

**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, June 14, 2022, at 10:00 A.M. at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954.

Present and constituting a quorum:

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| Scott Edwards | Chair |
| Russell Smith | Vice Chair |
| David Truxton | Assistant Secretary |
| Terry Kirshner | Assistant Secretary |
| Andrew Nelson | Assistant Secretary |

Also present were:

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| James P. Ward | District Manager |
| Jere Earlywine | District Attorney |
| Andrew Gill | JP Ward & Associates |

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

District Manager James P. Ward called the meeting to order at approximately 10:00 a.m.

SECOND ORDER OF BUSINESS

Notice of Advertisement

Notice of advertisement of meeting

ORGANIZATIONAL MATTERS FOR THE DISTRICT

THIRD ORDER OF BUSINESS

Initial Board Members named in Ordinance 2022-026 of the Board of County Commissioners, dated May 24, 2022, establishing the Island Lake Estates Community Development District

I. Oath of Office**II. Guide to the Sunshine Amendment and Code of Ethics****III. Form 1 – Statement of Financial Interests**

Mr. Ward: The first thing we are going to do is swear in those Members of the Board who were appointed in the Ordinance establishing the District. They include Russell Smith, David Truxton, Scott Edwards, Terry Kirshner, and Andrew Nelson.

As a notary public, Mr. Ward administered the Oath of Office to the newly appointed Board Members. He asked the Board Members to sign the Oath of Office and return the signed Oath to himself for notarization and to be made part of the public record. He discussed the Form 1 – Statement of Financial Interests and noted the Board members should call himself (Mr. Ward) with any questions regarding Form 1. He encouraged the Board Members not to forget to file Form 1 or risk incurring fees for late filing. He explained even if the Board Members served on other Boards and had already file a Form 1, a Form 1 still needed to be filed for this CDD Board. He noted the Board Members were now public officials of the State of Florida and as such held the rights, titles, and responsibilities thereof.

Mr. Jere Earlywine reviewed the Sunshine Laws, Public Records Laws, and Ethics Laws. He explained the Sunshine Laws prohibited Board Members from communication in any fashion outside of a Board Meeting regarding any matter which may appear before the Board. He indicated any public record requests should be forwarded to Mr. Ward in a timely manner. He discussed voting conflicts, gifts, personal gain, and other Ethics Laws violations. He discussed penalties for violations of the Sunshine Laws, Public Record Laws, and Ethics Laws. He noted any questions regarding the Sunshine Laws, Public Record Laws, or Code of Ethics should be directed to himself or Mr. Ward.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2022-1****Consideration of Resolution 2022-1, a resolution of Board of Supervisors, designating certain officers of the Island Lake Estates Community Development District**

Mr. Ward explained the Board needed to choose who would serve in what position on the Board. He discussed the jobs of the various Board positions. The Board decided to appoint Mr. Scott Edwards to serve as Chairperson, Mr. Russell Smith to serve as Vice Chair, the remaining Board Members to serve as Assistant Secretaries, and Mr. Ward would serve as Secretary and Treasurer.

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| On MOTION made by Mr. David Truxton, seconded by Mr. Russell Smith, Resolution 2022-1 was adopted, and the Chair was authorized to sign. |
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RETENTION OF PROFESSIONAL STAFF FOR THE DISTRICT

Mr. Ward: For Items 5 through 9 on your Agenda, Retention of Professional Staff, I will briefly describe each one of them for you and then we will take them up individually. The first is appointing a District Manager which would hopefully be my firm, JPWard and Associates, LLC. Second would be to appoint KE Law PLLC, Jere Earlywine representing that law firm, as your regular District Counsel. FMS Bonds, John Kessler as the Underwriter for this particular project pursuant to Resolution 2022-4. Greenburg, Traurig, Steve Sanford, as your Bond Counsel pursuant to 2022-5, and then as an intern District Engineer, Banks Engineering, Todd Rebel representing that firm, pursuant to Resolution 2022-6. Later in the Agenda I will talk to you about the difference between an interim District Engineer and a permanent District Engineer.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-2

Consideration of Resolution 2022-2, a resolution of Board of Supervisors, appointing JPWard & Associates, LLC, as the District Manager

Mr. Ward called for a motion.

On MOTION made by Mr. David Truxton, seconded by Mr. Scott Edwards, Resolution 2022-2 was adopted, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-3

Consideration of Resolution 2022-3, a resolution of Board of Supervisors, appointing KE Law PLLC, as District Counsel

Mr. Ward called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. David Truxton, Resolution 2022-3 was adopted, and the Chair was authorized to sign.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-4

Consideration of Resolution 2022-4 a resolution of Board of Supervisors, appointing FMS Bonds, as District Underwriter

Mr. Ward called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. David Truxton, Resolution 2022-4 was adopted, and the Chair was authorized to sign.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-5

Consideration of Resolution 2022-5, a resolution of Board of Supervisors, appointing Greenburg Traurig, as Bond Counsel

Mr. Ward called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. David Truxton, Resolution 2022-5 was adopted, and the Chair was authorized to sign.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-6

Consideration of Resolution 2022-6, a resolution of Board of Supervisors, appointing Banks Engineering, as interim District Engineer, and authorizing the preparation of the District's Engineer's Report for the Capital Improvement Program for the District

Mr. Ward called for a motion. He noted this also authorized Banks Engineering to prepare the Engineering Report for the Capital Improvement Program which would be done over the coming months.

On MOTION made by Mr. Scott Edwards, seconded by Mr. David Truxton, Resolution 2022-6 was adopted, and the Chair was authorized to sign.

ADMINISTRATIVE MATTERS OF THE DISTRICT

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-7

Consideration of Resolution 2022-7, a resolution of Board of Supervisors, designating the Registered Agent, designating the office of the Registered Agent, and designation of the office of record for Island Lake Estates Community Development District

Mr. Ward: Statute requires you to have a Registered Agent. From days past that was primarily for purposes of service of process and used to be the attorney for the District. These days it's more of a suppository for someone to send whatever they may want to send to you, whether it's invoices that come from DCA or the State asks you questions, so generally, these days I act as your Registered Agent and the Registered Office for you for purposes of that. To the extent it's litigation, that usually occurs outside this particular process, but if it does, then I always report that information directly to your District Attorney. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-7 was adopted, and the Chair was authorized to sign.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-8

Consideration of Resolution 2022-8, a resolution of Board of Supervisors, setting forth the policy regarding the support and legal defense of the Board of Supervisors and District officers.

Mr. Ward: Generally, what this does is, in the event that there is litigation that occurs for this District and prior to us being able to have a meeting, this allows Staff to take the action necessary to protect you in whatever that litigation may be and provides a procedure for both Jere and I to operate in a manner that allows us to do that. I will tell you it is predicated upon us obtaining general liability, and directors and officers liability insurance for the District, which I have already done effective of the date of adoption of your Ordinance. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-8 was adopted, and the Chair was authorized to sign.

TWELVTH ORDER OF BUSINESS

Consideration of Resolution 2022-9

Consideration of Resolution 2022-9, a resolution of Board of Supervisors, adopting an electronic records policy and policy on the use of electronic signatures

Mr. Ward: A few years ago, the State amended the law to allow us to keep electronic documents. In my firm I use completely electronic system. I have no paper documents whatsoever for this District. The procedure under this Statute is voluntary, but it does allow you to go through the process of utilizing the procedure that's established pursuant to 257 in the Statutes. The exhibit attached is the records policy; it's consistent with the Statute and is what I've been doing for many years now. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-9 was adopted, and the Chair was authorized to sign.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-10

Consideration of Resolution 2022-10, a resolution of Board of Supervisors, designating a Qualified Public Depository pursuant to Chapter 280 Florida Statutes, authorizing signatories on the account, authorizing the number of the signatories on the qualified depository account

Mr. Ward: We have to establish a general banking account where we pay our direct bills from. Statute requires the Board to select one of the banks on the list kept by the State. There are hundreds of banks

of the list. I have been using SunTrust, which is now Truist. It just makes it a little easier for me to operate the District on a day-to-day basis with respect to general operating. I will differentiate this bank account from the Trust Accounts that will be established when we issue bonds. They will be held by a different bank. Generally, in this instance we would recommend US Bank to you for your trust accounts and those bank accounts will be established pursuant to a separate trust indenture that you will adopt when we get to the point of issuing bonds. This just relates to your general bank account, names it as Truist, and authorizes the Chair, Vice Chair, and Treasurer to be signatories on the account. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-10 was adopted, and the Chair was authorized to sign.

FOURTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-11

Consideration of Resolution 2022-11, a resolution of Board of Supervisors, authorizing the District Manager to advertise a Request for Qualification (RFQ), pursuant to the Chapter 287.055 F.S. (Consultants Competitive Negotiations Act) for a District Engineer

Mr. Ward: Some years ago, Legislature enacted a portion of Chapter 287 which I call the Engineer's Full Employment Act. It requires us to go through a process where we advertise for engineers based on their qualifications only, not a price based qualification. We advertise, those proposals will come back to you, you will rank them, and then we go back and negotiate an agreement with that firm which then includes the rates which then come to you for approval. This resolution simply allows us to go through the process to advertise for a permanent engineer for the District. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-11 was adopted, and the Chair was authorized to sign.

FIFTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-12

Consideration of Resolution 2022-12, a resolution of Board of Supervisors providing for the Public's opportunity to be heard, designating a public comment period, designating a procedure to identify individual seeking to be heard, addressing public decorum, addressing exceptions

Mr. Ward: Basically, this says at the end of every Board Meeting we will have an audience comment section where anyone can come up and speak on a matter not in the Agenda. It provides a limitation of three minutes. Many Boards don't adhere to the 3 minutes, they make it a little longer because you may only have one or two people here at a meeting, but it is generally intended if it gets to be a little longer you can use that procedure to do that. We ask all members of the public to be nice and be professional, address the body as a politic and not as an individual. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-12 was adopted, and the Chair was authorized to sign.

SIXTEENTH ORDER OF BUSINESS**Consideration of Resolution 2022-13****Consideration of Resolution 2022-13, a resolution of Board of Supervisors designating the Regular Meeting dates, time, and location for Fiscal Year 2022**

Mr. Ward: Statute allows the Board to establish a meeting schedule for the year. This Resolution provides that to be the second Tuesday of every month for the balance of the Fiscal Year we are in now, which is 2022, which runs through September 30, and then also for 2023 which runs through September of 2023, at 9:30 a.m. here at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954. It doesn't bind you to this. We can have meetings outside of these dates and change them as deemed appropriate. I use this as it allows us to advertise at one time and then we don't have to advertise it every single month in order to have a meeting. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-13 was adopted, and the Chair was authorized to sign.

SEVENTEENTH ORDER OF BUSINESS**Consideration of Resolution 2022-14****Consideration of Resolution 2022-14, a resolution of Board of Supervisors granting authority to the Chairperson, Vice Chairperson to execute real and personal property conveyances and dedications documents, and plats and other document related to the development of the District's improvements, subject to the approval of the District Manager, District Engineer and District Counsel is legal, consistent with the District's improvement plan and necessary for the development of the Improvements**

Mr. Earlywine: In the course of doing construction work, you are going to need to sign plats. There's going to be deed transfers, all sort of things like that, and we can't always wait for a Board Meeting to get that done, so this provides general authorization for you to execute the deeds and plats and real estate conveyances. That said, I think it's important you make sure staff is aware of any plats and deeds and easements and things so that we can review them, and we are on the same page, and we can bring it back for ratification in front of the Board and make sure the Board signs off. This is sort of a catchall conveyance resolution that does make sure you have that authority in case we need it on short notice. It also approves a form of acquisition agreement which is an agreement which essentially locks in the District's obligation to pay you for infrastructure you complete and sell to the District. It's important to have that on record, and as you finish your first phase utilities and sell that to the District for example, we have an obligation to pay you back under this agreement. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-14 was adopted, and the Chair was authorized to sign.

EIGHTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-15

Consideration of Resolution 2022-15, a resolution of Board of Supervisors, designating a date, time, and location of a 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: In order for the District to be able to put the assessments we levy for either debt service or operations on the tax bills that come out to property owners every year, the law requires us to have a public hearing, which we call the uniform method of collection, to levy the assessments, it has to be done before January 1 of each year in order for you to levy the assessments for November 1 of this year. Allowing us to do this, it will set up a procedure, you will have a public hearing, it requires the District to notify the property appraiser and the tax collector in the County in which the District is located along with one other State official, that we are going to utilize this method and that we will have a public hearing. Once we have the public hearing and adopt it, then the property appraiser is required to enter into the agreement with the District to allow us to put our assessments on the tax bills. The Legislation as a result of some property appraisers and tax collectors that didn’t do that in years past, or didn’t want to do that, or Districts that never bothered to tell the property appraiser, Legislation basically forces you to a standard procedure to operate under and it seems to have worked very well over the years. The public hearing is scheduled for September 13, 2022 at 9:30 a.m. here at Country Inn and Suites. There is a months’ worth of advertising to get to this public hearing, so once we start it today, we are not going to be able to change it without restarting this process. We will send you out a calendar invite to put this on your calendar. We will need at least three of you here for the public hearing.

Mr. Truxton: Is September the general timeframe in which the Board (indecipherable).

Mr. Ward: It has to be done before December 31, but it's about 60 days ahead, so if you want to get it on the rolls for November 2023, this has got to be done before the end of the calendar year. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-15 was adopted, and the Chair was authorized to sign.

NINETEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-16

Consideration of Resolution 2022-16, a resolution of Board of Supervisors, designating the date, time, and location for the landowner’s meeting for Tuesday, August 9, 2022, at 9:30 A.M., at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954

Mr. Ward: You are what we call the Organizational Board. Statute requires a landowner's meeting to be held within 90 days of the effective date of the Ordinance which was May 24, 2022. At the landowner's meeting, the landowner's meeting will elect a permanent Board. It will be all five members. We will go through the process of basically setting those positions of Chair, Vice Chair, etc., and ratifying the actions of this Board at that time. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-16 was adopted, and the Chair was authorized to sign.

TWENTIETH ORDER OF BUSINESS

Consideration of Resolution 2022-17

Consideration of Resolution 2022-17, a resolution of Board of Supervisors, adopting the Alternative Investment Guidelines for Investing Public Funds in excess of amount needed to meet current operating expenses, in accordance with Section 218.415(17), Florida Statutes

Mr. Ward: These are also related only to your general operating funds of the District. Statute requires you to utilize certain investments outlined in Chapter 218 and they are enumerated in section 1 of the Resolution. Basically, nothing is what you can invest in other than these four particular investments. This is only for your operating account. When we get to the point of doing a bond issue, those documents will have very specific guidelines for what you can invest your bond funds in and that's where 99% of your money is going to be for a District of this nature. Generally, your operating account will have less than \$20,000 dollars in it on an annual basis. Your bond funds, depending on the size of the bond issue, millions of dollars in it. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-17 was adopted, and the Chair was authorized to sign.

FISCAL YEAR 2022 AND FISCAL YEAR 2023 BUDGET MATTERS

TWENTY FIRST ORDER OF BUSINESS

Consideration of Resolution 2022-18

Consideration of Resolution 2022-18, a resolution of Board of Supervisors, approving the Fiscal Year 2022 and Fiscal Year 2023 Proposed Budget for and setting a Public Hearing for Tuesday, September 13, 2022, at 9:30 a.m., at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954

Mr. Ward: The approval of the budget doesn't bind you to anything in here. It merely allows you to move forward through the process in order to fund your general operations of the District. The public

hearing, adoption of the budget, and the approval of the budget are all subject to the agreement that we will do. That's the next item on the Agenda. Which funds it by contributions basically from Lennar Homes, LLC, for those two particular fiscal years. Next year, as we get more into this, you will then decide whether or not we levy assessments for your general operations or we continue with the use of a developer funding agreement going into 2024. He asked if there were any questions.

Mr. Truxton: One question, did all the proposals that we (indecipherable).

Mr. Ward: Yes.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, Resolution 2022-18 was adopted, and the Chair was authorized to sign.

TWENTY SECOND ORDER OF BUSINESS Consideration of Budget Funding Agreement

Consideration of a Budget Funding Agreement between Lennar Homes, LLC, and the District to fund the District's Fiscal Year 2022 and Fiscal Year 2023 General Fund Operating Budgets in lieu of the District levying assessments

Mr. Ward: This obligates the developer to fund those costs for 2022 and 2023. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Andrew Nelson, the Budget Funding Agreement was approved, and the Chair was authorized to sign.

TWENTY THIRD ORDER OF BUSINESS Staff Reports

Staff Reports

I. District Attorney

Mr. Earlywine: Jim, in terms of timing, are you thinking we come back and maybe have an Engineer's Report by July 12 or come back in the August time frame?

Mr. Ward: I'm guessing August.

Mr. Earlywine: Okay. That should put us on track for a December bond issue if you want.

II. District Engineer

Mr. Ward: The Engineers don't usually come to meetings unless they are needed, but we keep an item on here just in case.

III. District Manager**I. Board Meeting Dates for Balance of Fiscal Year 2022**

- i. Regular Meeting – July 12, 2022, 9:30 A.M.
- ii. Landowner’s and Regular Meeting – August 9, 2022, 9:30 A.M.
- iii. Public Hearings:
 - 1. Uniform Method of Collection - September 13, 2022, 9:30 A.M.
 - 2. FY 2022 & FY2023 Budget – September 13, 2022, 9:30 A.M.

Mr. Ward: For my item, I just put the important dates for the next couple of months. You will all get calendar invites for them.

TWENTY FOURTH ORDER OF BUSINESS**Supervisor’s Requests and Audience Comments**

Mr. Ward asked if there were any Supervisor’s Requests.

Mr. David Truxton: I just want to bring it to the Board’s attention that Lennar is acquiring the property that will be annexed. I don’t know if that will necessarily (indecipherable) but likely by the August timeframe. I would like to bring to the Board that in the future there will be a petition to annex that property and the District Engineer should probably be engaged to work out legal descriptions and whatever else is needed.

Mr. Ward: When are you closing?

Mr. Truxton: It's supposed to close this month. At that point Lennar owns (indecipherable).

Mr. Earlywine: Hey Dave, I think Katie already has a petition out and has been getting some exhibits from Todd. And this is a single bond issuance, is it not, that we are planning on doing?

Mr. Truxton: Well, I think for Coco, the timing, they may not line up. We are starting development around the same time.

Mr. Earlywine: How many units is the new piece?

Mr. Truxton: It's 170 or so acres.

Mr. Earlywine: So, it could actually be its own standalone bond.

Mr. Truxton: It could be. (Indecipherable).

Mr. Earlywine: Jim, I don’t want to do anything you're uncomfortable with, but one option is we could – and I hate to adopt a resolution without a resolution in hand, but we could approve a boundary resolution today to incorporate that into the District’s boundaries. I think Katie’s already started the petition process; we just don’t have the resolution in front of us. (Indecipherable). Yeah, okay, so, we will come back in July.

- a) **Reminder: Notice of Qualified Elector Election – Seat 1, Mike Weber, Seat 2, Doug Ballinger, and Seat 3, Alan Refkin**
- b) **Financial Statement for period ending May 31, 2022 (unaudited)**

No report.

FIFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ward asked if there were any Supervisor's Requests.

Mr. Reidy asked when the Board would approve the Budget.

Mr. Ward responded next month. He asked if there were any members of the audience present in person, or by audio or video, with any questions or comments; there were none.

SIXTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at approximately 2:30 p.m.

On MOTION made by Mr. Alan Refkin, seconded by Mr. Doug Ballinger, and with all in favor, the meeting was adjourned.

Miromar Lakes Community Development District


James F. Ward, Secretary


Alan Refkin, Chairman