

**MINUTES OF MEETING  
SOUTHERN HILLS PLANTATION I  
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Southern Hills Plantation I Community Development District's Board of Supervisors was held on **Thursday, June 15, 2017 at 10:00 a.m.**, at the **Southern Hills Plantation Clubhouse**, located at **4200 Summit View Drive, Brooksville, Florida 34601**.

**Present at the meeting was:**

Robert Nelson	Vice Chair
James Knierim	Assistant Secretary
Ellen Johnson	Assistant Secretary
Margaret Bloomquist	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Jennifer Kilinski	District Counsel
Joe Calamari	District Engineer
J. Gaines ( <i>via telephone</i> )	Berger, Toombs, Elam, Gaines & Frank

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 10:01 a.m. Supervisors Nelson, Knierim, Johnson and Bloomquist were present, in person. Supervisor Miars was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments on Agenda Items**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors: Mr. Jim Knierim [Seat 1], Ms. Ellen Johnson [Seat 3] and Mr. Grady Miars [Seat 4] (*the following to be provided in a separate package for newly appointed Board Members*)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Knierim and Ms. Johnson. The Oath of Office would be administered to Mr. Miars, at another time. Mr. Adams provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. 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**
- D. Form 8B: Memorandum of Voting Conflict**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01  
Canvassing and Certifying the Results of  
the Landowners' Election**

Mr. Adams presented Resolution 2017-01. Seats 1, 3 and 4 were up for election at the Landowners' Election, on November 3, 2016. Mr. Knierim received 650 votes and would serve a two-year term, in Seat 1. Ms. Johnson and Mr. Miars received 675 votes and would serve four-year terms, in Seats 3 and 4, respectively.

**On MOTION by Mr. Nelson and seconded by Ms. Johnson, with all in favor, Resolution 2017-01 Canvassing and Certifying the Results of the Landowners' Election, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion/Consideration: District  
Manager's Revised Operating  
Procedures**

**A. Consideration of Resolution 2017-02, Electing Officers of the District**

Mr. Adams presented Resolution 2017-02. Mr. Jeff Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers, as Assistant Treasurer. This would enable Mr. Pinder to interact with the bank, on the District's behalf,

whenever Mr. Wrathell was unavailable. The remaining slate of officers was unchanged. The slate of officers was as follows:

Grady Miars	Chair
Robert Nelson	Vice Chair
Chuck Adams	Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer
Ellen Johnson	Assistant Secretary
Margaret Bloomquist	Assistant Secretary
James Knierim	Assistant Secretary
Craig Wrathell	Assistant Secretary

<p><b>On MOTION by Mr. Nelson and seconded by Mr. Knierim, with all in favor, Resolution 2017-02, Electing the Officers of the District, as nominated, was adopted.</b></p>
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**B. Consideration of Resolution 2017-03, Designating the Authorized Signatories for the District’s Operating Bank Account(s)**

Mr. Adams presented Resolution 2017-03. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District’s operating account and Mr. Wrathell must countersign all checks and warrants.

<p><b>On MOTION by Mr. Knierim and seconded by Ms. Johnson, with all in favor, Resolution 2017-03, Designating Authorized Signatories for the District’s Operating Bank Account(s), was adopted.</b></p>
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**SIXTH ORDER OF BUSINESS**

**Presentation of Annual Financial Report for Fiscal Year Ended September 30, 2016, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Mr. Gaines stated that the “Independent Auditor’s Report”, on Pages 1 and 2, reflected an unmodified or “clean” opinion, which was the preferred opinion and meant that the financial

statements were materially correct. On Page 9, the “Statement of Net Position”, reflected “Total Assets” on approximately \$16 million, “Total Liabilities” of approximately \$11 million and a “Total Net Position” of just over \$5M. On Page 13, the “Statement of Revenues, Expenditures and Changes in Fund Balances”, reflected “Total Revenues” of \$1,293,665 and “Total Expenditures” of \$1,310,977, which resulted in a “Net change in fund balances” decrease of \$17,312. The “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Others Matters”, on Pages 27 and 28, reflected that there were no internal control or compliance findings. The “Management Letter”, on Pages 29 and 30, reflected no current or prior year findings. The “Independent Accountant’s Report/Compliance with Section 218.415 Florida Statutes”, on Page 31, reflected no instances of noncompliance.

**\*\*\*Mr. Gaines left the meeting.\*\*\***

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-04,  
Accepting the Annual Financial Report  
for the Fiscal Year Ended September 30,  
2016**

Mr. Adams presented Resolution 2016-04.

**On MOTION by Mr. Nelson and seconded by Mr. Knierim,  
with all in favor, Resolution 2016-04, Accepting Annual  
Financial Report for the Fiscal Year Ended September 30,  
2016, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. September 1, 2016 Public Hearing and Regular Meeting**

Mr. Adams presented the September 1, 2016 Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Nelson and seconded by Ms. Johnson,  
with all in favor, the September 1, 2016 Public Hearing and  
Regular Meeting Minutes, as presented, were approved.**

**B. November 3, 2016 Landowners' Meeting**

Mr. Adams presented the November 3, 2016 Landowners' Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Nelson and seconded by Ms. Johnson, with all in favor, the November 3, 2016 Landowners' Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-05, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing and Effective Date**

Mr. Adams presented Resolution 2017-05. The proposed Fiscal Year 2018 budget was, generally, the same as Fiscal Year 2017. "District engineer" decreased from \$15,000 to \$7,500, "Public officials liability insurance" increased from \$4,000 to \$5,500 and "Holiday decorations" increased from \$3,500 to \$10,000. On Page 2, the Fiscal Year 2017 "Entry wall maintenance" and "Landscaping replacement, plants, shrubs, trees" line items were projected to be over budget due to two large projects expected to be completed in Fiscal Year 2017.

A Board Member inquired if there were sufficient funds to perform additional palm tree maintenance. Mr. Adams replied affirmatively.

A Board Member spoke about irrigation and asked if, once the community matured, a more extensive irrigation review was anticipated. Mr. Adams replied that it would be strictly for the Boulevard. Mr. Adams would monitor for the system but did not anticipate further expenses as high as in Fiscal Year 2017. Mr. Adams discussed possible irrigation system work, in the future.

**On MOTION by Ms. Bloomquist and seconded by Mr. Nelson, with all in favor, Resolution 2017-05, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for September 7, 2017 at 10:00 a.m., at this location; and Providing An Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Proposal of A.L. Covell Electric, Inc., Proposal for Entrance Lighting Repair/Upgrade**

Mr. Adams presented the A.L. Covell Electric, Inc. (A.L.) proposal for the entrance lighting repairs and upgrades, for \$25,000. Most communities are moving toward LED lights, as they make major repairs. The change to LEDs should be completed, all at once, since the LED lighting looks different from the current lighting.

Ms. Bloomquist stated that the HOA had a proposal from A.L. for other work and asked Mr. Adams to negotiate a better price, since A.L. would complete both projects. Mr. Adams requested that Ms. Bloomquist forward the email of the other proposal so he could contact A.L.

**On MOTION by Mr. Nelson and seconded by Mr. Knierim, with all in favor, the A.L. Covell Electric, Inc., Proposal for Entrance Lighting Repair/Upgrade, in a not-to-exceed amount of \$25,000, was approved.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of April 30, 2017**

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2017. Assessment revenue collections were at 55%; pro-rata would be 58%. Overall, expenditures were at 38%.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Engineer**

There being no report, the next item followed.

**C. District Manager**

**i. 257 Registered Voters in District as of April 15, 2017**

Mr. Adams stated that there were 257 registered voters residing within the boundaries of the District as of April 15, 2017. The required number of registered voters residing within the District necessary to trigger the General Election process was not met. In 2018, the transition to General Election could proceed.

Ms. Bloomquist inquired about the General Election process. Mr. Adams explained that, to run for a seat, the person must be a qualified elector residing within the boundaries of the District. In Year One, of the transition, two Seats would be up for election in the General Election and the other three Seats would remain as Landowner-elected Seats. In Year Four, two more Seats would be elected through the General Election. In Year Six, the final Seat would transition to General Election.

Ms. Bloomquist asked what would happen if no one qualified as a candidate. Mr. Adams stated that the Board would declare a vacancy and consider appointing replacements to the unfilled terms. The replacements must be qualified electors living within the boundaries of the District.

**ii. NEXT MEETING: July 20, 2017 at 10:00 A.M.**

The next meeting will be on July 20, 2017 at 10:00 a.m. at this location.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

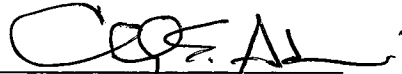
Discussion ensued regarding the appearance of the ponds and the lack of on-site leadership regarding maintenance of the plants, weeds, mowing and pond. Mr. Adams would follow up with the on-site leadership team regarding Tuesday and Thursday scheduled maintenance.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

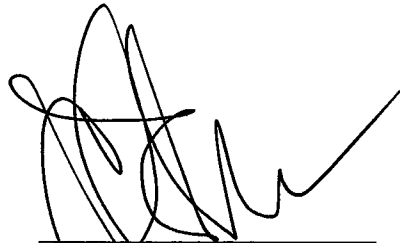
There being no further business to discuss, the meeting adjourned.

**On MOTION by Mr. Knierim and seconded by Ms. Johnson,  
with all in favor, the meeting adjourned at 10:32 a.m.**



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Assistant Secretary



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Chairman/Vice Chairman