

MINUTES OF MEETING  
FALCON TRACE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Falcon Trace Community Development District was held Wednesday, May 17, 2017 at 6:00 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida.

Present and constituting a quorum were:

Andrew Gammon	Chairman
Sara Hurst	Vice Chairman
Kathy Stark	Assistant Secretary
Sue Marchesi Baron	Assistant Secretary
Carole Miller	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Mike Eckert	District Counsel
Alan Scheerer	Field Operations
David Tuel	Head Pool Attendant

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

A resident stated this is my first meeting and I would like to understand what the CDD is.

Mr. Gammon stated I have been here for 14 years we are all residents. We take care of the amenity facility, the lake and the HOA pretty much takes care of everything else. The bonds that were issued to construct the infrastructure improvements will be paid off in 2020 at which time we will get about a 50% reduction in our CDD assessment.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the March 15, 2017 Meeting**

On MOTION by Mr. Gammon seconded by Ms. Stark with all in favor the minutes of the March 15, 2017 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-06  
Approving the Proposed Budget for Fiscal  
Year 2018 and Setting a Public Hearing**

Mr. Showe stated next is consideration of Resolution 2017-06 approving the proposed Fiscal Year 2018 budget and setting a public hearing. The resolution approves a proposed budget that is attached as Exhibit A, it sets the public hearing for August 16, 2017 to determine your final budget and it directs us to transmit the budget to Orange County as required by Florida Statutes at least 60 days in advance of the budget hearing.

We kept the assessments level and there is no assessment increase and if you keep the assessments level you can move money between account lines between now and the final budget. Approving this resolution does not lock you into these specific account lines.

Mr. Gammon asked what is the bond portion of the assessments?

Mr. Showe stated the bonds are \$488.96 and the total assessment is \$908.

On MOTION by Ms. Hurst seconded by Mr. Gammon with all in favor Resolution 2017-06 approving the proposed Fiscal Year 2018 budget and setting the public hearing for August 16, 2017 at 6:00 PM at this location was approved.

**FIFTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2016  
Audit Report**

Mr. Showe stated next is review and acceptance of the Fiscal Year 2016 audit. On page 27 is the report to management and there were no findings last year and there were no findings this year and all the items they are statutorily required to look at they found to be in compliance. It is a clean audit.

On MOTION by Mr. Gammon seconded by Ms. Hurst with all in favor the Fiscal Year 2016 audit was accepted and staff authorized to transmit the final document to the State of Florida.

**SIXTH ORDER OF BUSINESS**

**Appointment of Audit Committee and  
Chairman**

Mr. Showe stated we advertised an Audit Committee meeting to occur right after this Board meeting. We had a five-year contract with the previous auditor and it is completed with this audit and we need to go out with another RFP as required by Florida Statutes. Typically the Board appoints themselves as the Audit Committee and the Chair as the Chairman of the Audit Committee. At the conclusion of the regular Board meeting we will go right in to the Audit Committee meeting.

On MOTION by Ms. Stark seconded by Ms. Baron with all in favor the Board Members were appointed to serve as the Audit Committee and Mr. Gammon appointed as Chairman of the Audit Committee.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Eckert stated at your next meeting I will have a legislative update because by then we will know which bills the governor actually signs. There is one dealing with public records abuses and that is when local governments have had floods of public records requests that were designed to cause the local government to mess up then sue them and get attorneys fees. The legislature has stepped in and said we are going to give the judge more discretion to say if it is an improper request or improper purpose the judge does not have to award attorney fees. That will be a good thing for us because we have had to deal with those and you have spent money on dealing with this.

From time to time we adjust our hourly rates and the last time we did that was in 2015 and we are proposing an adjustment. It doesn't cover the bulk of where your expenses are with us, which is the monthly meetings but it does address the hourly rates and we are asking the Board to approve that. I don't think you need an adjustment to your budget as a result of that but I will be happy to answer any questions the Board may have.

Mr. Showe stated we budget about \$15,000 for attorney fees as a placeholder and year to date through March 31<sup>st</sup> it has been \$4,300 so there is sufficient room in the budget to accommodate that rate increase.

On MOTION by Mr. Gammon seconded by Ms. Hurst with all in favor the new fee schedule with Hopping Green and Sams was approved.

**B. Manager**

**i. Approval of Check Register**

Mr. Showe stated next is approval of the check register and in the General Fund we have checks 3539 through 3569 for \$94,396.16, check 14 in the capital projects fund for \$10,207 and March payroll for \$923.50 and both Alan and I can answer any questions you may have about the invoices that follow the summary.

On MOTION by Mr. Gammon seconded by Ms. Stark with all in favor the check register was approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**iii. Field Manager's Report**

Mr. Scheerer gave an overview of the Field Manager's Report and stated that Dave Tuel had approached Terry's Electric about converting the parking lot lights to LED lights and we are going to look into that further. You have money in the facility improvement budget to cover the cost of this upgrade and I can bring a formal proposal to the next meeting.

Mr. Showe stated we can bring a proposal or you can approve a not to exceed amount and we can get that done prior to the next meeting.

Mr. Scheerer responded we are averaging \$200 to \$400 of repair per light.

Mr. Gammon asked how often does that happen?

Mr. Tuel stated maybe once every two months.

Mr. Scheerer stated we just had three or four this last month. They are ballasted light fixtures so not only do you have to replace the ballast you have to replace the bulb and you have to have a lift truck whereas if you just change them out and put in LEDs you should be maintenance free.

On MOTION by Mr. Gammon seconded by Ms. Hurst with all in favor staff was authorized to upgrade the lights to LED in an amount not to exceed \$4,000.

**iv. Presentation of Number of Registered Voters – 1,875**

A copy of the letter from the Supervisor of Elections indicating that there are 1,875 registered voters residing within the District was enclosed in the agenda package.

**EIGHTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Meeting Date – July 19, 2017**

Mr. Showe stated the next meeting is scheduled for July 19, 2017.

On MOTION by Mr. Gammon seconded by Ms. Hurst with all in favor the meeting adjourned at 6:23 p.m.

  
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 Secretary/Assistant Secretary

  
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 Chairman/Vice Chairman