

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, March 21, 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
Michelle Kim	District Counsel by phone
Alan Scheerer	Field Operations

**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 January 17, 2018 Meeting**

Ms. Miller stated there is an incorrect date on the last page indicating the next meeting is March 31, 2018.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the minutes of the January 17, 2018 meeting were approved as amended.
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**FOURTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2017  
Audit Report**

Mr. Showe stated next is review and acceptance of the Fiscal Year 2017 audit report. The letter to management is on the last page and is a summary of the report. There are no current year findings, no prior year findings and all the statutory compliance items they are required to look at we are in compliance with and it is a clean audit.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the Fiscal Year 2017 audit was accepted and staff authorized to transmit the final report to the State of Florida.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Manager**

**i. Approval of Check Register**

On MOTION by Ms. Stark seconded by Ms. Hurst with all in favor the check register in the amount of \$103,984.61 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 stated staff is working to get the pool ready for pool season. We are open this week because of spring break then we will go back to the normal schedule until we get to the seven days a week schedule. We are going to change the pool cleaning provider May 1<sup>st</sup> and we will give the current provider 30 days' notice on April 1<sup>st</sup> and make the switch in May.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Stark asked what material are we looking at to replace our awning?

Mr. Scheerer stated the awning will be the same vinyl fabric that was up there but it looks like it is rough cut cedar and 4x12, we could go with something different but I don't think it was designed to handle anything less than 4x12.

Ms. Stark asked if we went with something that is not a natural material would it last longer, would it be better for us?

Mr. Scheerer stated the vendor we are using recommends we go back to the 4x12 pressure treated wood opposed to the rough cut cedar and it should give us a lot longer lifespan because it is pressure treated wood.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Baron seconded by Ms. Stark with all in favor the meeting adjourned at 6:44 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman