MINUTES OF MEETING
SOUTHPOINTE OF MANATEE COUNTY
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Southpointe of Manatee County Community Development District held Public Hearings and a Regular Meeting on October 18, 2024 at 11:00 a.m., at the Villa Amenity Center at Sweetwater, 18195 Cherished Loop, Lakewood Ranch, Florida 34211.

Present were:

Michael Stephens	Chair
Chris Pannullo	Vice Chair
Steven Dehart	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Craig Wrathell	Wrathell, Hunt and Associates, LLC (WHA)
Jason Middleton	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 11:03 a.m. Supervisors Stephens, Pannullo and Dehart were present. Supervisor-Appointee Cox was not present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Greg Cox (the following will also be provided in a separate package)**

The Oath of Office will be administered to Mr. Cox remotely or in advance of the next meeting. The Board Members confirmed their familiarity with the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

This item was deferred.

FOURTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2025**

- **Administration of Oath of Office to Appointed Supervisor (the following will also be provided in a separate package)**

This item was deferred.

FIFTH ORDER OF BUSINESS **Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

Ms. Cerbone stated that this Resolution is related to the District's intent to utilize the Uniform Method of levying and collecting special assessments, using the services of the Property Appraiser and Tax Collector.

A. Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Southpointe of Manatee County Community Development

District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Public Hearing was closed.

Ms. Cerbone presented Resolution 2025-01 and read the title.

On MOTION by Mr. Dehart and seconded by Mr. Pannullo, with all in favor, Resolution 2025-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Southpointe of Manatee County Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Public Hearing was opened.

A. Affidavit/Proof of Publication

B. Mailed Notice to Property Owner(s)

These items were included for informational purposes.

C. Master Engineer's Report (for informational purposes)

Mr. Earlywine presented the Master Engineer's Report and noted the following:

- The Report was previously approved and is unchanged since November 5, 2023.

➢ 524 units are currently anticipated; the total is subject to change.

➢ The estimated total costs are approximately $27.7 million.

➢ The two necessary findings, including that the lands within the CDD benefit from the project and that the numbers are fairly and accurately estimated in the Report, are set forth in Section 6 of the Report.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Master Engineer's Report, in substantial form, was approved.

D. Master Special Assessment Allocation Report (for informational purposes)

Ms. Cerbone and Mr. Wrathell presented and discussed the Master Special Assessment Allocation Report, also referred to as the Methodology, which references the District Engineer's Report with regard to construction costs. They reviewed the pertinent information and discussed the Development Program, Capital Improvement Plan (CIP), Financing Program, Assessment Methodology, lienability tests, special and peculiar benefits to the units, True-up Mechanism and the Appendix Tables.

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

  No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

Ms. Cerbone asked if the Board, sitting as the Equalizing Board, wished to make any changes to the assessments, based on any Board or public comments.

The Board, sitting as the Equalizing Board, did not make any changes.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Public Hearing was closed.

E. Consideration of Resolution 2025-02, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of

Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date

Ms. Cerbone presented Resolution 2025-02 and read the title.

Mr. Earlywine stated the Master Assessment Resolution, which puts in place an effective lien across all properties in the CDD, is a necessary prerequisite for bond issuance.

A Board Member stated that platting will begin in December or January and asked if the CDD will need to sign on the plat. Mr. Earlywine stated he would like to review the dedication language; a Resolution already in place authorizes the CDD to sign on the plat, if necessary.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-02, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of District Management Transition Items**

A. Acceptance of Rizzetta & Company, Inc. Notice of Termination

On MOTION by Mr. Dehart and seconded by Mr. Stephens, with all in favor, the Rizzetta & Company, Inc. Notice of Termination, was accepted.

B. Resolution 2025-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date

- **Agreement for District Management Services**

Mr. Wrathell presented Resolution 2025-03 and the Fee Schedule and Management Agreement. District Management will not charge a Management Fee until the end of the time for which Rizzetta continues to be paid its fees. A reduced monthly Management Fee of $2,000 will be billed until bonds are issued. Once bonds are issued, Management's fee will be $4,000 per month.

The Board and Staff discussed platting, bond issuance and utilities turnover.

Mr. Stephens reiterated that platting will begin in December or January. He estimated that pre-selling will begin in February or March 2025 and the first closings will be in April or May 2025. Two bond issuances are anticipated. The consensus was that the first bonds might be issued in February 2025.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted.

C. Resolution 2025-04, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2025-04. Mr. Stephens nominated the following:

Michael Stephens	Chair
Chris Pannullo	Vice Chair
Steven Dehart	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Jason Middleton	Assistant Secretary
Craig Wrathell	Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

No other nominations were made.

This Resolution removes the following from the Board:

Matthew Huber	Assistant Secretary
Matt O'Nolan	Assistant Secretary

Scott Brizendine	Secretary
Scott Brizendine	Treasurer
Shawn Wildermuth	Assistant Treasurer

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-04, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

D. Resolution 2025-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date

On MOTION by Mr. Dehart and seconded by Mr. Stephens, with all in favor, Resolution 2025-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.

E. Resolution 2025-06, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2025-06.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-06, 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.

Developer funding requests will be forwarded to Mr. Stephens.

F. Resolution 2025-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

Ms. Cerbone presented Resolution 2025-07.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-07, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and a location in Manatee County, Florida as the Principal Headquarters of the District and Providing an Effective Date, was adopted.

G. Resolution 2025-08, Designating the Location of the Local District Records Office and Providing an Effective Date

Ms. Cerbone presented Resolution 2025-08, which was not executed at the Organizational Meeting.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-08, Designating WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201, as the Location of the Local District Records Office and Providing an Effective Date, was adopted.

H. Strange Zone, Inc., Quotation # M24-1033 for District Website Design, Maintenance and Domain Web-Site Design Agreement

This item was presented following the Ninth Order of Business.

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

This item was presented following the Ninth Order of Business.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2025-09, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2025-09.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-09, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2025-10, Designating Dates, Times and Locations for**

Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Cerbone presented Resolution 2025-10. The consensus was that meetings will be held on the second Wednesday of the month at 11:00 a.m., at the larger amenity.

The following will be inserted into the Fiscal Year 2025 Meeting Schedule:

MEETING DATES: November 13, 2024; December 11, 2024; January 8, 2025; February 12, 2025; March 12, 2025; April 9, 2025; May 14, 2025; June 11, 2025; July 9, 2025; August 13, 2025; and September 10, 2025

TIME: 11:00 AM

LOCATION: 16475 Sweetwater Village Drive, Lakewood Ranch, Florida 34211

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Resolution 2025-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

- **Strange Zone, Inc., Quotation # M24-1033 for District Website Design, Maintenance and Domain Web-Site Design Agreement**

This item, previously Item 7H, was presented out of order.

Ms. Cerbone presented the Strange Zone, Inc. (SZI) proposal for website creation and annual maintenance, hosting, email domain registration and SSL certificates.

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

This item, previously Item 7I, was presented out of order.

Mr. Wrathell stated that Management engaged ADA Site Compliance (ADASC) to assist in bringing its CDDs' websites into compliance with the Americans with Disabilities Act (ADA) requirements and affix a compliance seal on the homepage.

Discussion ensued regarding whether Rizzetta established a website. Staff will ensure that the CDD owns its domain and that there is only one website, regardless of ownership of the current domain.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, Strange Zone, Inc., Quotation # M24-1033 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of $1,679.99, was approved.

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

TENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of September 30, 2024**

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2024. Budgets were adopted for Fiscal Years 2024 and 2025 at a previous meeting. She recommended that an amended budget be prepared for approval at the next meeting, in the same format as the District Management's Unaudited Financial Statements.

Discussion ensued regarding timing of the bond issuance, Operation & Maintenance (O&M) responsibilities and budgeting, field operations management and coordination with HOA and property management firms.

Mr. Stephens discussed Signature One's effectiveness in HOA property management for the past 18 months. He and Mr. Adams will develop the O&M budget in the coming weeks.

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS **Approval of Minutes**

Ms. Cerbone presented the following:

A. November 7, 2023 Landowner Meeting

B. November 13, 2023 Organizational Meeting

The following change was made:

Line 20: Change "Wineberg" to "Winberg"

C. August 16, 2024 Special Meeting

The following change was made:

Line 19: Change “Wineberg” to “Winberg”

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the November 7, 2023 Landowner Meeting Minutes, as presented, and the November 13, 2023 Organizational Meeting and the August 16, 2024 Special Meeting Minutes, as amended, were approved.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): WRA Engineering

There were no District Counsel or District Engineer reports.

C. District Manager: Wrathell, Hunt and Associates, LLC

Discussion ensued regarding the need to publish the advertisement for the Request for Qualifications (RFQ) for District Engineering Services due to Statutory requirements. The consensus was that WRA is doing an excellent job as Interim District Engineer.

- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

It was noted that recurring monthly meetings were just scheduled for the second Wednesday of the month at 11:00 a.m., however, the next meeting will likely be held on December 11, 2024. Ms. Cerbone will confirm the next meeting date 10 to 14 days in advance.

THIRTEENTH ORDER OF BUSINESS **Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

FOURTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Stephens and seconded by Mr. Dehart, with all in favor, the meeting adjourned at 12:00 p.m.

____
Secretary/Assistant Secretary

____
Chair/Vice Chair