**MINUTES OF MEETING**

**ESPLANADE LAKE CLUB**

**COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Esplanade Lake Club Community Development District was held on Wednesday, June 19, 2019 at 1:00 p.m. at Waldrop Engineering, 28100 Bonita Grande Drive, Suite 304, Bonita Springs, Florida 34135.

**Present and constituting a quorum:**

John Wollard Chairperson

Rob Price Vice Chairperson

Tim Martin Assistant Secretary

Andrew Miller Assistant Secretary

Ryan Futch Assistant Secretary

**Also present were:**

James P. Ward District Manager

Jeremy Fireline District Engineer

Jeremy Arnold District Engineer

Jere Earlywine (phone) District Counsel

**Audience:**

All resident’s names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

**FIRST ORDER OF BUSINESS Call to Order/Roll Call/Appointment**

District Manager James P. Ward called the Meeting to order at approximately 1:00 p.m. and all members were present at roll call.

**I. Consideration of Appointment to fill the unexpired term of office ending November 2020.**

Mr. Ward reported on June 14, 2019 he received a resignation letter from Jason Besse resigning from the Board effective as of June 14, 2019. He stated the Board could appoint an individual to fill Mr. Besse’s unexpired term which was set to expire in November 2020 with a simple motion and second.

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, Ryan Hutch was appointed to fill Jason Besse’s unexpired term ending November 2020.**

**II. Oath of Office.**

Mr. Ward, as a Notary Public, administered the Oath of Office to Mr. Ryan Hutch. He asked Mr. Hutch to sign the Oath of Office and return the signed Oath to him.

**III. Form 1 – Statement of Financial Interests.**

Mr. Ward indicated Mr. Hutch was required to fill out the Form 1 Statement of Financial Interests and return said form to the Supervisor of Elections in each Board Member’s respective County of residence with 30 days of today’s date or risk being fined. He recommended Mr. Hutch keep a copy for his own records indicating when it was sent.

**IV. Guide to the Sunshine Law and Code of Ethics for Public Employees.**

Mr. Ward noted Mr. Hutch was given a copy of the Guide to the Sunshine Law and Code of Ethics.

District Counsel Jere Earlywine welcomed Mr. Hutch to the Board and noted Mr. Hutch was now a Public Official according to Florida Law which made him subject to the Sunshine Law and Code of Ethics. He indicated the Sunshine Law stated Mr. Hutch could not discuss any matter which might potentially come before the Board with another Board Supervisor outside of Board Meetings. He noted Mr. Hutch needed to be careful about social media posts as well. He indicated Mr. Hutch was permitted to discuss matters with himself, Mr. Ward or Mr. Jeremy Fireline outside of Board Meetings. He reviewed what type of information and/or communication was considered public record and the time periods such records should be kept. He noted all such public records should be given to Mr. Ward for the purpose of record keeping. He stated all record requests should be immediately forwarded to Mr. Ward or himself (Mr. Earlywine). He briefly reviewed the Code of Ethics which was a broad category and included subjects such as disclosure of financial interests, voting conflict disclosures and gift disclosures, as well as various prohibitions regarding the use of public office for personal gain and/or family gain. He reviewed the penalties of violating the Sunshine Law and Code of Ethics for Public Employees.

**SECOND ORDER OF BUSINESS Consideration of Minutes**

**May 15, 2019 Regular Meeting Minutes**

Mr. Ward asked if there were any additions, corrections or deletions for the May 15, 2019 Regular Meeting Minutes. Hearing none, he called for a motion.

**On MOTION made by Mr. John Wollard, seconded by Mr. Rob Price, and with all in favor, the Minutes from the May 15, 2019 Regular Meeting were accepted.**

**THIRD ORDER OF BUSINESS PUBLIC HEARING**

**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.**

Mr. Ward reported a few months ago the Board approved a Resolution pursuant to Chapter 197 of the Statute which would allow the CDD to utilize the offices of the Property Appraiser and Tax Collector to include CDD assessments on the tax rolls. He explained said Statute required a Public Hearing (today). He reviewed the next steps in the process regarding adding assessments to the tax rolls.

1. **Public Comment and Testimony**

Mr. Ward called for a motion to open the Public Hearing.

**On MOTION made by Mr. John Wollard, seconded by Mr. Rob Price, and with all in favor, the Public Hearing was opened to Public Comment and Testimony.**

Mr. Ward noted he received no written comments or phone calls regarding the Public Hearing. He reported there was no one from the Public present at today’s Hearing. He called for a motion to close the Public Hearing.

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, the Public Hearing was closed.**

1. **Board Comment**

Mr. Ward asked if there were any Board comments or questions. Hearing none, he called for a motion to adopt the Resolution.

1. **Consideration of Resolution 2019-23 imposing expressing the districts intent to utilize the uniform method of levying, collecting, and enforcing non- ad valorem assessments which may be levied by the Esplanade Lake Club Community Development District.**

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, Resolution 2019-23 was adopted as above and the Chair was authorized to sign.**

**FOURTH ORDER OF BUSINESS PUBLIC HEARING**

**PUBLIC HEARING TO CONSIDER THE ADOPTION OF CAPITAL SPECIAL ASSESSMENTS**

Mr. Ward noted this process began over a month ago enabling the Board to adopt an Engineering Report, as well as Master Assessment and Methodology. He noted once today’s documents were adopted the Board would validate the Engineers Report and Methodology; following which the Board would begin issuing bonds for the District.

1. **Public Comment and Testimony**

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, the Public Hearing was opened to Public Comment and Testimony.**

Mr. Ward noted he received no written comments or phone calls regarding the Public Hearing. He reported there was no one from the Public present at today’s Hearing. He called for a motion to close the Public Hearing.

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, the Public Hearing was closed.**

1. **Board Comment**

Mr. Ward asked if there were any Board comments or questions. Hearing none, he called for a motion to adopt the Resolution.

1. **Consideration of Resolution 2019-24 making certain findings; authorizing a capital improvement plan; adopting an engineer’s report; providing an estimated cost of improvements; adopting an assessment report; equalizing, approving, confirming and levying debt assessments; addressing the finalization of special assessments; addressing the payment of debt assessments and the method of collection; providing for the allocation of debt assessments and true-up payments; addressing government property, and transfers of property to units of local, state and federal government; authorizing an assessment notice; and providing for severability, conflicts and an effective date**

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, Resolution 2019-24 was adopted as above and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS Consideration of Resolution 2019-25**

**Resolution 2019-25 added Mr. Futch as an Assistant Secretary of the Board and kept Mr. Wollard as Chair, Mr. Price as Vice Chair, Mr. Martin as an Assistant Secretary, Mr. Miller as an Assistant Secretary, and removed Mr. Besse as an Assistant Secretary.**

Mr. Ward called for a motion.

**On MOTION made by Mr. John Wollard, seconded by Mr. Tim Martin, and with all in favor, Resolution 2019-25 was adopted as above and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS Staff Reports**

**Staff Reports**

1. **District Attorney**

District Attorney Jere Earlywine stated the Bond Issue Hearing was scheduled for 3:00 p.m. on July 29, 2019. He indicated Staff was welcome to attend. He reported if final judgement was received on July 29, 2019 bonds could then be issued.

1. **District Engineer**

There was no District Engineer report.

1. **District Manager**
   1. Financial Statements May 31, 2019 (Unaudited)

There was no District Manager report and no questions regarding the unaudited Financial Statements.

**SEVENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments**

There were no Supervisor’s Requests and no Audience Comments (no audience members were present).

**EIGHTH ORDER OF BUSINESS Adjournment**

Mr. Ward adjourned the meeting at approximately 1:21 p.m.

**On MOTION made by Mr. Rob Price, seconded by Mr. Tim Martin, and with all in favor, the Meeting was adjourned.**

Esplanade Lake Club Community Development District

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James P. Ward, Secretary John Wollard, Chairman