

**MINUTES OF MEETING
ISLAND LAKE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Island Lake Estates Community Development District was held on Tuesday, March 12, 2024 at 9:30 A.M. at the Charlotte County Center, 18501 Murdock Circle, Suite 203, Port Charlotte, Florida 33948.

Present and constituting a quorum:

Scott Edwards	Chairperson
David Truxton	Vice Chair
Terry Kirshner	Assistant Secretary
Ashley Kingston	Assistant Secretary
Berry Ernst	Assistant Secretary

Also present were:

James P. Ward	District Manager
Jere Earlywine	District Attorney
Ben Steets	Grau and Associates
Todd Rebol	

Audience:

All residents' 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.

**PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE
TRANSCRIBED IN *ITALICS*.**

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. James P. Ward called the meeting to order at approximately 9:40 a.m. He conducted roll call; all Members of the Board were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Consideration of Minutes

September 12, 2023 – Regular Meeting Minutes

Mr. Ward asked if there were any additions, deletions, or corrections for the Minutes; hearing none, he called for a motion.

On MOTION made by Barry Ernst, seconded by Scott Edwards, and with all in favor, the September 12, 2023, Regular Meeting Minutes were approved.

THIRD ORDER OF BUSINESS

Consideration of Audited Financial Statements

Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2023

Mr. Ward introduced Ben Steets from Grau and Associates.

Mr. Ben Steets with Grau and Associates indicated this audit was performed in accordance with the standards set by the Florida Auditor General and the generally accepted auditing standards. He declared the auditor’s opinion was clean, which meant Grau and Associates believed the financial statements were fairly presented in accordance with generally accepted accounting principles (GAP). He stated there were no instances of noncompliance with Florida Statutes and there were no findings. He concluded the District was in compliance, Grau issued a clean opinion, and there were no findings.

On MOTION made by Barry Ernst, seconded by David Truxton, and with all in favor, the Audited financial Statements for Fiscal Year ended September 30, 2023 were accepted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-1

Consideration of Resolution 2024-1, a Resolution of the Board of Supervisors of the Island Lake Estates Community Development District ratifying, confirming, and approving the sale of the Island Lake Estates Community Development District Special Assessment Bonds, Series 2023; ratifying, confirming, and approving the actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and All District Staff Regarding The Sale And Closing Of The Bonds; Determining Such Actions As Being In Accordance With The Authorization Granted By The Board; providing a severability clause; and providing an effective date

Mr. Ward stated Resolution 2024-1 finalized the sale of the bonds which took place November 30, 2023. He explained pursuant to the documents previously approved, it authorized the Chairman and the appropriate District Officials to issue the bonds pursuant to the original authorizing resolution. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by David Truxton, seconded by Ashley Kingston, and with all in favor, Resolution 2024-1 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-2

Consideration of Resolution 2024-2, a Resolution of the Board of Supervisors Reaffirming, Restating and Re-Establishing the District’s Adoption of an Electronic Records Policy and a Policy on the use of Electronic Signatures; addressing severability, conflicts and an effective date

Mr. Ward stated Resolution 2024-2 reaffirmed and restated the original resolution regarding the records management policy. He stated this Resolution would bring the existing records policy into alignment with some minor changes made in State Statute.

On MOTION made by Terry Kirshner, seconded by Scott Edwards, and with all in favor, Resolution 2024-2 was adopted, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-3

Consideration of Resolution 2024-3, a Resolution of the Board of Supervisors of the Island Lake Estates Community Development District Confirming And Approving the actions of the Chairman and District Staff Regarding the Acquisition of certain Island Lake Estates Coco Bay, Island Lakes at Coco Bay (Phase 1) and Palm Lake (Phase 1) Improvements and Conveyance of Island Lake Estates Coco Bay, Island Lakes at Coco Bay (Phase 1) and Palm Lake (Phase 1) Utilities to the Englewood Water District; and addressing severability and an effective date

Mr. Ward stated Resolution 2024-3 approved the actions of the Chairman regarding the acquisition of infrastructure within Coco Bay Phase 1 and Palm Lake Phase 1 improvements and the conveyance of documents associated with them. He stated Todd Rebol and Jere Earlywine were both on the phone for questions. He asked if there were any questions; hearing none, he called for a motion.

Mr. Edwards: *As a note, on Coco Bay, there was a partial in Phase 2, I believe.*

Mr. Earlywine: *I don’t know about this. Let me get with Ashley and Katie. I know one of the things we are working on right now is that there were some issues on the Property Appraiser site, and so we are doing a little bit of cleanup. We’ve been back and forth with the County several times to get the parcel IDs matched up. That’s going on. And we can look if you think we’re missing a tract or something.*

Mr. Ward: *Are you comfortable deferring this Item?*

Mr. Earlywine: *We can. I don’t think there is any rush on it. But you can go ahead and adopt it too. If there is a missing tract, we can pick it up.*

Mr. Ward: *Why don’t we go ahead and adopt the resolution and the form attached and if a partial phase 2 – What did you say it was?*

Mr. Edwards: *It was on all the documents we signed, and we did correct it at the time, so it is correct.*

Mr. Ward: *So, if the backup is correct then we will just change the Resolution subsequent to today’s date and I will ask that you approve the Resolution subject to that change.*

On MOTION made by David Truxton, seconded by Barry Ernst, and with all in favor, Resolution 2024-3 was adopted subject to the change, and the Chair was authorized to sign.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2024-4**

Consideration of Resolution 2024-4, a Resolution of the Board of Supervisors, approving the Fiscal Year 2025 Proposed Budget for and setting a Public Hearing for Tuesday, June 11, 2024, at 9:30 a.m., at the Charlotte County Center, 18501 Murdock Circle, Suite 203, Port Charlotte, FL 33948

Mr. Ward stated Resolution 2024-4 started the public hearing process for the proposed budget for Fiscal Year 2025 which begins on October 1, 2024 and ends September 30, 2025. He stated the public hearing would be June 11, 2024, at 9:30 a.m., at the Charlotte County Center, 18501 Murdock Circle, Suite 203, Port Charlotte, FL 33948. He stated the adoption of the Resolution, and the proposed budget, did not bind the Board to the costs included in the budget, it just set a maximum assessment rate which could be levied for Fiscal Year 2025. He indicated the budget also included the series 2023 bond issue.

On MOTION made by Scott Edwards, seconded by Ashley Kingston, and with all in favor, Resolution 2024-4 was adopted, and the Chair was authorized to sign.

EIGHTH ORDER OF BUSINESS**Staff Reports****Staff Reports****I. District Attorney**

Mr. Earlywine: On the budget I'm assuming you want me to prepare draft notice and resolution.

Mr. Ward: Just send over your current form documents and we will be glad to use them.

II. District Engineer

No report.

III. District Manager

- a) Florida Law changes to Form 1 Filings.
- b) **Important Board Meeting Dates for Balance of Fiscal Year 2024:**
 - 1) June 11, 2024, Public Hearings – Approval of Fiscal Year 2025 Budget.
- c) Board Transition Schedule
- d) Financial Statement for period ending December 31, 2023 (unaudited)
- e) Financial Statement for period ending January 31, 2024 (unaudited).
- f) Financial Statement for period ending February 29, 2024 (unaudited).

Mr. Ward: As of January 1, this year, you are now required to have ethics training. It is four hours of ethics training in three separate courses. You are required to complete the ethics training by December 31 this year. I would strongly suggest you do that earlier than the last quarter of this year. There was a memo included in your Agenda Package that has the information. We will also send you a separate email with the link to the ethics website for purposes of doing your ethics training. Ethics training is required to be done this calendar year, but when you file your 2024 Form 1 in 2025 there will be a checkbox on that form that requires you to check that you did your ethics training. You do not check the box on the Form 1 that you file before July 1, 2024 because it will be the 2023 Form 1. The other part of the statute now requires you to file your Form 1 electronically with the State of Florida Ethics Commission. We have set you all up electronically on the Ethics Commission website. You will go on to their website, log on, and fill out your Form 1 and electronically submit your Form 1 to the Ethics Commission. They will give you a receipt that you filed it. Please keep that receipt just in case. Please remember do not check the ethics training box on the Form 1 you will file this year. The Form 1 itself is similar to the Form 1 you've filed in the past. There is a little more detail. Please read it carefully. Another change in the law is the Ethics Commission itself is the one imposing the fines this year. In the past they have been done by the County Supervisor of Elections. They were pretty discretionary as to whether they levied the fines or not, this year that's not true, so if you file late, you automatically will get fined the \$25 dollars per day not to exceed \$1,500 dollars. So, please make sure you do your filings on time. Reach out to myself or my team if you have any questions.

Discussion ensued regarding Form 1 and Ethics Training.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ward asked if there were any Supervisor's requests or comments; there were none. He asked if there were any audience questions or comments; there were none.

TENTH ORDER OF BUSINESS

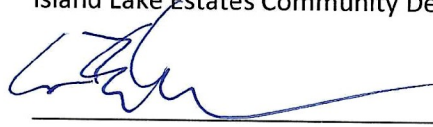
Adjournment

Mr. Ward adjourned the meeting at approximately 9:55 a.m.

On MOTION made by Scott Edwards, seconded by Barry Ernst, and with all in favor, the meeting was adjourned.

Island Lake Estates Community Development District


James P. Ward, Secretary


Scott Edwards, Chairman