

**MINUTES OF MEETING
THE COVE AT ROTONDA COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of The Cove at Rotonda Community Development District was held on July 21, 2023 at 11:00 a.m., at the Comfort Inn & Suites Port Charlotte, 812 Kings Highway, Port Charlotte, Florida 33980.

Present at the meeting were:

Alexis Lamb
Cathy Edelen
Darren Lamb

Vice Chair
Assistant Secretary
Assistant Secretary

Also present were:

Daniel Rom
Jere Earlywine (via telephone)

District Manager
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:08 a.m.

Supervisors Alexis Lamb, Edelen and Darren Lamb were present. Supervisors-Elect Matthew Mootz and Eileen Schwartz were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)

Mr. Rom administered the Oath of Office to Alexis Lamb, Cathy Edelen and Darren Lamb prior to the meeting. Mr. Rom and Mr. Earlywine reviewed guidelines for interactions among

Supervisors, recordkeeping, public records requests, use of CDD email addresses and completion and timely submission of forms.

The following were provided and explained:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Rom presented Resolution 2023-01. The results of the Landowners' Election will be inserted into Sections 1 and 2.

The Landowners' Election results were as follows:

Seat 1	Matthew Mootz	89 votes	4-year Term
Seat 2	Eileen Schwartz	89 votes	4-year Term
Seat 3	Darren Lamb	87 votes	2-year Term
Seat 4	Alexis Lamb	87 votes	2-year Term
Seat 5	Kathy Edelen	87 votes	2-year Term

On MOTION by Ms. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-02,
Designating Certain Officers of the District,
and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-02. Ms. Lamb nominated the following slate:

Chair	Matthew Mootz
Vice Chair	Alexis Lamb
Secretary	Craig Wrathell
Assistant Secretary	Cathy Edelen
Assistant Secretary	Darren Lamb
Assistant Secretary	Eileen Schwartz
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

ORGANIZATIONAL ITEMS**SIXTH ORDER OF BUSINESS****Consideration of the Following
Organizational Items:**

- A. Resolution 2023-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**
- Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**

Mr. Rom presented Resolution 2023-03 and the Fee Schedule and Management Agreement. The Management Fee is reduced to \$500 per month while the CDD remains in

dormant status; upon becoming active, a discounted rate of \$2,000 per month will apply until bonds are issued.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted.

B. Resolution 2023-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: Kutak Rock LLP**

Mr. Earlywine presented Resolution 2023-04 and the Kutak Rock LLP Fee Agreement.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-04, Appointing Kutak Rock LLP as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2023-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2023-05.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-05, Designating Craig Wrathell as the Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District; and Providing for an Effective Date, was adopted.

D. Resolution 2023-06, Appointing an Interim District Engineer for The Cove at Rotonda Community Development District, Authorizing Its Compensation and Providing for an Effective Date

- **Interim Engineering Services Agreement: Kimley-Horn & Associates, Inc**

Mr. Rom presented Resolution 2023-06 and the Interim Engineering Services Agreement.

On MOTION by Ms. Lamb and seconded by Mr. Lamb, with all in favor, Resolution 2023-06, Appointing Kimley-Horn & Associates, Inc. as Interim District Engineer for The Cove at Rotonda Community Development District, Authorizing Its Compensation and Providing for an Effective Date, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

Mr. Rom presented the RFQ for Engineering Services and Competitive Selection Criteria. He suggested the RFQ could be authorized but not advertised immediately.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, the Request for Qualifications for Engineering Services, Competitive Selection Criteria and authorizing Staff to advertise, subject to final signoff by the Chair as to timing of advertising, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

This Board Members declined compensation.

G. Resolution 2023-07, Designating the Primary Administrative Office, Principal Headquarters and local District Records office of the District and Providing an Effective Date

This item was deferred.

H. Resolution 2023-08, Setting Forth the Policy of The Cove at Rotonda Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

Mr. Rom presented Resolution 2023-08. The Resolution requires a copy of any complaint, summons, etc., to be provided as outlined, within 30 calendar days of receipt.

- **Authorization to Obtain General Liability and Public Officers' Insurance**

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-08, Setting Forth the Policy of The Cove at Rotonda Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date, was adopted, and authorizing Staff to obtain General Liability and Public Officers' Insurance, was approved.

- I. Resolution 2023-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2023-09.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

- J. Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

Mr. Rom presented Resolution 2023-10.

On MOTION by Ms. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. Resolution 2023-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other**

Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2023-11. This Resolution grants the Chair and Vice Chair, and other officers in the Chair's absence, the authority to work with the District Engineer, District Counsel and District Staff and to execute certain documents in between meetings, to avoid delays in construction.

On MOTION by Ms. Edelen and seconded by Mr. Lamb, with all in favor, Resolution 2023-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

L. Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for The Cove at Rotonda Community Development District

Mr. Rom presented Resolution 2023-12.

On MOTION by Ms. Lamb and seconded by Mr. Lamb, with all in favor, Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for The Cove at Rotonda Community Development District, was adopted.

M. Authorization of Request for Proposals (RFP) for Annual Audit Services

Mr. Rom presented the RFP For Annual Audit Services.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, the Request for Proposals for Annual Audit Services, authorizing the District Manager to advertise the RFP and designating the Board of Supervisors as the Audit Committee, were approved.

N. Strange Zone, Inc., Quotation #M23-1008 for District Website Design, Maintenance and Domain Web-Site Design Agreement

Mr. Rom presented the Strange Zone, Inc. (SZI) proposal.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Strange Zone, Inc., Quotation #M23-1008 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of \$1,679.99 for the first year and approximately \$705 annually thereafter, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Mr. Rom presented the ADA Site Compliance proposal.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the annual amount of \$210, was approved.

P. Resolution 2023-13, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices [Rule Development and Rulemaking]

Mr. Rom presented Resolution 2023-13.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-13, to Designate November 16, 2023 at 11:00 a.m., at the Comfort Inn & Suites Port Charlotte, 812 Kings Highway, Port Charlotte, Florida 33980 as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

Q. Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Mr. Rom presented Resolution 2023-14.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATES: Second Thursday of each month

TIME: 11:00 AM

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

R. Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2023-15.

On MOTION by Ms. Edelen and seconded by Mr. Lamb, with all in favor, Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

S. Stormwater Management Needs Analysis Reporting Requirements

This item was not addressed.

BANKING ITEMS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Items:

A. Resolution 2023-16, Designating a Public Depository for Funds of The Cove at Rotonda Community Development District and Providing an Effective Date

Mr. Rom presented Resolution 2023-16.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-16, Designating Truist Bank as the Public Depository for Funds of The Cove at Rotonda Community Development District and Providing an Effective Date, was adopted.

B. Resolution 2023-17, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date

Mr. Rom presented Resolution 2023-17.

On MOTION by Ms. Lamb and seconded by Mr. Lamb, with all in favor, Resolution 2023-17, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Items:

A. Resolution 2023-18, Approving a Proposed Budget for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2023-18 and the proposed Fiscal Years 2023 and 2024 budgets, which are both Landowner-funded, with expenses being funded as they are incurred.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-18, Approving a Proposed Budget for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for November 16, 2023 at 11:00 a.m., at the Comfort Inn & Suites Port Charlotte, 812 Kings Highway, Port Charlotte, Florida 33980; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

B. Fiscal Year 2022/2023 and Fiscal Year 2023/2024 Budget Funding Agreements

Mr. Rom presented the Budget Funding Agreements. Funding requests will be forwarded to Mr. Matthew Mootz.

On MOTION by Ms. Edelen and seconded by Mr. Lamb, with all in favor, the Fiscal Year 2022/2023 and Fiscal Year 2023/2024 Budget Funding Agreements, in substantial form, were approved.

C. Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes; Providing for an Effective Date

Mr. Rom presented Resolution 2023-19.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes; Providing for an Effective Date, was adopted.

D. Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

Mr. Rom presented Resolution 2023-20.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- E. **Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2023-21.

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- F. **Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-22.

On MOTION by Ms. Lamb and seconded by Mr. Lamb, with all in favor, Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

- G. **Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date**

Mr. Rom presented Resolution 2023-23.

On MOTION by Ms. Lamb and seconded by Ms. Edelen, with all in favor, Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

- H. **Consideration of E-Verify Memo with MOU**

Mr. Rom presented E-Verify information related to the requirement for all employers to verify employment eligibility utilizing the E-Verify System and for the CDD to enroll with E-Verify and execute a Memorandum of Understanding (MOU) with E-Verify.

On MOTION by Ms. Lamb and seconded by Ms. Edelen, with all in favor, acknowledging the E-Verify Memo requirements, as set forth in the Memorandum of Understanding, and authorizing enrollment and utilization of the E-Verify program, was approved.

BOND FINANCING ITEMS

NINTH ORDER OF BUSINESS

**Consideration of the Following Bond
Financing Related Items: [TO BE
DEFERRED]**

A. Bond Financing Team Funding Agreement

B. Engagement of Bond Financing Professionals

I. Underwriter/Investment Banker: FMSbonds, Inc.

II. Bond Counsel: Greenberg Traurig, P.A.

III. Trustee, Paying Agent and Registrar: US Bank Trust Company, N.A.

Items 9A and 9B were deferred.

C. Resolution 2023-24, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Mr. Rom presented Resolution 2023-24.

On MOTION by Mr. Lamb and seconded by Ms. Lamb, with all in favor, Resolution 2023-24, Designating a Date, Time, and Location of November 16, 2023 at 11:00 a.m., at the Comfort Inn & Suites Port Charlotte, 812 Kings Highway, Port Charlotte, Florida 33980, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

D. Presentation of Master Engineer's Report

- E. Presentation of Master Special Assessment Methodology Report
- F. Resolution 2023-25, Designating the Nature and Location of The Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to be Paid by Assessments, and the Manner and Timing in Which the Assessments are to be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of This Resolution; and Addressing Conflicts, Severability and an Effective Date
- G. Resolution 2023-26, Authorizing the Issuance of Bonds
Items 9D, 9E, 9F and 9G were deferred.

CONSTRUCTION RELATED ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following
Construction Related Items:

- A. Acquisition Agreement
- B. Temporary Construction Easement

These items were deferred.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP
- B. District Engineer (Interim): Kimley-Horn & Associates, Inc.
- C. District Manager: Wrathell, Hunt and Associates, LLC

There were no Staff reports.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lamb and seconded by Ms. Edelen, with all in favor, the meeting adjourned at 12:01 p.m.
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair