

**SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT**

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**August 5, 2021 Minutes of the Regular Meeting and Public Hearings**

**Minutes of the Regular Meeting and Public Hearings**

The Regular Meeting and Public Hearings of the Board of Supervisors for the Sherwood Manor Community Development District was held on **Thursday, August 5, 2021 at 2:00 p.m.** at the offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Regular Meeting and Public Hearings of the Board of Supervisors of the Sherwood Manor Community Development District to order on **Thursday, August 5, 2021 at 3:32 p.m.**

**Board Members Present and Constituting a Quorum:**

Ryan Motko	Vice-Chair
Nick Dister	Supervisor
Steve Luce	Supervisor
Albert Viera	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Vanessa Steinerts	District Counsel, Straley Robin Vericker

There were no resident audience members in attendance.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. RECESS TO PUBLIC HEARING**

Mr. Lamb directed the Board to recess to the public hearing.

42 **4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2022 BUDGET**

43 **A. Open the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**

44

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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**B. Staff Presentations**

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54 Mr. Lamb went over the budget and line items with the Board.

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**C. Public Comments**

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58 There were no public comments.

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**D. Consideration of Resolution 2021-06; Adopting Proposed Fiscal Year 2022 Budget**

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62 The Board reviewed the resolution.

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MOTION TO:	Approve Resolution 2021-06.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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**E. Close the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**

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MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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82 **5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**

83 **A. Open the Public Hearing on Levying O&M Assessments**

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85 MOTION TO: Open the public hearing.  
86 MADE BY: Supervisor Luce  
87 SECONDED BY: Supervisor Viera  
88 DISCUSSION: None further  
89 RESULT: Called to Vote: Motion PASSED  
90 4/0 - Motion Passed Unanimously

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92 **B. Staff Presentations**

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94 Mr. Lamb went over the resolution with the Board.  
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96 **C. Public Comments**

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98 There were no public comments.  
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100 **D. Consideration of Resolution 2021-07; Levying O&M Assessments**

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102 The Board reviewed the resolution. Mr. Lamb noted that the resolution also will allow staff to  
103 finalize a budget funding agreement for off-roll assessments.  
104

105 MOTION TO: Approve Resolution 2021-07.  
106 MADE BY: Supervisor Motko  
107 SECONDED BY: Supervisor Dister  
108 DISCUSSION: None further  
109 RESULT: Called to Vote: Motion PASSED  
110 4/0 - Motion Passed Unanimously

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112 **E. Close the Public Hearing on Levying O&M Assessments**

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114 MOTION TO: Close the public hearing.  
115 MADE BY: Supervisor Dister  
116 SECONDED BY: Supervisor Motko  
117 DISCUSSION: None further  
118 RESULT: Called to Vote: Motion PASSED  
119 4/0 - Motion Passed Unanimously

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**6. CONTINUED PUBLIC HEARING ON ADOPTING AMENITIES RULES AND POLICIES**

**A. Open the Continued Public Hearing on Adopting Amenities Rules and Policies**

MOTION TO:	Open the continued public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**B. Staff Presentations**

Mr. Lamb went over the resolution with the Board.

**C. Public Comments**

There were no public comments.

**D. Consideration of Resolution 2021-08; Adopting Amenities Rules and Policies**

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2021-13.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**E. Close the Continued Public Hearing on Adopting Amenities Rules and Policies**

MOTION TO:	Close the continued public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

163 **7. RETURN AND PROCEED TO THE REGULAR MEETING**

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165 Mr. Lamb directed the Board to return and proceed to the regular meeting.  
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168 **8. BUSINESS ITEMS**

169 **A. Consideration of Resolution 2021-09; Setting Fiscal Year 2022 Meeting Schedule**

170  
171 The Board reviewed the resolution and meeting schedule.  
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173	MOTION TO:	Approve Resolution 2021-09.
174	MADE BY:	Supervisor Motko
175	SECONDED BY:	Supervisor Luce
176	DISCUSSION:	None further
177	RESULT:	Called to Vote: Motion PASSED
178		4/0 - Motion Passed Unanimously

179  
180 **B. Consideration of Resolution 2021-10; Re-designating Officers**

181  
182 The Board reviewed the resolution. Mr. Lamb noted that the purpose of this resolution was to  
183 add Mr. Radcliff as an Assistant Secretary for signatory purposes.  
184

185	MOTION TO:	Approve Resolution 2021-10.
186	MADE BY:	Supervisor Motko
187	SECONDED BY:	Supervisor Viera
188	DISCUSSION:	None further
189	RESULT:	Called to Vote: Motion PASSED
190		4/0 - Motion Passed Unanimously

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192 **C. General Matters of the District**

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194 Mr. Radcliff provided an update on the new onsite manager. He went over that Ms. Wolfe has  
195 reached out to Michelle for off-roll funding.  
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199 **9. CONSENT AGENDA ITEMS**

- 200 **A. Consideration of Minutes of the Regular Meeting June 3, 2021**
- 201 **B. Consideration of Minutes of the Continued Meeting June 10, 2021**
- 202 **C. Consideration of Minutes of the Regular Board Meeting July 1, 2021**
- 203 **D. Consideration of Operations and Maintenance Expenditures April 2021**
- 204 **E. Consideration of Operations and Maintenance Expenditures May 2021**
- 205 **F. Review of Financial Statements for Month Ending June 30, 2021**

206  
207 The Board reviewed the Consent Agenda items.

209	MOTION TO:	Approve Consent Agenda items A-F.
210	MADE BY:	Supervisor Motko
211	SECONDED BY:	Supervisor Dister
212	DISCUSSION:	None further
213	RESULT:	Called to Vote: Motion PASSED
214		4/0 - Motion Passed Unanimously

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217 **10. VENDOR AND STAFF REPORTS**

- 218 **A. District Counsel**
- 219 **B. District Engineer**
- 220 **C. District Manager**

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222 There were no additional reports from staff. There was a question regarding if the expansion had  
223 been filed.

225	MOTION TO:	Authorize the District to expand its boundaries and
226		for staff to take all actions necessary to bring back a
227		resolution if needed to ratify the expansion of the
228		District.
229	MADE BY:	Supervisor Dister
230	SECONDED BY:	Supervisor Luce
231	DISCUSSION:	None further
232	RESULT:	Called to Vote: Motion PASSED
233		4/0 - Motion Passed Unanimously

234  
235 Mr. Radcliff stated that he checked with Ms. Wolfe and the first and second expansions had been  
236 completed, but the third expansion had not been done yet.

240 **11. SUPERVISOR REQUESTS**

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242 There were no supervisor requests.

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245 **12. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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247 There were no audience comments.

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250 **13. ADJOURNMENT**

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MOTION TO: Adjourn at 3:42 p.m.

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MADE BY: Supervisor Motko

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SECONDED BY: Supervisor Dister

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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4/0 - Motion Passed Unanimously

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260 \*Please note the entire meeting is available on disc.

261

262 \*These minutes were done in summary format.

263

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

267

268 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
269 noticed meeting held on 10-07-21.

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273   
Signature

274 Brian Lamb

275 Printed Name

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278 Title:

279  Secretary

280  Assistant Secretary

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Signature

Ryan Matko

Printed Name

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278 Title:

279  Chairman

280  Vice Chairman

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Recorded by Records Administrator

  
Signature

10/08/21  
Date

