

**MINUTES OF MEETING
OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Osprey Oaks Community Development District held a Regular Meeting on Monday, December 3, 2018 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463.

Present and constituting a quorum were:

Meredith Naim	Chair
Jeffrey Fuchs	Vice Chair
Steve Ratkowski	Assistant Secretary
Kenneth J. Revilla	Assistant Secretary
John Flaherty	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Mike Pawelczyk	District Counsel
Robert Harding	Resident and HOA President
Staci Fuchs	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 6:30 p.m. All Supervisors were present, in person. Both Supervisor Fuchs and Revilla ran unopposed in the general election and would be sworn in momentarily.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Kenneth J. Revilla [SEAT 3] and Jeffrey Fuchs [SEAT 4] (*the following to be provided in a separate package*)

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Fuchs and Mr. Revilla. She 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**

The Board and Staff discussed full disclosure, conflicts of interest, public records, ethics issues, attending HOA meetings, the Sunshine Law and appearances of impropriety.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-01, Electing the Officers of the District; and Providing for an Effective Date

Ms. Cerbone presented Resolution 2019-01. She recapped the slate of officers, prior to the election, and explained the nomination process. Generally, the Chair or the District Manager presides over meetings and, in some instances, they alternate depending on the items on the agenda. Mr. Pawelczyk stated that the Chair does not have any additional powers than the Vice Chair or Assistant Secretaries but the Chair signs documents.

Ms. Naim nominated herself as Chair, Mr. Fuchs as Vice Chair and the remainder of the slate to be upheld. No other nominations were made.

The slate of officers was as follows:

Chair	Meredith Naim
Vice Chair	Jeffrey Fuchs
Secretary	Craig Wrathell
Assistant Secretary	Kenneth J. Revilla
Assistant Secretary	Steve Ratkowski
Assistant Secretary	John Flaherty

Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

On MOTION by Mr. Ratkowski and seconded by Mr. Flaherty, with all in favor, Resolution 2019-01, Electing Officers of the District, as nominated, was adopted.

FIFTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of October 31, 2018

Ms. Cerbone presented the Unaudited Financial Statements as of October 31, 2018.

A. Check Detail

This item was provided for informational purposes.

B. Invoices

This item was provided for informational purposes.

On MOTION by Ms. Naim and seconded by Mr. Flaherty, with all in favor, the Unaudited Financial Statements as of October 31, 2018, were approved.

SIXTH ORDER OF BUSINESS

Approval of September 13, 2018 Public Hearings and Regular Meeting Minutes

Ms. Cerbone presented the September 13, 2018 Public Hearings and Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Ms. Naim and seconded by Mr. Ratkowski, with all in favor, the September 13, 2018 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*

Mr. Pawelczyk asked if Ms. Cerbone had an update on the Maintenance Agreement. Ms. Cerbone stated that Counsel for the HOA and Ms. Wald were in contact with one another regarding the Agreement and, as of late last week, Ms. Wald had not heard back from Counsel for the HOA. As to whether a document was forwarded today, Mr. Pawelczyk stated nothing was received today but there were minor edits to the Amended and Restated Agreement, such as an address change and exhibits, and a redline reflecting the changes in the description of certain roadway improvements and required repairs and inspection of the improvements by the HOA. Ms. Wald forwarded a clean version of the Agreement to HOA's Counsel and they exchanged emails on November 29th and 30th. Ms. Cerbone stated that the Board would like to review the document and previously authorized District Staff to make the appropriate amendments and forward the document to HOA's Counsel.

▪ **Public Comments**

This item, previously the Eighth Order of Business, was presented out of order.

Mr. Robert Harding, a resident and HOA President, stated that the HOA's Counsel forwarded him an email with the Agreement attached and he is in the process of getting it notarized. The email also noted that Ms. Wald agreed with the comments. Ms. Cerbone stated that the Maintenance Agreement would be added on the next agenda and executed at the next meeting.

B. District Engineer: Schnars Engineering Corporation

There being nothing additional to report, the next item followed.

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

Ms. Cerbone reviewed the Osprey Oaks CDD Notice of Fiscal Year 2019 Regular Meetings list and stated that the six meeting dates chosen were December 3, 2018, and February 4, May 6, June 3, August 5 and September 12, 2019. The January 7th meeting would be cancelled and the proposed budget will be discussed at the February 4th meeting.

- **NEXT MEETING DATE: January 7, 2019 at 6:30 P.M.**

The next meeting will be held on February 4, 2019 at 6:30 p.m.

This item was addressed following Item 7A.

NINTH ORDER OF BUSINESS

Supervisors' Requests

In response to a Board Member's question regarding whether it is prohibited to visit a neighbor who is also on the Board. Ms. Cerbone stated that Board Members could visit one another but cannot discuss CDD business.

Regarding the ADA compliance matter, Ms. Cerbone stated that, as of the previous meeting, all documents that are not required by Florida Statutes were removed from the CDD's website and anything posted, going forward, will be ADA-compliant.

TENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Naim and seconded by Mr. Flaherty, with all in favor, the meeting adjourned at 7:02 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair