

MINUTES OF MEETING  
ST. AUGUSTINE LAKES  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District was held on Wednesday, February 1, 2023 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Michael Della Penta	Supervisor
Tiffany Csalovszki	Supervisor
Ginny Feiner	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Bill Schaefer	District Engineer

*The following is a summary of the actions taken at the February 1, 2023 St. Augustine Lakes Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 11:00 a.m. Five Supervisors were in attendance at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments** (*regarding agenda items listed below*)

Mr. Oliver opened the public comment period, there were no members of the public present.

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**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the December 7, 2022 Meeting**

Mr. Oliver presented the minutes of the December 7, 2022 Board of Supervisor meeting and asked for any comments or corrections. Hearing none, he asked for a motion to approve.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, the Minutes of the December 7, 2022 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04, Ratifying Board and Staff Actions Related to Issuance of Series 2022 Bonds**

Mr. Haber stated that the 2022 bonds were issued before the end of the year and prior to the issuance of the bonds a resolution was approved delegating authority to the Chair and staff to sign certain documents for the purpose of being able to close on the bonds. This will tie up everything and has the Board ratifying all the actions the Chair and staff members took in order to finalize the bonds. There being no questions, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, Resolution 2023-04 Ratifying Board and Staff Actions Related to Issuance of Series 2022 Bonds, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Adopting Records Retention Policy**

Mr. Haber presented two options for record retention and the Board decided to go with the option that keeps records longer in order to minimize the need to fine comb documents in order to decide what needs to be retained and what does not. They will also utilize the option to toss hard copies of documents as long as there are electronic copies available as well.

On MOTION by Ms. Rogers, seconded by Ms. Feiner, with all in favor, Resolution 2023-05, Adopting Records Retention Policy Option B, was approved.

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**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber noted that he will be reaching out to the Chair with a document that is called Disclosure of Public Finance that is required to be recorded. It gives background on the District and background on the bond that was recently issued. The next big step will be using those bond proceeds to acquire completed improvements from the developer and he will help with that process when the time is necessary.

**B. Engineer**

Mr. Schaefer stated that he received a request for the infrastructure that has been conveyed to the District from the auditing company and he will respond that as of September 30<sup>th</sup> nothing has been conveyed and his answer will be zero.

**C. Manager**

Mr. Oliver had nothing to report for this item.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Statements as of December 31, 2022**

Mr. Oliver presented the unaudited financials which can be found in the agenda packet, and they are for the first three months of the fiscal year, and they are reporting no unusual variances. Not reflected are the assessments that have been collected. Currently there have been \$274,439.51 in O&M fees that reflects a 35% first installment payment.

**TENTH ORDER OF BUSINESS**

**Check Register**

Mr. Oliver presented the check register for Board approval.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, the Check Register, was approved.

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**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 1, 2023  
at 11:00 a.m.**

Mr. Oliver stated that the next meeting date was scheduled for March 1, 2023 at 11:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, the Meeting was adjourned.

DocuSigned by:

*James Oliver*

Secretary/Assistant Secretary

DocuSigned by:

*Bunzi Rogers*

Chairman/Vice Chairman