

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, May 17, 2022 at 4:01 p.m. at the Residence Inn, 2101
6 Northpoint Parkway, Lutz, FL 33558.

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

8 Mr. Krause 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 Ryan Zook Board Supervisor, Assistant Secretary

13 Also present were:

14 Larry Krause District Manager, DPGF Management & Consulting
15 Shirley Conley (*via phone*) DPGF Management & Consulting
16 Sarah Sandy (*via phone*) District Counsel, Kutak Rock LLP
17 Joe Cimino (*via phone*) District Engineer, WRA Engineering
18 Matt Miller (*via phone*) WRA Engineering

19 *The following is a summary of the discussions and actions taken at the May 17, 2022 Preserve at South*
20 *Branch CDD Board of Supervisors Regular Meeting.*

21 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items** (*limited to 3 minutes per*
22 *individuals for agenda items*)

23 There being none, the next item followed.

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

25 A. Exhibit 1: DPGF Field Operations Report

26 Mr. Krause reviewed the Field Operations report, noting that several water leaks had been identified
27 and that the fountain in Pond 13 would remain turned off until construction had been completed.

28 A supervisor asked who would be measuring traffic and what the purpose of this would be. Mr.
29 Krause indicated that he would check into this and report back.

30 B. Exhibit 2: Steadfast Environmental Pond Report

31 Mr. Snyder commented positively on the ponds.

32 C. Exhibit 3: Cepra Landscape Report

33 There were no comments on this report.

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

35 A. Exhibit 4: Consideration for Approval – The Minutes of the Regular Meeting Held January 18,
36 2022

37 B. Exhibit 5: Consideration for Acceptance – The April 2022 Unaudited Financial Reports

38 C. Exhibit 6: Ratification of Expenditures

39 1. Florida Fountains Pond 5 Fountain Motor Replacement - \$899.99

40 2. Cepra Seasonal Annuals Change Out - \$2,480.00

41 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
42 all items on the Consent Agenda for the Preserve at South Branch Community Development District.

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

44 A. Exhibit 7: Consideration and Adoption of **Resolution 2022-04, Designating a Registered Agent**
45 **and Registered Office**

46 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
47 **Resolution 2022-04**, Designating a Registered Agent and Registered Office, for the Preserve at South
48 Branch Community Development District.

49 B. Exhibit 8: Consideration and Adoption of **Resolution 2022-05, Designating Officers**

50 Mr. Krause stated that this resolution would designate Johanna Lee as Treasurer.

51 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
52 **Resolution 2022-05**, Designating Officers, for the Preserve at South Branch Community Development
53 District.

54 C. Exhibit 9: Consideration and Approval to Proceed with RFQ for District Engineer

55 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
56 District Counsel to proceed with the RFQ for District Engineer for the Preserve at South Branch Community
57 Development District.

58 D. Exhibit 10: Consideration of JMT Stormwater Needs Analysis Proposal - \$6,620.00

59 Mr. Krause explained that this proposal was necessary due to new legislation that required all
60 Districts to report on stormwater needs by June 30.

61 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
62 the JMT Stormwater Needs Analysis Proposal, in the amount of \$6,620.00, for the Preserve at South Branch
63 Community Development District.

64 E. Exhibit 11: Consideration and Acceptance of Pasco County Supervisor of Elections Qualified
65 Elector Count – 1,112

66 Mr. Krause stated there were 1,112 voters in the District.

67 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board accepted
68 the Pasco County Supervisor of Elections Qualified Elector Count of 1,112 for the Preserve at South Branch
69 Community Development District.

70 F. Exhibit 12: Consideration and Adoption of **Resolution 2022-06, Setting Landowners' Meeting**
71 **and Election for November 2022**

72 Ms. Sandy noted that at least one person representing the landowner was required to attend the
73 meeting and clarified that a proxy could be assigned. The Board agreed to schedule the meeting for
74 Tuesday, November 15 at 9:00 a.m. at the hotel in which the meetings were regularly held.

75 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
76 **Resolution 2022-06**, Setting Landowners' Meeting and Election for November 2022, for the Preserve at
77 South Branch Community Development District.

78 G. Exhibit 13: Presentation of FY 2023 Proposed Budget

79 Mr. Krause presented the proposed budget, noting that this was a highwater budget that could be
80 reduced in August but not increased. Ms. Sandy clarified that increasing the overall budget would
81 increase the overall assessment and would affect notice requirements.

82 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
83 the FY 2023 Proposed Budget for the Preserve at South Branch Community Development District.

84 H. Exhibit 14: Consideration and Adoption of **Resolution 2022-07, Approving FY 2023 Proposed**
85 **Budget and Setting Public Hearing**

86 Mr. Krause noted that the Public Hearing would likely be part of the August meeting.

87 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
88 **Resolution 2022-07**, Approving FY 2023 Proposed Budget and Setting Public Hearing, for the Preserve at
89 South Branch Community Development District.

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

91 A. District Manager

92 Mr. Krause stated that he had nothing further to report.

93 B. District Attorney

94 Ms. Sandy stated that she had heard back from the County regarding a public records request and
95 that the County was reportedly satisfied.

96 C. District Engineer

97 1. Exhibit 15: Mitigation Memo

98 Mr. Miller reviewed the mitigation memo. In response to a question from Mr. Snyder, Mr.
99 Miller confirmed that there were a few bullet points of items that needed to be completed
100 in order to be considered in compliance. In response to a question from Mr. Zook, Mr.
101 Krause indicated that he and Ms. Conley would acquire the proposals.

102 Ms. Mize asked if everything else was in compliance with the underlying permits. Mr.
103 Miller stated that there were some slight exceedances of invasive vegetation but noted that
104 this was not considered out of the ordinary as long as the maintenance schedule continued
105 to be maintained.

106 **SEVENTH ORDER OF BUSINESS – Audience Comments – New Business – (limited to 3 minutes per**
107 **individual for non-agenda items)**

108 There being none, the next item followed.

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

110 There being none, the next item followed.

111 **NINTH ORDER OF BUSINESS – Action Items Summary**

112 1. The District Manager will follow up with the Field Operations Manager on a leak at the
113 lighthouse entry fountain.

- 114 2. The District Manager will follow up with the Field Operations Manager on a water leak and
- 115 mud issues at the Dog Park
- 116 3. The District Manager will follow up with the Field Operations Manager on downed signs in
- 117 the community.
- 118 4. The District Manager will follow up with the Field Operations Manager and the vendor on a
- 119 fountain in Pond 6.
- 120 5. The District Manager will follow up with the Field Operations Manager and the vendor to
- 121 request for Cepra to provide proposal to replace dead landscaping.
- 122 6. The District Manager will confer with District Counsel on using Florida Field Services Group.
- 123 7. The District Manager will send action items for the Board to review.
- 124 8. The District Manager will submit the approved FY 2023 Preliminary Budget to Pasco County.
- 125 9. The District Manager will advertise the Budget Public Hearing in the local newspaper.
- 126 10. The District Manager will post the approved FY 2023 Preliminary Budget to the CDD Website
- 127 11. The District Manager will send the approved stormwater needs analysis proposal to JMT.
- 128 12. The District Manager will advertise for RFQ for an engineering firm in the local newspaper.
- 129 13. The District Manager will work with the District Engineer on wetland mitigation items.

TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: June 21, 9:00 a.m.

131 All Board members confirmed that they would be physically present for the meeting, which would
132 establish a quorum.

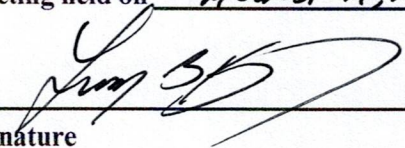
ELEVENTH ORDER OF BUSINESS – Adjournment

134 Mr. Krause asked for final questions, comments, or corrections before requesting a motion to
135 adjourn the meeting. There being none, Mr. Zook made a motion to adjourn the meeting.

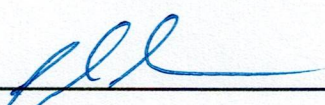
136 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adjourned
137 the meeting for the Preserve at South Branch Community Development District.

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

141 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
142 meeting held on AUGUST 16, 2022.

143


Signature



Signature

144
Larry B. Krause Jr.

Printed Name

JOHN SNYDER

Printed Name

145 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman