the District’s local records
46 office.

47 On a MOTION by Ms. Mize, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board adopted
48 **Resolution 2022-01**, Designating Primary Administration and Local Records Office, for the Preserve at
49 South Branch Community Development District.

50 B. Exhibit 7: Consideration and Ratification of the Utility Easement Correction

51 On a MOTION by Ms. Mize, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board approved the
52 Ratification of the Utility Easement Correction for the Preserve at South Branch Community Development
53 District.

54 C. Exhibit 8: Consideration and Acceptance of the 2020 Arbitrage Report for Bond Series 2019 (Phase
55 2)

56 Ms. Sandy explained the concept of arbitrage as it pertained to Bond Series 2019 Phase 2.

57 On a MOTION by Ms. Mize, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board accepted the
58 2020 Arbitrage Report for Bond Series 2019 (Phase 2) for the Preserve at South Branch Community
59 Development District.

60 D. Exhibit 9: Consideration and Ratification of the Construction Funding Agreement Addendum
61 between CDD & DR Horton

62 Ms. Sandy explained that this agreement addendum was related to emergency repairs that were
63 needed, which the developer had agreed to pay for as the CDD did not readily have the funds
64 available. Comments were made from the Board indicating that the developer address and counsel
65 address details under Section 9 were incorrect.

66 On a MOTION by Mr. Zook, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved the
67 Ratification of the Construction Funding Agreement Addendum between the CDD & DR Horton, as
68 amended, for the Preserve at South Branch Community Development District.

69 E. Exhibit 10: Consideration and Ratification of Florida Asphalt Contractors Addendum for Road
70 Repairs

71 On a MOTION by Mr. Zook, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved the
72 Ratification of the Florida Asphalt Contractors Addendum for Road Repairs for the Preserve at South
73 Branch Community Development District.

74 F. Exhibit 11: Consideration and Approval of Steadfast Environmental Proposal for Pond #18
75 “Spillway” Wall Repair

76 Mr. Burgess indicated that the wall repair had already been completed outside of the proposal. No
77 action was taken by the Board on this item.

78 G. Exhibit 12: Consideration and Authorization for District Engineer to Complete a Wastewater and
79 Stormwater Needs Analysis

80 Ms. Sandy stated that the last legislative session had held that it was required for all special Districts
81 to complete a Wastewater and Stormwater Needs Analysis, to be reported to the County by June
82 2022 and thereafter every five years.

83 On a MOTION by Ms. Mize, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board approved the
84 Authorization for District Engineer to Complete a Wastewater and Stormwater Needs Analysis for the
85 Preserve at South Branch Community Development District.

86 H. Exhibit 13: Consideration and Adoption of **Resolution 2022-02**, Adopting Prompt Payment
87 Policies and Procedures

88 Ms. Sandy explained that this Resolution updated the prompt payment policy per statute.

89 On a MOTION by Ms. Mize, SECONDED by Mr. Burgess, WITH ALL IN FAVOR, the Board adopted
90 **Resolution 2022-02**, Adopting Prompt Payment Policies and Procedures for the Preserve at South Branch
91 Community Development District.

92 I. Exhibit 14: Consideration and Ratification of Legal Representation Services Transfer to Kutak
93 Rock LLP

94 Mr. Cleveland stated that he had signed the transfer memo on October 29. Ms. Sandy gave an
95 overview of the transition of firms for the District's legal representation, advising that there would
96 be no change in representation otherwise from the District's perspective.

97 J. Consideration and Approval of Fee Agreement with Kutak Rock LLP

98 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
99 the Fee Agreement with Kutak Rock LLP for the Preserve at South Branch Community Development
100 District.

101 **SEVENTH ORDER OF BUSINESS – Staff Reports**

102 A. District Manager

103 Mr. Cleveland stated that the next regular meeting was scheduled for December 21, 2021, at 9:00
104 a.m.

105 On a MOTION by Mr. Zook, SECONDED by Ms. Mize, WITH ALL IN FAVOR, the Board approved the
106 cancellation of the regular meeting scheduled for December 21, 2021, at 9:00 a.m., for the Preserve at South
107 Branch Community Development District.

108 Following the motion, Mr. Cleveland stated that he would update the District website accordingly.

109 B. District Counsel

110 Ms. Sandy stated that she had nothing further to report.

111 C. District Engineer

112 There being none, the next item followed.

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

114 There being none, the next item followed.

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

116 There being none, the next item followed.

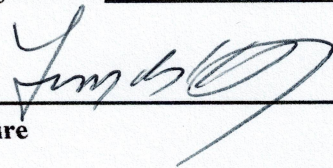
117 **TENTH ORDER OF BUSINESS – Adjournment**

118 Mr. Cleveland asked for final questions, comments, or corrections before requesting a motion to
119 adjourn the meeting. There being none, Mr. Zook made a motion to adjourn the meeting.

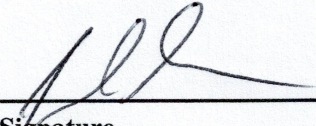
120 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adjourned
121 the meeting for the Preserve at South Branch Community Development District.

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

125 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
126 meeting held on JAN. 18, 2022.

127 

Signature



Signature

128 Larry B. Krause Jr

Printed Name

JOHN SNYDER

Printed Name

129 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman