

**MINUTES OF MEETING
HARBOR VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Harbor Village Community Development District was held on August 10, 2021, at 2:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

Present at the meeting were:

| | |
|---------------|---------------------|
| Jim Harvey | Chair |
| Paul Martin | Vice Chair |
| Candice Smith | Assistant Secretary |
| Jim Manners | Assistant Secretary |

Also present were:

| | |
|--------------------------------|--|
| Craig Wrathell (via telephone) | District Manager |
| Kristen Suit | Wrathell, Hunt and Associates, LLC (WHA) |
| Jere Earlywine | District Counsel |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 2:21 p.m. The initial Board Members on the petition to create the CDD were Mr. Jim Harvey, Mr. Paul Martin, Mr. Dave Truxton, Ms. Candice Smith and Mr. Troy Simpson.

Mr. Harvey, Mr. Martin and Ms. Smith were present, in person. Mr. Truxton and Mr. Simpson were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Initial Board of Supervisors *(the following will also be provided in a separate package)*

It was noted that Mr. Jim Manners was being appointed to the Board.

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Harvey, Mr. Martin, Ms. Smith and Mr. Manners. She briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- 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**

Mr. Wrathell joined the meeting.

Ms. Suit stated that there was no Engineer’s Report yet so, for the purposes of today’s meeting, Staff would primarily address administrative and organizational matters.

Mr. Earlywine stated he would like for all reports to be completed within 30 days, by September, in order to have the public hearing and undergo the bond validation process to be ready to issue bonds by December.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Suit presented Resolution 2021-01. Ms. Smith nominated the following slate of officers:

| | |
|----------------|---------------------|
| Jim Harvey | Chair |
| Paul Martin | Vice Chair |
| Craig Wrathell | Secretary |
| Candice Smith | Assistant Secretary |
| Jim Manners | Assistant Secretary |
| Cindy Cerbone | Assistant Secretary |
| Kristen Suit | Assistant Secretary |
| Craig Wrathell | Treasurer |

Jeff Pinder

Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2021-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-02, Designating a Date, Time and Location for the Landowners’ Meeting of the District, and Providing an Effective Date

Ms. Suit presented Resolution 2021-02.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-02, Designating a Date, Time and Location of September 14, 2021 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953, for the Landowners’ Meeting of the District, and Providing an Effective Date, was adopted.

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS

Consideration of the Following Organizational Matters:

- A. Resolution 2021-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**
 - Agreement for District Management Services: *Wrathell, Hunt and Associates, LLC***

Ms. Suit presented Resolution 2021-03 and reviewed the Fee Schedule, on Page 15 of the District Management Services Agreement.

On MOTION by Ms. Smith and seconded by Mr. Martin, with all in favor, Resolution 2021-03, Appointing and Fixing the Compensation for Wrathell, Hunt and Associates, LLC, as District Manager and Methodology Consultant; and Providing an Effective Date, was adopted.

B. Resolution 2021-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Ratification of Engagement with KE Law Group, PLLC**
 - **Fee Agreement: *KE Law Group, PLLC***

Ms. Suit presented Resolution 2021-04.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-04, Appointing KE Law Group, PLLC as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2021-05, Designating a Registered Agent and Registered Office of the District; and Providing for an Effective Date

Ms. Suit presented Resolution 2021-05.

On MOTION by Mr. Martin and seconded by Mr. Harvey, with all in favor, Resolution 2021-05, Designating Wrathell, Hunt and Associates, LLC, as Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District; and Providing for an Effective Date, was adopted.

D. Resolution 2021-06, Appointing and Fixing the Compensation of the Interim District Engineer for the District, and Providing for an Effective Date

- **Interim Engineering Services Agreement: *Morris Engineering & Consulting, LLC***

Ms. Suit presented Resolution 2021-06.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2021-06, Appointing and Fixing the Compensation for Morris Engineering & Consulting, LLC, as Interim District Engineer for the District, and Providing for an Effective Date, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

Ms. Suit presented the RFQ for District Engineering Services.

The consensus was to defer publicizing the RFQ until after the October meeting.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Request for Qualifications for District Engineering Services and authorizing Staff to advertise, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

The Board declined Board Member compensation.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, declining Board Member compensation for meeting attendance, was approved.

G. Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

Ms. Suit presented Resolution 2021-07.

On MOTION by Mr. Manners and seconded by Mr. Harvey, with all in favor, Resolution 2021-07, Designating the McCrory Law Firm, 309 Tamiami Trail, Punta Gorda, Florida, 33950, as the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date, was adopted.

H. Resolution 2021-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

Ms. Suit presented Resolution 2021-08.

On MOTION by Ms. Smith and seconded by Mr. Manners, with all in favor, Resolution 2021-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date, was adopted.

On MOTION by Ms. Smith and seconded by Mr. Manners, with all in favor, authorizing Staff to obtain General Liability and Public Officers' insurance and authorizing the Chair to execute, was approved.

- I. **Resolution 2021-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

Ms. Suit presented Resolution 2021-09.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, Resolution 2021-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

- J. **Resolution 2021-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

Ms. Suit presented Resolution 2021-10 and read the title. WHA would serve as the Records Management Liaison Officer and records would be kept in perpetuity.

On MOTION by Mr. Manners and seconded by Mr. Harvey, with all in favor, Resolution 2021-10, Providing for the Appointment of Wrathell, Hunt and Associates, LLC, as the Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. **Resolution 2021-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing for a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2021-11 and read the title.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2021-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing for a Severability Clause; and Providing an Effective Date, was adopted.

L. Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date

Ms. Suit presented Resolution 2021-12.

On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor, Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District and Providing for an Effective Date, was adopted.

M. Authorization of Request for Proposals (RFP) for Annual Audit Services

- **Designation of Board of Supervisors as Audit Committee**

Ms. Suit presented the RFP For Annual Audit Services. The consensus was to defer publicizing the RFP until after the October meeting.

On MOTION by Mr. Harvey and seconded by Ms. Smith, with all in favor, authorizing the District Manager to advertise the Request for Proposals for Annual Auditing Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved.

N. Strange Zone, Inc., Quotation #M21-1009 for District Website Design, Maintenance and Domain Web-Site Design Agreement

Ms. Suit presented the Strange Zone, Inc. (SZI) proposal for website creation and annual maintenance, hosting, domain registration and SSL certificates. The Board asked to defer implementation until after the October meeting.

On MOTION by Mr. Martin and seconded by Mr. Harvey, with all in favor, the Strange Zone, Inc., Quotation #M21-1009 for District Website Services, Design, Maintenance and Domain, in the amount of \$1,679.99, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Ms. Suit presented the ADA Site Compliance (ADASC) proposal for website compliance. The Board asked to defer implementation until after the October meeting.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.

P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date.

I. Rules of Procedure

The Rules of Procedure were included for informational purposes.

II. Notices

- **Notice of Rule Development**
- **Notice of Rulemaking**

The Notices were included for informational purposes.

Ms. Suit presented Resolution 2021-13.

This item was deferred to the October meeting.

Q. Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2021/2022 and Providing for an Effective Date

Ms. Suit presented Resolution 2021-14. Meetings were scheduled for the second Tuesday of each month at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2021/2022 and Providing for an Effective Date, was adopted.

- R. Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Ms. Suit presented Resolution 2021-15. In the event of an emergency or natural disaster, the CDD may request assistance from other local governments.

On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor, Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Matters:

Ms. Suit presented the following banking-related matters:

- A. Resolution 2021-16, Designating a Public Depository for Funds of the District and Providing an Effective Date**
- B. Resolution 2021-17, Directing the District Manager to Establish a Local Bank Account for the District and Appoint Signors on the Account; and Providing for an Effective Date**

Funding requests are to be transmitted to Mr. Chris Stevens.

On MOTION by Mr. Martin and seconded by Mr. Harvey, with all in favor, Resolution 2021-16, Designating Truist Bank as Public Depository for Funds of the District and Providing an Effective Date, was adopted.

On MOTION by Mr. Martin and seconded by Mr. Harvey, with all in favor, Resolution 2021-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing for an Effective Date, was adopted.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

- A. Resolution 2021-18, Approving a Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Ms. Suit presented Resolution 2021-18. She reviewed the proposed Fiscal Year 2021 budget.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-18, Approving a Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law on a date, time and location to be determined; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

- B. Fiscal Year 2020/2021 Budget Funding Agreement**

Ms. Suit presented the Fiscal Year 2020/2021 Budget Funding Agreement.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, the Fiscal Year 2020/2021 Budget Funding Agreement, in substantial form, was approved.

- C. Resolution 2021-19, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Suit presented Resolution 2020-19. She reviewed the proposed Fiscal Year 2022 budget.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, Resolution 2021-19, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law on a date, time and location to be determined; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

D. Fiscal Year 2021/2022 Budget Funding Agreement

Ms. Suit presented the Fiscal Year 2021/2022 Budget Funding Agreement.

On MOTION by Ms. Smith and seconded by Mr. Manners, with all in favor, the Fiscal Year 2021/2022 Budget Funding Agreement, in substantial form, was approved.

E. Resolution 2021-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

Ms. Suit presented Resolution 2021-20.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, was adopted.

F. Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

Ms. Suit presented Resolution 2021-21 and read the title.

On MOTION by Mr. Manners and seconded by Mr. Harvey, with all in favor, Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- G. Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Ms. Suit presented Resolution 2021-22.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- H. Resolution 2021-23, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2021-23.

On MOTION by Mr. Manners and seconded by Ms. Smith, with all in favor, Resolution 2021-23, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

- I. Resolution 2021-24, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date**

Ms. Suit presented Resolution 2021-24. The District Manager already has internal controls in place as part of the annual audit process.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, Resolution 2021-24, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing for an Effective Date, was adopted.

J. Consideration of E-Verify Memo with MOU

Ms. Suit presented the Memorandum provided by District Counsel regarding the E-Verify requirements and the Department of Homeland Security (DHS) E-Verify Memorandum of Understanding (MOU).

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, the HGS Memorandum regarding the E-Verify requirements and the DHS E-Verify MOU, were approved.

BOND FINANCING RELATED MATTERS

NINTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Matters:

Ms. Suit presented the following banking-related matters:

- A. Bond Financing Team Funding Agreement**
- B. Engagement of Bond Financing Professionals**
 - I. Underwriter/Investment Banker: *FMSbonds, Inc.***
 - II. Bond Counsel: *Greenberg Traurig, P.A.***
 - III. Trustee, Paying Agent and Registrar: *Regions Bank***

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, the Bond Financing Team Funding Agreement, the FMSbonds, Inc., Agreement for Underwriter Services & Rule G-17 Disclosure Letter, the Greenberg Traurig, P.A. proposal to serve as Bond Counsel and the Regions Bank proposal to serve as Trustee, Paying Agent and Registrar, were approved.

- C. Resolution 2021-25, Designating a Date, Time, and Location of a Public Hearing Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date**

Ms. Suit presented Resolution 2021-25 and read the title. Mr. Earlywine stated, this Resolution could be approved and the public hearing date could be set at the October Meeting.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, Resolution 2021-25, Designating the Date, Time, and Location, to be determined, for a Public Hearing, Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

- D. Presentation of Engineer’s Report**
- E. Presentation of Master Special Assessment Methodology Report**
- F. Resolution 2021-26, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to be Paid By Assessments, and the Manner and Timing in Which the Assessments are to be Paid; Designating the Lands Upon Which the Assessments Shall be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution and Addressing Conflicts, Severability and an Effective Date**
- G. Resolution 2021-27, Authorizing the Issuance of Not Exceeding \$_____ Principal Amount Harbor Village Community Development District Special Assessment Revenue Bonds in One or More Series, for the Purpose of Financing the Construction and/or Acquisition By the District of the Public Improvements and Community Facilities Permitted by the Provisions of Chapter 190, Florida Statutes and the Ordinance Establishing the District; Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the Commencement of Validation Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and Providing an Effective Date**

Items 9D through 9G were deferred to the October meeting.

TENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *KE Law Group, PLLC***
There was nothing additional to report.
- B. District Engineer (Interim): *Morris Engineering***

There was no report.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

There was no report.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

In response to Ms. Smith's question, Ms. Suit stated the ADA Site Compliance proposal is related to ensuring that the CDD website is ADA compliant.

TWELFTH ORDER OF BUSINESS

Public Comments

There were no public comments.

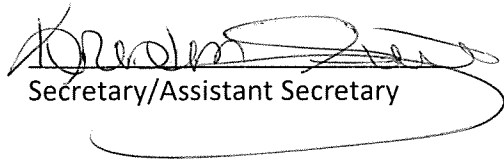
THIRTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Harvey and seconded by Mr. Manners, with all in favor, the meeting adjourned at 3:08 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair