

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 17, 2018 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
Sue Marchesi Baron	Assistant Secretary
Felix Kutlik	Assistant Secretary

Also Present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 6:00 p.m. 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 18, 2017 meeting**

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor the minutes of the October 18, 2017 meeting were approved as presented.
---

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement with Grau & Associates to Perform Auditing Services for Fiscal Year 2017**

Mr. Showe stated next is ratification of agreement with Grau & Associates to perform auditing services for Fiscal Year 2017. At your October meeting, you selected Grau & Associates as the number one ranked firm and we executed an agreement in accordance with their bid and we would like the board to ratify that action.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2017 audit was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Second Amendment to Sharks & Minnows Contract**

Mr. Showe stated next is consideration of the second amendment to the Sharks & Minnows contract. District Counsel drafted this amendment to their contract and this is the last extension under our current agreement. We have the same discounts for residents as we had in the past.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor the second amendment to the agreement with Sharks & Minnows was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Manager**

**i. Approval of Check Register**

Mr. Showe stated the first item is approval of the check register for checks 3636 through 3662 in the amount of \$353,655.98. The large checks are for transfers from the General Fund to the Debt Service Fund.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the check register from October 11, 2017 through January 9, 2018 in the total amount of \$353,655.98 was approved.

**ii. Balance Sheet and Income Statement**

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

**iii. Field Manager's Report**

Mr. Scheerer stated we have had some issues with the pool contractor. I touched based with him and he missed two days last week so we asked him to adjust his invoice for the month accordingly. Staff is monitoring through the key card system whether he is coming or not. We are going to continue to do that and in the interim I have contacted Robert's Pool Service and asked them to provide a quote. In the event we need to make a change we can do that as long as it doesn't exceed the current contract price. We combined the two SafeTouch systems, we had one by itself here and one by the waterslide and we should see about a \$40 savings. We are also starting our winter maintenance projects.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Meeting Date**

Mr. Showe stated the next meeting is scheduled for March 21, 2018 at 6:00 p.m. in the same location.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the meeting adjourned at 6:05 p.m.



---

Secretary/Assistant Secretary

*Sara W Hurst*

---

Chairman/Vice Chairman