

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 19, 2021 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 <i>by telephone</i>
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michelle Rigoni	District Counsel <i>by telephone</i>
William Viasalyers	Field Operations

*The following is a summary of the discussions and actions taken at the May 19, 2021 meeting. An audio 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 March 17, 2021 Meeting**

On MOTION by Ms. Miller seconded by Ms. Baron with all in favor the minutes of the March 17, 2021 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03 Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing**

Mr. Showe stated next is consideration of Resolution 2021-03 approving the proposed Fiscal Year 2022 budget and setting the public hearing for August 18, 2021 at 6:00 p.m. in this building. It also directs us to transmit the proposed budget to Orange County at least 60 days prior to the hearing and post it on the website.

There will be no assessment increase to any of the residents, the assessments will remain at \$419.70 per home. The only change under the admin section is the line item for insurance, which has gone up throughout the state and we increased that by \$1,000. The maintenance costs remain level, we included a 3% increase for pool staff and we included some additional funds for lake maintenance treatments that may or may not be needed as well as increases for utilities. From pages 2 – 5 are the details of the account lines, page 6 is the capital reserve where we have included additional projects for next year, we added funds for landscape improvements, restroom counters, pool deck resurfacing, painting this building and miscellaneous capital projects.

Ms. Hurst stated the telephone expense seems high for a monthly amount.

Mr. Showe stated the telephone account also includes internet and runs the cameras and access systems. We will change the line item to something other than telephone because it is not just the telephone. We will clarify that.

Ms. Hurst stated under pool maintenance I see the monthly amounts and they look like I expect them to look. There is a third to that budget piece, is that because we want to make sure we are covered in case a pool pump goes down?

Mr. Viasalyers stated that is equipment cost. The maintenance cost is for the chemicals, which is not included in your contract. We want to budget a little higher so we are covered and anything that is not spent will roll over to the next year.

On MOTION by Ms. Miller seconded by Ms. Baron with all in favor Resolution 2021-03 approving the proposed budget and setting a public hearing for August 18, 2021 was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Miller stated Perry, I thought was instructed not to send emails to the Board and it was done again. How do we prevent this from happening again?

Mr. Showe stated he would have to not send emails out.

Ms. Miller stated I thought Michael had instructed him not to send the emails. What do we do to prevent this from going on? It is inappropriate, you shouldn't be doing it and Michael has said to you several times not to do that and you continue to do that.

Mr. Shaikh stated I had the opportunity to study this in detail and it is access only if you want to read it. I have never talked to any Board Member except here. I have never seen a Board Member except here. I have never talked to them on the phone and never shared email, it was a policy matter or we were going to talk about, for example if I copied everybody there is nothing wrong with that.

Ms. Miller stated Michelle, I understood from Michael that we should not be sending emails to all the Board Members. Is this true?

Ms. Rigoni responded I'm not sure what was discussed but as long as any supervisor is sending out emails that may come before the Board for Board action, it should be limited to a consultant.

**B. Manager**

**1. Approval of Check Register**

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

**2. Balance Sheet and Income Statement**

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

**3. Presentation of Number of Registered voters – 1,994**

A copy of the letter from the Supervisor of Elections indicating that there are 1,994 registered voters residing within the District was included in the agenda package.

**4. Action items List**

Mr. Viasalyers stated it was difficult to get someone to quote on the dock lighting. I met with a vendor for the gates last Sunday and haven't heard back. The current vendor we were going to use didn't have the material in stock, there is a shortage in the State of Florida.

Mr. Showe stated not only is there a shortage he said he is going to have to close his business.

Mr. Viasalyers stated I don't know if you want to put this off until things settle down or do you want me to continue to search for a vendor in the area?

Ms. Hurst stated I really want it done but I don't think it is going to get any better.

Mr. Showe stated we will keep in touch with him and as soon as we know there is a supply we will reach back out and get updated proposals. We have reached out to every vendor we have used in all of our Districts and they are all experiencing the same issue right now.

**5. Field Manager's Report**

Mr. Viasalyers reviewed the Field Manager's report and stated we have received a lot of requests to use the clubhouse.

Ms. Hurst stated it is an enclosed area and that is a concern.

Mr. Showe stated it is up to the Board. Most of our Districts at this point have started reopening everything.

Ms. Hurst stated the biggest thing would be the number of individuals.

Mr. Showe stated you could set a limit on the number of participants.

Ms. Miller stated maybe we should have a form that indicates the policy is.

Mr. Showe stated we can work with counsel on a waiver that we have done at other properties. The limit now is 40 and you can go down to 20.

Ms. Rigoni stated just so I'm clear, we are to come up with a waiver allowing reopening of the amenity to a limited capacity with the policy that we are encouraging social distancing and making sure we still have the signage up.

Mr. Showe stated it would be a waiver only for those who choose to rent the room we are in now to a maximum of 20 people with all those conditions you just listed.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor rental policies were changed to allow up to 20 people in the room and District Counsel was authorized to prepare a waiver to be signed by all participants.

Mr. Showe stated we will work with counsel to get that done and once it is in place we will get it to Dave and he can start renting the room again.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Hurst stated I would rather have recycled plastic benches.

Ms. Miller stated I think we had difficulty finding the right benches two years ago.

Mr. Showe stated we have a meeting scheduled for July 21<sup>st</sup> and to the extent that we have any business we will hold it and if not, we may cancel. We have to hold the meeting in August for the budget hearing.


Ms. Dawn asked has anyone requested to have the pool heated?

Mr. Showe responded it has come up, but it is incredibly expensive and the Board has declined to do that.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Miller seconded by Ms. Baron with all in favor the meeting adjourned at 6:30 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman