

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, August 16, 2017 at 6:07 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida.

Present and constituting a quorum were:

Sara Hurst	Chairman
Carole Miller	Vice Chairman
Kathy Stark	Assistant Secretary
Sue Marchesi Baron	Assistant Secretary
Felix Kutlik	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Mike Eckert	District Counsel
Alan Scheerer	Field Operations

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Resident: This is my first meeting. I was wondering why the lights aren't being turned on at the basketball courts anymore. Kids used to play basketball out there at night.

Mr. Scheerer: The reason the lights were terminated is because kids were coming out until 1:00 to 2:00 a.m. so we started locking the box up. They broke the lock and turned the lights on and started vandalizing and damaging the light box. The Board chose to have the court open during sunlight hours only.

Mr. Showe: The Board looked at getting some security guards but the cost was going to be about \$40,000 for one year. The Board chose not to do that.

Resident: What about cameras?

Ms. Hurst: We have talked about getting cameras, but there are a few different challenges with that. If you see a face, there is no guarantee you can find that face because unless they do something truly criminal then it's a misdemeanor and an annoyance and the police are not going to try to find them. We could spend the money but it's not going to buy us anything on the back end of it.

Mr. Scheerer: If we were to run cameras out to the courts, we would have to feed that through the back of this building again. If it's not on the DVR system then it would have to be on an internet system and there are some challenges with that. We have both of those systems but they are typically in the facility itself, not outside the facility. It would be possible, if we wanted to spend some money.

Resident: I have a few more questions. There are a lot of people in the pools that have nothing to do with this community.

Mr. Showe: They have to be registered, and they have to have a card. The pool attendants are checking.

Resident: They don't check.

Mr. Scheerer: They do. But we also offer swim lessons too. Each resident gets a card with their photo on it.

Mr. Hurst: It could have been that there was a party, because we do rent the room out and there could have been a pool party. If you have concerns please let us know.

Resident: Are there sexual offenders living in this community? I was told there are 5 different houses with sexual offenders.

Mr. Showe: The CDD doesn't have any involvement in private property, we only operate this facility right here.

Ms. Hurst: We only operate the pool facility. You need to speak with the Home Owners Association or with the local police. We handle the pool, tennis courts, and basketball court. We do not handle the home areas.

Mr. Scheerer: The HOA meeting is next week.

Ms. Hurst: I believe all the information for that meeting is posted on the window by the front of the building.

Mr. Showe: Are there any other public comments?

There being none the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Andrew Gammon**

Mr. Showe: Andrew Gammon submitted his resignation letter and it is in your agenda.

On MOTION by Ms. Miller seconded by Ms. Stark, with all in favor, Mr. Gammon's resignation was accepted.

**B. Review of Letters of Interest and Appointment of Individual to Fill Board Vacancy**

Mr. Showe: We did receive a letter of interest from a gentleman, Felix, who is here in the audience. It is up to the Board to determine how you want to go about filling that vacancy. Some Boards will keep it open and collect letters of interest then look at it. Some will fill it however they choose.

Mr. Eckert: The qualifications to serve on the Board is you have to be a citizen of the United States, a resident of the state of Florida, and registered to vote at your address without the District.

Ms. Hurst: Thank you very much for your letter of interest, Felix. Do you live in the neighborhood?

Mr. Kutlik: Yes, I do.

Ms. Hurst: Do you fulfill the other qualifications?

Mr. Kutlik: Yes, I'm a citizen of the United States, I live here, and I'm over 18 years old.

Ms. Hurst: Are you registered to vote?

Mr. Kutlik: Yes, I am.

Ms. Hurst: We haven't had an opening on the Board in so long I don't even remember what to do.

Mr. Showe: It's up to you. You can leave it open until the next meeting and see if you have some more letters of interest come in, or you can fill it today.

Ms. Stark: I'd like to go ahead and do it today, we can get a vote right now.

Ms. Hurst: Is there a reason that you want to rush? We have two people and we don't know much about either one of them.

Ms. Stark: Okay.

Ms. Hurst: I don't know either of you and I don't think anyone on the Board knows either of you terribly well either. It seems like we'd be saying we like you over you or vice versa. That doesn't seem like a very fair way to go about this.

Mr. Eckert: You could ask them to speak about themselves. If you want more time, we could have them put together resumes.

Ms. Stark: Are you comfortable preparing resumes?

Resident: How often do you meet? How many meetings can you miss?

Ms. Hurst: The proposed meeting schedule is every 60 days. We have five people on our Board and to have a quorum three of us need to be here. So, there are occasions where if you need to miss a meeting that's okay. If you don't think you can meet, then it is probably not in everyone's best interest that you take the spot instead of someone else who could attend. Felix, do you understand the commitments? The election for this position would be in 2018. There is a process where you can run again or leave the Board.

On MOTION by Ms. Stark seconded by Ms. Hurst, with all in favor, Felix Kutlik was appointed to serve the unexpired term of office.

**C. Administration of Oath of Office to Newly Appointed Board Member**

Mr. Showe being a Notary Public of the State of Florida administered the Oath of Office to Mr. Kutlik.

**D. Electing Officers**

Mr. Showe: As a Board member, you are eligible to receive up to \$200 per meeting compensation. Do you choose to accept that compensation?

Mr. Kutlik: I do.

**E. Consideration of Resolution 2017-09 Electing Officers**

Mr. Showe: Typically, I believe you guys discuss who you would like to be Chairman and Vice Chairman and then we fill the other Board members in as Assistant Secretary. We would ask that you appoint George Flint in our office as Secretary, myself as an Assistant

Secretary, and Ariel Lovera at our office as Treasurer. That is just for purposes of getting checks and documents signed.

Ms. Baron: Sara, are you okay with becoming the Chair?

Ms. Hurst: Yes, I am fine with that.

Mr. Showe: Is there a recommendation for Vice Chair?

Ms. Baron: I suggest Carole.

Mr. Showe: Carole, are you okay with that?

Ms. Miller: Yes.

Mr. Showe: We have slated Ms. Hurst as Chairperson, Ms. Miller as Vice Chair, and George Flint as Secretary. We also have Ms. Baron, Ms. Stark, Mr. Kutlik, and Mr. Showe as Assistant Secretary and Ariel Lovera as Treasurer.

On MOTION by Ms. Baron seconded by Ms. Stark, with all in favor, Resolution 2017-09 was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 17, 2017 Meeting**

Mr. Showe: Are there any additions, deletions, or corrections to those?

On MOTION by Ms. Baron seconded by Ms. Stark with all in favor the minutes of the May 17, 2017 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Consideration of Resolution 2017-07 Adopting the Fiscal Year 2018 Budget and Relating to the Annual Appropriations**

Mr. Showe: At this time, we need a motion to open that public hearing.

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

Mr. Showe: This is your standard Resolution for the budget, and behind that you will see the proposed budget for Falcon Trace. It's very similar to the one you had as a proposed budget a couple of months ago. It is important to note there is no assessment increase proposed so the assessment levels will stay the same. It is also important to note that this doesn't lock you into any of these account lines in particular. We can make adjustments throughout the year, it basically just sets the cap on your assessment levels. Pages 2-5 are the descriptions of all the account lines and how we come to those budget numbers. Page 6 is the Capital Reserve Fund. We have some funding set aside next year for additional pool furniture and building renovations in case we have some items.

Mr. Scheerer: We also use the funds for the lights on the sports courts.

Mr. Showe: Page 7 and 8 is your debt service. The Board does not have a lot of flexibility with the debt service side but it is there as part of our budget. Are there any members of the audience who like to provide comments on the budget or assessments? Do any members of the Board have questions on the budget?

There being none,

On MOTION by Ms. Hurst seconded by Ms. Miller, with all in favor, Resolution 2017-07 was approved.

**B. Consideration of Resolution 2017-08 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Showe: Attached to this Resolution will be the adopted budget you just approved as well as a spreadsheet detailing the District assessment roll. It's about 25 pages of \$908.66 which gets levied on all the homes in here. Again, we will open it up for any members of the public to comment on. Does the Board have any questions?

There being none,

On MOTION by Ms. Hurst seconded by Ms. Miller, with all in favor, Resolution 2017-08 was approved.

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

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Audit Committee Recommendation and Selection of No. 1 Ranked Firm to Provide Auditing Services for Fiscal Year 2017**

This item continued to the October 18, 2017 meeting.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eckert: No report.

**B. District Manager's Report**

**i. Approval of Check Register**

Mr. Showe: We have checks 3570-3611 totalling \$92,150.40. May payroll is \$923.50. Your total is \$93,073.90. If there are any questions about the invoices Alan can answer those.

Ms. Hurst: We are burning through bleach, why are we using so much?

Mr. Scheerer: It's typical for this time of year. Any time we get rain we have to manually stabilize the pool.

Ms. Hurst: Okay. Our phone bill seemed high as well.

Mr. Scheerer: The bill is for phone, fax, and internet. The key card system might have raised the price.

Mr. Showe: Are there any other questions on the check register?

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

**ii. Balance Sheet and Income Statement**

Mr. Showe: There's no action required by the Board. Page 6 shows the telephone expenses. You'll see we started the year at about \$381, and we were able to negotiate it down to about \$148 a month.

Ms. Hurst: That's great, I appreciate that.

Mr. Showe: The last page is your assessment collections, we are over 100% for the year.

**iii. Field Manager's Report**

Mr. Scheerer: Sorry to have the AC down in the room today, we were not aware of that when we showed up today. They set the room up and we ended up finding a plastic bag that got sucked up into the air handler here. We are working on getting that out and hopefully by our next meeting in October we'll be good to go. The swimming pool is in good shape after some repairs. At the lake, we have some shoreline hydrilla that has popped up. We have trash pickup and the treatment of that this Thursday and Friday. There is some hydrilla in the cove section as well, we will get that taken care of. The landscaping is in good shape, we have some minor irrigation repairs to do. We purchased some additional access cards for the staff so they can issue more to the residents. The roof tile on the clubhouse and the tower were cleaned. We had a couple of roof tiles that needed repaired, we went ahead and did that. The staff needed a new printer/fax machine, that was purchased and installed this last week. We are having some issues with the old ADT alarm system, which is being monitored now by Safe Touch. We are working with them to find a simple, inexpensive upgrade to that equipment.

Ms. Hurst: Have we had any concerns about us adjusting the age of single people coming in?

Mr. Scheerer: I have not.

Mr. Showe: I haven't.

Mr. Scheerer: I haven't heard anything from the staff.

Ms. Baron: I have a question; do we check our handicap lift chair at the pool?

Mr. Scheerer: Yes, the staff checks the lift.

Ms. Baron: Thank you.

**iv. Presentation of Series 2007 Arbitrage Report**

Mr. Showe: This is required as part of the bonds. It does indicate that we are in compliance.

**v. Approval of Fiscal Year 2018 Meeting Schedule**



Mr. Showe: We did have a proposed meeting schedule in your agenda package and it had the wrong date for October, it should be the 18th and not the 19th. That's why I handed out the revised one.

On MOTION by Ms. Hurst seconded by Ms. Miller, with all in favor, the Fiscal Year 2018 meeting schedule was approved.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date**

The meeting adjourned at 6:55 p.m.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the meeting adjourned at 6:55 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman