

**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, November 5, 2024 at 9:30 A.M. at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954.

**Present and constituting a quorum:**

|                 |                     |
|-----------------|---------------------|
| Scott Edwards   | Chairperson         |
| Barry Ernst     | Vice Chair          |
| Ashley Kingston | Assistant Secretary |
| Matthew Meeks   | Assistant Secretary |
| Terry Kirschner | Assistant Secretary |

**Also present were:**

|               |                  |
|---------------|------------------|
| James P. Ward | District Manager |
|---------------|------------------|

**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 9:51 a.m. He conducted roll call; all Members of the Board were present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Notice of Advertisement**

**Notice of Advertisement of Meeting**

**THIRD ORDER OF BUSINESS**

**Oath of Office**

**Administration of Oath of Office for the Board of Supervisors of the Island Lake Estates Community Development District**

- a) Oath of Office
- b) Guide to the Sunshine Amendment and Code of Ethics

**c) Form 1 – Statement of Financial Interests****d) Sample of E-filed Form 1 – Statement of Financial Interests. (2024 Changes to the Law and filing requirements)**

As a notary public, Mr. Ward administered the Oath of Office to Mr. Matthew Meeks, Mr. Terry Kirschner, and Ms. Ashley Kingston. Mr. Meeks, Mr. Kirschner, and Ms. Kingston signed and returned the Oath to Mr. Ward for notarization and inclusion in the record. Mr. Ward discussed the Sunshine Law and Code of Ethics for public employees. He stated the Board Members were now public officials in the State of Florida and had all the rights, responsibilities, and duties as such. He explained the Sunshine Law indicated no two Members of the Board could speak regarding any possible Board business outside of a Board Meeting. He indicated if any Board Member had any questions, said Board Member should contact himself or Mr. Greg Urbancic outside of Board Meetings, or wait and ask questions during Board Meetings. He noted violations of the Sunshine Law were considered ethics violations under State Statute and reflected upon the Board Members individually and not as a Member of the Board. He noted the District carried Directors and Officers Liability Insurance for acts which occurred within the context of Board Member duties, but an ethics violation reflected on the Board Members personally and as such was not covered by the insurance. He discussed how to file the Form 1 which was done electronically and was due within 30 days of today's date; failure to file the Form 1 within 30 days would result in fines. He discussed ethics training requirements noting he would email the links to the free ethics training classes. He stated the checkbox for ethics training would need to be checked on the Form 1 which would be filed next year, not this year's Form 1.

Ms. Kingston asked if she would need to refile the Form 1 as she recently filed her Form 1.

Mr. Ward indicated he would check and get back to Ms. Kingston as he was unsure.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2025-1****Consideration of Resolution 2025-1, a Resolution of the Board of Supervisors canvassing and certifying the results of the landowners' election of Supervisors held pursuant to Section 190.006(2), Florida Statutes**

Mr. Ward stated Resolution 2025-1 canvassed and certified the results of the Landowner's Meeting held just prior to today's regular meeting. He stated, in Seat 2 was Matthew Meeks, in Seat 4 was Terry Kirschner, and in Seat 5 was Ashley Kingston. He indicated Ms. Kingston and Mr. Kirschner would serve four-year terms while Mr. Meeks would serve a two-year term. He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Scott Edwards, seconded by Berry Ernst, and with all in favor, Resolution 2025-1 was adopted, and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-2**

**Consideration of Resolution 2025-2, a Resolution of the Board of Supervisors Re-Designating Certain Officers of the Island Lake Estates Community Development District following the Landowners' Election**

Mr. Ward asked how the Board would like to designate the Officers of the Board.

The Board chose to appoint Scott Edwards as Chairperson, Berry Ernst as Vice Chairperson, while the remaining Board Members would serve as Assistant Secretaries and Mr. Ward would serve as Secretary and Treasurer.

**On MOTION made by Scott Edwards, seconded by Berry Ernst, and with all in favor, Resolution 2025-2 was adopted, and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Minutes**

**June 11, 2024 – Public Hearings and Regular Meeting Minutes**

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

**On MOTION made by Ashley Kingston, seconded by Berry Ernst, and with all in favor, the June 11, 2024 Public Hearings and Regular Meeting Minutes were approved.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**Staff Reports**

**I. District Attorney**

No report.

**II. District Engineer**

No report.

**III. District Manager**

- a) New performance reporting requirements for CDD's
- b) Important Board Meetings Dates for Balance of Fiscal Year 2025
- c) Financial Statement for period ending July 31, 2024 (unaudited)
- d) Financial Statement for period ending August 31, 2024 (unaudited)
- e) Financial Statement for period ending September 30, 2024 (unaudited)

Mr. Ward indicated there were new reporting requirements for special districts which came into effect this year. He explained the CDD was now required to report a number of things with respect to the District. He stated he already completed the report and would file said report on the District's website as required. He noted there was no action required by the Board.

**EIGHTH 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.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Ward adjourned the meeting at approximately 10:00 a.m.

**On MOTION made by Scott Edwards, seconded by Ashley Kingston, and with all in favor, the meeting was adjourned.**

Island Lake Estates Community Development District

  
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James P. Ward, Secretary

  
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Scott Edwards, Chairman