

**SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT**

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February 23, 2018 Minutes of Special Organizational Meeting

**Minutes of the Special Organizational Meeting**

The Special Organizational Meeting of the Board of Supervisors for the Sherwood Manor Community Development District was held on **Friday, February 23, 2018 at 12:00 p.m.** at The Offices of Meritus, located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER**

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Sherwood Manor Community Development District to order on **Friday, February 23, 2018 at 12:15 p.m.**

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

Jeff Hills	Supervisor
Ryan Motko	Supervisor
Nick Dister	Supervisor

**Staff Members Present:**

Brian Lamb	Meritus
Nicole Chamberlain	Meritus

There were no members of the general public in attendance.

**2. PUBLIC COMMENT PERIOD**

There were no public comments.

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb stated that he has the Oaths of Office for the Supervisors.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

**5. APPOINTMENT OF OFFICERS – Resolution 2018-01**

**A. Chairman**

**B. Vice Chairman**

**C. Secretary**

**D. Treasurer**

**E. Assistant Secretaries**

Supervisor Hills will serve as Chair, Supervisor Motko will serve as Vice Chair, Mr. Lamb will serve as Secretary, Mr. Davidson with Meritus will serve as Treasurer, and the rest of the Board will serve as Assistant Secretaries.

MOTION TO:	Approve Resolution 2018-01 as stated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

## 6. APPOINTMENT OF CONSULTANTS

- A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2018-02.
- B. Designation of Registered Agent/Office – Resolution 2018-03
- C. Consider Appointment of District General Counsel – Resolution 2018-04
- D. Consider Appointment of Interim District Engineer – By Motion
  - i. Authorize RFQ for District Engineer
- E. Consider Appointment of Bond Counsel – Akerman LLP
- F. Consider Appointment of Investment Banker – FMS Bonds
- G. Consider Appointment of Trustee – US Bank

Mr. Lamb went over the Appointment of Consultants items with the Board.

*The entire discussion is available on audio recording.*

MOTION TO:	Approve Appointment of Consultants Items 6A-G, subject to review of the Chair.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

## 7. BUSINESS MATTERS

- A. Approve Notice of Establishment – Resolution 2018-05
- B. Consider Policy of Compensation for Board Members – Resolution 2018-06
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2018-07
- D. Consider Designation of Local Records Officer – Resolution 2018-08

- 92 **E. Consider District Records Retention Schedule – Resolution 2018-09**  
93 **F. Consider Fiscal Year 2018 Regular Meeting Schedule and Location – Resolution**  
94 **2018-10**  
95 **G. Consider Fiscal Year 2018 Regular Meeting Schedule and Location – Resolution**  
96 **2018-11**  
97 **H. Consider Landowners' Meeting Date, Time, and Location – Resolution 2018-12**  
98 **I. Consider Budget Funding Agreement**  
99 **J. Set Public Hearing for Uniform Method of Collections – Resolution 2018-13**  
100 **K. Consider Rules of Procedure & Setting Public Hearing – Resolution 2018-14**  
101 **L. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**  
102 **2018-15**  
103 **M. Authorization to Obtain General Liability and Public Officers Insurance – By**  
104 **Motion**  
105 **N. Consider Designation of a Qualified Public Depository – Resolution 2018-16**  
106 **O. Authorization of Signatories – Resolution 2018-17**  
107 **P. Authorization to Disburse Funds for Expenses – Resolution 2018-18**  
108 **Q. Consideration Adoption of Investment Policy – Resolution 2018-19**  
109 **R. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution**  
110 **2018-20**  
111 **S. Consider Provisions for Public Comments – Resolution 2018-21**  
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113 Mr. Lamb went over the Business Matters items with the Board.

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115 *The entire discussion is available on audio recording.*  
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MOTION TO:	Approve Business Matters 7A-S, subject to comments and assertions made by staff.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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125  
126 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

127 **A. Bond Validation Reports**

- 128 **i. Bond Validation Report – Engineer**  
129 **ii. Bond Validation Report – Assessment Consultant**  
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131 Mr. Lamb went over the Bond Validation Reports with the Board.

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133 *The entire discussion is available on audio.*  
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MOTION TO: Approve the Bond Validation Reports in substantial form.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously

**B. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2018-22**

**i. Master Trust Indenture**

Mr. Lamb reviewed the resolution and Master Trust Indenture with the Board.

MOTION TO: Approve Resolution 2018-22 and the Master Trust Indenture.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously

**C. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2018-23**

Mr. Lamb reviewed the resolution with the Board.

MOTION TO: Approve Resolution 2018-23.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously

**D. Other Matters Related to Financing**

**9. ADMINISTRATIVE MATTERS**

**A. Request for Working Capital – By Motion**

Mr. Lamb stated that he will be working with Supervisor Viera to obtain the directors and officers insurance for the Board.

#### **10. STAFF REPORTS**

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

#### **11. BOARD MEMBERS' COMMENTS**

There were no Board member comments.

#### **12. PUBLIC COMMENTS**

There were no public comments.

#### **13. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

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

\*These minutes were done in summary format.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 05-03-2018.

Signature

Brian Lamb

Printed Name

Title:

☒ Secretary

☐ Assistant Secretary

Signature

Jeffrey S. Hrus

Printed Name

Title:

☒ Chairman

☐ Vice Chairman

Recorded by Records Administrator

Bethany G. Gage

Signature

05-15-2018

Date



Official District Seal