

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, January 15, 2020 at 6:00 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida.

Present and constituting a quorum were:

Sara Hurst	Chairperson
Carole Miller	Vice Chairperson
Kathy Stark	Assistant Secretary by telephone
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michelle Rigoni	District Counsel
William Viasalyers	Field Operations

*The following is a summary of the minutes and actions taken at the January 15, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the October 16, 2019 Meeting**

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the minutes of the October 16, 2019 meeting were approved, as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **Public Hearing to Consider Resolution 2020-02 Adopting Amended and Restated Rules of Procedure**

On MOTION by Ms. Baron seconded by Ms. Miller with all in favor the public hearing was opened.

Ms. Rigoni stated at the last meeting we presented to you a memorandum that summarizes all the legislative changes that brought up changes to our rules of procedure and how we operate the District. The text of those rules hasn't changed since the last meeting when we set the public hearing date. There were significant legislative changes in the law that required us to change our rules and while in the process we also added some additional protections for the Board and how we authorize staff to do different actions and things like that.

Mr. Shaikh asked what rules are we talking about?

Ms. Rigoni reviewed in detail the changes to the rules of procedure.

A resident asked these are rules about what?

Ms. Rigoni stated it takes all the statutory requirements that we need to comply with as a CDD Board and put it in a more digestible format so we are not constantly referencing multiple areas, it is in one place and something we can easily follow. It talks about what the Board of Supervisors' duties are, what officer positions there are, how they vote and authorizing us to do certain things.

Ms. Hurst stated you can find this on the District's website.

Mr. Showe stated it is included in the agenda package for tonight's meeting and if you go to the website and look at tonight's agenda this whole thing is part of that.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor Resolution 2020-02 Adopting Amended and Restated Rules of Procedure, was approved.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the public hearing was closed.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-03**

**Designating a Primary Administrative Office**

Mr. Showe stated next is Resolution 2020-03 designating a primary administrative office for the District. We have relocated our main office and the purpose of this resolution is to designate our new address as the official record keeper of the District.

On MOTION by Ms. Baron seconded by Ms. Miller with all in favor Resolution 2020-03 Designating a Primary Administrative Office, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of the Non-Ad Valorem  
Assessment Agreement with the Orange  
County Property Appraiser**

Mr. Showe stated based on the need to have this agreement approved, we signed it and are asking the Board to ratify that action. We can't levy assessments on the tax bill without this agreement.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the Non-Ad Valorem Assessment Agreement with the Orange County Property Appraiser was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of the Agreement with Grau &  
Associates**

Mr. Showe stated this is in accordance with the last Audit Committee meeting and recommendation and their proposal. We wanted to get them started so there was no delay in the audit.

Mr. Shaikh asked why we can't have an Orange County based auditor.

Ms. Rigoni stated that would be subject to if someone from Orange County actually bids in response to our public bidding ad and it would be ranked in accordance with our evaluation criteria.

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the Agreement with Grau & Associates to perform the Fiscal Year 2019 Audit, was ratified.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Rigoni stated the 2020 legislative session started and Mike Eckert from our office is monitoring several bills that may or may not impact CDD business. If there is anything that is going to directly impact our operations I will come back and report that to you.

#### **B. Manager**

##### **i. Approval of Check Register**

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

##### **ii. Balance Sheet and Income Statement**

A copy of the financials was included in the agenda package.

##### **iii. Action Items List**

Mr. Viasalyers reviewed in detail the action items list, copy of which was included in the agenda package.

##### **iv. Field Manager's Report**

Mr. Viasalyers presented the proposals for the following projects.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the water slide repairs were approved in an amount not to exceed \$26,000 contingent upon execution of the contract to be prepared by District Counsel.

Mr. Viasalyers reviewed the bids received for the roof replacement for informational purposes and will be considered at a later date.

Mr. Viasalyers outlined the options for lighting the basketball court.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the proposal from Terry's Electric to change the lights to LED, move the power source inside in an amount not to exceed \$16,000 was approved, subject to preparation of agreement by District Counsel.

On MOTION by Ms. Hurst seconded by Mr. Shaikh with all in favor the proposal from Varsity Courts, Inc. to fence in one side of the basketball court was approved in an amount not to exceed \$3,000, subject to preparation of agreement by District Counsel.

## **NINTH ORDER OF BUSINESS**

### **Supervisor's Requests**

Ms. Barron asked why do we give the Sharks & Minnows the facility at no cost?

Ms. Showe stated they provide discounts for residents who sign up for lessons.

Ms. Baron asked who do they give the vouchers to because they have never contacted any of our management companies?

Mr. Showe stated I direct them every year.

Ms. Hurst stated Jason has vouchers.

Ms. Baron asked are they free?

Mr. Showe stated I believe the voucher gives the resident a \$50 discount and there are ten per session maximum. I can get you in touch with Andy tomorrow. We will likely have their agreement at the next meeting.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the meeting adjourned at 7:15 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman