

**SHERWOOD MANOR
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
SPECIAL ORGANIZATIONAL MEETING
FEBRUARY 23, 2018**

SHERWOOD MANOR
COMMUNITY DEVELOPMENT DISTRICT AGENDA
THURSDAY, FEBRUARY 23, 2018
11:30 A.M.

The Offices of Meritus
Located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607

District Board of Supervisors	Supervisor Supervisor Supervisor Supervisor Supervisor	Jeff Hills Ryan Motko Nick Dister Albert Viera Rhonda Nelson
District Manager	Meritus	Brian Lamb Brian Howell
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Stantec, Inc	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **11:30 a.m.** with the seventh section called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

February 23, 2018
Board of Supervisors
Sherwood Manor Community Development District

Dear Board Members:

The Special Organizational Meeting of Sherwood Manor Community Development District will be held on **February 23, 2018 at 11:30 a.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER**
 - A. Overview of Meeting Procedures and Decorum
- 2. PUBLIC COMMENT PERIOD**
- 3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**
- 4. SEAT NEW BOARD MEMBERS**
 - A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities
- 5. APPOINTMENT OF OFFICERS – Resolution 2018-01 Tab 01**
 - A. Chairman
 - B. Vice Chairman
 - C. Secretary
 - D. Treasurer
 - E. Assistant Secretaries
- 6. APPOINTMENT OF CONSULTANTS**
 - A. Consider Appointment of District Manager/Assessment Consultant – **Resolution 2018-02 Tab 02**
 - B. Designation of Registered Agent/Office – **Resolution 2018-03 Tab 03**
 - C. Consider Appointment of District General Counsel – **Resolution 2018-04..... Tab 04**
 - D. Consider Appointment of Interim District Engineer – **By Motion**
 - i. Authorize RFQ for District Engineer
 - E. Consider Appointment of Bond Counsel – Akerman LLP **Tab 05**
 - F. Consider Appointment of Investment Banker – FMS Bonds **Tab 06**
 - G. Consider Appointment of Trustee – US Bank **Tab 07**
- 7. BUSINESS MATTERS**
 - A. Approve Notice of Establishment- **Resolution 2018-05 Tab 08**
 - B. Consider Policy of Compensation for Board Members – **Resolution 2018-06..... Tab 09**
 - C. Consider Policy of Reimbursement of District Travel Expenses – **Resolution 2018-07 Tab 10**
 - D. Consider Designation of Local Records Office – **Resolution 2018-08..... Tab 11**
 - E. Consider District Records Retention Schedule – **Resolution 2018-09 Tab 12**
 - F. Consider Fiscal Year 2018 Regular Meeting Schedule and Location- **Resolution 2018-10. Tab 13**
 - G. Consider Landowners’ Meeting Date, Time and Location- **Resolution 2018-11 Tab 14**
 - H. Consider Proposed FY 2018 Annual Budget & Set Public Hearing – **Resolution 2018-12. Tab 15**
 - I. Consider Budget Funding Agreement **Tab 16**
 - J. Set Public Hearing for Uniform Method of Collections – **Resolution 2018-13..... Tab 17**
 - K. Consider Rules of Procedure & Setting Public Hearing - **Resolution 2018-14 Tab 18**
 - L. Consider Policy Re: Support & Legal Defense for Board & Staff- **Resolution 2018-15 Tab 19**
 - M. Authorization to obtain General Liability and Public Officers Insurance-**By Motion**
 - N. Consider Designation of a Qualified Public Depository- **Resolution 2018-16..... Tab 20**
 - O. Authorization of Signatories- **Resolution 2018-17 Tab 21**
 - P. Authorization to Disburse Funds for Expenses- **Resolution 2018-18..... Tab 22**
 - Q. Consider Adoption of Investment Policy- **Resolution 2018-19 Tab 23**
 - R. Consider Approval of Florida Statewide Mutual Aid Agreement- **Resolution 2018-20 Tab 24**
 - S. Consider Provisions for Public Comments – **Resolution 2018-21..... Tab 25**

- 8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
 - A. Bond Validation Reports **Tab 26**
 - i. Bond Validation Report – Engineer
 - ii. Bond Validation Report – Assessment Consultant
 - B. Authorizing Issuance of Bonds/Filing of Validation Complaint - **Resolution 2018-22** **Tab 27**
 - i. Master Trust Indenture
 - C. Consider Authorization of Chairman to Accept or Execute Certain Documents
Resolution 2018-23..... **Tab 28**
 - D. Other Matters Relating to Financing
- 9. ADMINISTRATIVE MATTERS**
 - A. Request for Working Capital – **By Motion**
- 10. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 11. BOARD MEMBERS COMMENTS**
- 12. PUBLIC COMMENTS**
- 13. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb, CEO
Meritus