

**SUNSTONE
COMMUNITY DEVELOPMENT DISTRICT**

May 03, 2023, Minutes of the Special Organizational Meeting

MINUTES OF THE SPECIAL ORGANIZATIONAL MEETING

The Special Organizational Meeting of Sunstone Community Development District will be held on **May 03, 2023, at 11:00 a.m. at the Cooper Memorial Library located at 2525 Oakley Seaver Drive Clermont, FL 34711.**

1. CALL TO ORDER/ROLL CALL

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of Sunstone Community Development District on **May 03, 2023, at 11:00 a.m.**

Supervisors Present and Constituting a Quorum at the onset of the meeting:

Nicholas “Nick” Dister	Assistant Secretary	
Kyle Smith	Assistant Secretary	
Albert Viera	Assistant Secretary	
Robert Ter Doest	Assistant Secretary	
Mike Rainer	Assistant Secretary	<i>(appointed during the meeting/ not present)</i>
Carlos de la Ossa	Assistant Secretary	<i>(appointed during the meeting/ present)</i>

Staff Members Present:

Brian Lamb	District Manager, Inframark
Angie Grunwald	District Manager, Inframark
John Vericker	District Counsel, Straley & Robin, P.A.

A. Overview of Meeting Procedures and Decorum

Brian Lamb provided an overview of the meeting procedures and decorum to the Board.

2. PUBLIC COMMENT PERIOD

There were no audience members in attendance.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

Mr. Vericker briefly went over the Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If the Board have any questions, they can reach out to District Counsel.

48 **B. Acceptance of Board of Supervisors Resignation – Jefferey Hills**
49 **i. Jefferey Hills**
50 **ii. Kyle Smith**
51 **iii. Robert Ter Doest**
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53 The Board reviewed accepted the resignation from Jefferey Hills and Robert Ter Doest.
54

55 MOTION TO: Accept the Resignation from Jefferey Hill and appointed
56 Carlos de la Ossa to serve on the Board of Supervisor for
57 Sunstone CDD.
58 MADE BY: Supervisor Viera
59 SECONDED BY: Supervisor Ter Doest
60 DISCUSSION: None further
61 RESULT: Called to Vote: Motion PASSED
62 4/0 - Motion Passed Unanimously

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64 MOTION TO: Accept the Resignation from Robert Ter Doest and
65 appointed Mike Rainer to serve on the Board of
66 Supervisor for Sunstone CDD.
67 MADE BY: Supervisor de la Ossa
68 SECONDED BY: Supervisor Viera
69 DISCUSSION: None further
70 RESULT: Called to Vote: Motion PASSED
71 4/0 - Motion Passed Unanimously

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73 Kyle Smith will remain on the Board of Supervisors for Sunstone CDD.
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75 The Oath of Office was administered to Carlos de la Ossa and Mike Rainer.
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77 **C. Appointment of Board Member Replacement(s)**
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79 Carlos de la Ossa and Mike Rainer were appointed as the replacements of resigned supervisors.
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81 **D. Individual Board Member Acceptance or Waiver of Compensation**
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83 All Supervisors individually accepted compensation.
84

85 **5. APPOINTMENT OF OFFICERS – Resolution 2023-01**

- 86 **A. Chairman**
- 87 **B. Vice Chairman**
- 88 **C. Secretary**
- 89 **D. Treasurer**
- 90 **E. Assistant Secretaries**

91 The Board reviewed and approved the Resolution 2023-01 as follows:

92
93 The Board discussed appointing officers' position with Nicholas Dister as the Chairman and Carlos
94 de la Ossa as the Vice Chair. The rest of the Board Albert Viera, Kyle Smith, and Mike Rainer will
95 be Assistant Secretaries.
96

MOTION TO:	Approve Resolution 2023-01 as stated.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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104 **6. APPOINTMENT OF CONSULTANTS**

105 **A. Consider Appointment of District Manager – Resolution 2023-02**

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107 Inframark will be the District Manager/Assessment Consultant.

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109 **B. Designation of Registered Agent/Office – Resolution 2023-03**

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111 Brian Lamb/Inframark will be the Registered Agent/Office at 2005 Pan Am Circle Suite 300,
112 Tampa FL 33607.

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114 **C. Consider Appointment of District General Counsel – Resolution 2023-04**

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116 Straley & Robin, P.A. will be the District Counsel.

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118 **D. Consider Appointment of Interim District Engineer – By Motion**

119 **i. Authorize RFQ for District Engineer**

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121 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.
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123 **E. Consider Appointment of Bond Counsel – GrayRobinson, P.A.**

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125 Gray Robinson, P.A. will be Bond Counsel.

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127 **F. Consider Appointment of Investment Banker – FMS Bonds**

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129 FMS Bonds will be the Investment Banker.

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131 **G. Consider Appointment of Trustee – U.S. Bank -By Motion**

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133 U.S. Bank will be the Trustee.
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MOTION TO:	Approve the appointment of consultants A through G in Substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

7. BUSINESS MATTERS

- A. Consider Authorizing Notice of Establishment-Resolution 2023-05**
- B. Consider Policy of Compensation for Board Members – Resolution 2023-06**
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2023-07**
- D. Consider Designation of Primary Administrative Office and Local Records Office – Resolution 2023-08**
- E. Consider District Records Retention Schedule – Resolution 2023-09**
- F. Consider Fiscal Year 2023 Regular Meeting Schedule and Location-Resolution 2023-10**
- G. Consider Landowners’ Meeting Date, Time and Location- Resolution 2023-11**
- H. Consider Proposed FY 2023 Annual Budget & Set Public Hearing – Resolution 2023-12**
- I. Consider Proposed FY 2024 Annual Budget & Set Public Hearing – Resolution 2023-13**
- J. Set Public Hearing for Uniform Method of Collections – Resolution 2023-14**
- K. Consider Rules of Procedure & Setting Public Hearing - Resolution 2023-15**
- L. Consider Policy Re: Support & Legal Defense for Board & Staff- Resolution 2023-16**
- M. Authorization to obtain General Liability and Public Officers Insurance-By Motion**
- N. Consider Designation of a Qualified Public Depository- Resolution 2023-17**
- O. Authorization of Signatories- Resolution 2023-18**
- P. Authorization to Disburse Funds for Expenses- Resolution 2023-19**
- Q. Consider Adoption of Investment Policy- Resolution 2023-20**
- R. Consider Approval of Florida Statewide Mutual Aid Agreement- Resolution 2023-21**
- S. Consider Provisions for Public Comments – Resolution 2023-22**
- T. Appointment of Audit Committee - By Motion**
- U. Consideration of ADA Website Compliance Agreement**

Mr. Lamb went over all the Business Items A through U with the Board.

The Board appointed the Board as the Audit Committee. The Board authorized obtaining general liability and public officers’ insurance.

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MOTION TO:	Approve Business Matters A through U in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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8. PRELIMINARY REPORT PRESENTATIONS & ITEMS RELATED TO FINANCE & BOND ISSUANCE

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A. Consider Master Report of Engineer

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192 Mr. Vericker reviewed the District Engineer’s Report with the Board. The Board motioned to
193 approve.

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195 *The full discussion is available on audio recording.*

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MOTION TO:	Approve the Report of District Engineer in substantial form.
MADE BY:	Supervisor dela Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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B. Consider Bond Validation Report of Assessment Consultant

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207 Mr. Lamb reviewed the Master Assessment Methodology Report with the Board.

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MOTION TO:	Approve the Master Assessment Methodology Report in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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220 **C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2023-23**
221 **i. Master Trust Indenture**
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223 The Board reviewed the Master Assessment Methodology report and motioned to approve.
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225	MOTION TO:	Approve Resolution 2023-23 as stated.
226	MADE BY:	Supervisor de la Ossa
227	SECONDED BY:	Supervisor Viera
228	DISCUSSION:	None further
229	RESULT:	Called to Vote: Motion PASSED
230		4/0 - Motion Passed Unanimously

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232 **D. Consider Authorization of Chairman to Accept or Execute Certain Documents**
233 **Resolution 2023-24**
234

235 The Board reviewed and discussed the resolution.
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237	MOTION TO:	Approve Resolution 2023-24 as stated.
238	MADE BY:	Supervisor de la Ossa
239	SECONDED BY:	Supervisor Viera
240	DISCUSSION:	None further
241	RESULT:	Called to Vote: Motion PASSED
242		4/0 - Motion Passed Unanimously

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244 **E. Other Matters Relating to Financing**
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246 There were no other matters relating to financing.
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248 **9. ADMINISTRATIVE MATTERS**

249 **A. Request for Working Capital – By Motion**
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251 The Board Acknowledge the request for working Capital.
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253 **10. STAFF REPORTS**

254 **A. District Counsel**

255 **B. District Manager**

256 **C. District Engineer**
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258 There were no staff reports at this time.
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260 **11. BOARD MEMBERS COMMENTS**
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262 There were no Board members comments.

263 **12. PUBLIC COMMENTS**

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265 There were no public comments.

267 **13. ADJOURNMENT**

MOTION TO:	Adjourn the meeting.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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277 **Please note the entire meeting is available on disc.*

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279 **These minutes were done in a summary format.*

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281 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
282 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
283 *including the testimony and evidence upon which such appeal is to be based.*

284 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
285 meeting held on 7-12-2023.

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287 *Angela Ossa*
288 Signature

Carlos de la Ossa
Signature

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290 *Angela Ossa*
291 Printed Name

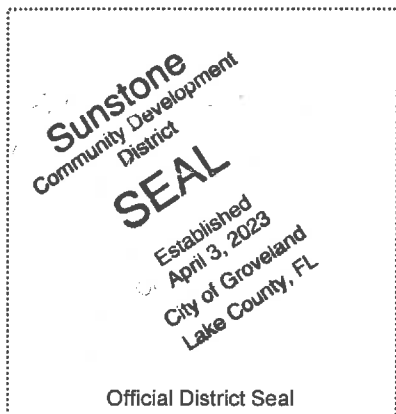
Carlos de la Ossa
291 Printed Name

292 *Assistant Secretary*
293 Title:

Vice Chair
293 Title:

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