

**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, **October 18, 2023** 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
Kate John	District Counsel <i>by telephone</i>
Jarett Wright	Field Operations
Marcia Calleja	CALM

*The following is a summary of the discussions and actions taken at the October 18, 2023 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 no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 16, 2023 Board of Supervisors Meeting**

Ms. Hurst moved to approve the minutes of the August 16, 2023 meeting. Ms. Stark seconded the motion. The motion passed on the following roll call vote:  
Ms. Hurst yes.  
Ms. Stark yes.  
Ms. Baron yes.  
Ms. Miller yes.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. John stated we will be rolling out the ethics training requirements update soon.

**B. Manager**

**i. Approval of Check Register**

Ms. Stark moved to approve the check register. Ms. Baron seconded the motion. The motion passed on the following roll call vote:  
Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Stark yes.  
Ms. Baron yes.

**iii. Balance Sheet and Income Statement**

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

**C. Field Manager's Report**

Mr. Wright reviewed the field manager's report, copy of which was included in the agenda package and staff was authorized to engage an engineer to examine the slide and proposed fix.

**i. Ratification of Aquatic Weed Maintenance Services Agreement**

Ms. Hurst moved to ratify the agreement with Aquatic Weed Maintenance in the monthly amount of \$650. Ms. Stark seconded the motion. The motion passed on the following roll call vote:  
Ms. Hurst yes.  
Ms. Stark yes.  
Ms. Miller yes.  
Ms. Baron yes.

**ii. Consideration of Agreement for Pool Maintenance with Roberts Pools**

Ms. Hurst moved to approve the agreement with Roberts Pools in the monthly amount of \$750. Ms. Baron seconded the motion. The motion passed on the following roll call vote:  
Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Stark yes.  
Ms. Baron yes.

**iii. Discussion of Proposals for Bench Installation**

Ms. Stark moved to approve the middle option for the purchase and installation of two benches. Ms. Miller seconded the motion. The motion passed on the following roll call vote:  
Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Baron yes.  
Ms. Stark yes.

- iv. **Discussion of Proposals for Parking Lot Sealing**
  - a. **PotHole Heroes**
  - b. **Rose Paving**
  - c. **D&C Parking Lot Maintenance**

Ms. Hurst moved to approve the proposal from PotHole Heroes in the amount of \$6,103 and to authorize district counsel to prepare an agreement for these services. Ms. Stark seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Stark yes.  
Ms. Baron yes.

**D. Amenity Manager’s Report**

Ms. Calleja gave an overview of the amenity manager’s report, copy of which was included in the agenda package.

**FIFTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Stark stated I have moved and tender my resignation effective today.

Ms. Hurst moved to accept Ms. Stark’s resignation and Ms. Miller seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Stark yes.  
Ms. Baron yes.

Mr. Showe stated it is up to the Board as to how you fill this position. If you know someone who would like to sit on the Board, you can appoint someone tonight.

Ms. Baron moved to appoint Felix Kutlik to fill the unexpired term of office of seat 2 ending in November 2024. Ms. Miller seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Baron yes.

Mr. Showe being a notary public of the State of Florida administered the oath of office to Mr. Kutlik.

Ms. Hurst moved to approve Resolution 2024-01 appointing Mr. Kutlik as assistant secretary. Ms. Baron seconded the motion. The motion passed on the following roll call vote.  
Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Baron yes.  
Mr. Kutlik yes.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

Ms. Miller moved to adjourn the meeting at 6:38 p.m. and Ms. Hurt seconded the motion. The motion passed on the following roll call vote.  
Ms. Hurst yes.  
Ms. Miller yes.  
Ms. Baron yes.  
Mr. Kutlik yes.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman