

CYPRESS SHADOWS COMMUNITY DEVELOPMENT DISTRICT

August 19, 2020 Minutes of the Special Meeting

Minutes of the Special Meeting

The Special Meeting of the Board of Supervisors of the Cypress Shadows Community Development District was held on **Wednesday, August 19, 2020 at 4:00 p.m. via Zoom Meetings at <https://zoom.us/j/93665457493> with meeting ID 936 6545 7493.**

1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the Special Meeting of the Board of Supervisors of the Cypress Shadows Community Development District to order on **Wednesday, August 19, 2020 at approximately 4:00 p.m.**

Board Members Present and Constituting a Quorum:

Louis Frattarelli	Chair
Walt Giesbrecht	Supervisor
Nicholas Liberto	Supervisor
Don Lozzi	Supervisor
Tony Provinzino	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Greg Urbancic	District Counsel, Coleman, Yovanovich & Koester

There were many audience members in attendance via virtual conference.

2. VENDOR/STAFF REPORTS

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

Mr. Lamb briefly went over the purpose of the meeting. He also stated for the record that Supervisor Liberto has taken his Oath of Office and welcomed him to the Board.

Supervisor Liberto introduced himself and went over his background. He also asked some questions about the history of the District, the bonds, the responsibilities of the CDD, the HOA vs. the CDD, Sunshine Laws, CDD assets, insurance, and FEMA; Mr. Urbancic answered. Supervisor Liberto went over an email he received from a resident regarding FEMA grants to CDDs. He also asked about refinancing, special assessments and reserves, and the developer with regards to the CDD and HOA; Mr. Urbancic and Supervisor Frattarelli answered.

45 **3. BUSINESS ITEMS**

46 **A. Joint HOA/CDD Board Agreement Discussion**

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48 The Board, Mr. Urbancic, and Jennifer Nichols the HOA attorney discussed the agreement. The
49 three-year term, reserve schedule, and natural disasters were discussed. Supervisor Frattarelli
50 mentioned the reserve schedule could change. Everyone agreed that was acceptable. Supervisor
51 Liberto asked about the part about giving CDD three days for approval. Mr. Urbancic said the
52 CDD will need to put something in their procedures designating someone, whether it is
53 management or the Chair, to handle those things on behalf of the CDD. Supervisor Liberto also
54 asked about the annual review of the budget. Supervisor Frattarelli said it would include the
55 reserve study but does not mean the CDD has to do a reserve study every year. Supervisor
56 Liberto asked about the unintended consequences on page 13 regarding the HOA and how it was
57 would affect the CDD; Mr. Urbancic answered.

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59 Mr. Urbancic wanted to be sure that the CDD Board was okay with the three-year term; the
60 Board said yes. Ms. Nichols also asked for the HOA board to go ahead and state that they were
61 okay with the agreement with the addition of the three-year term. The HOA board said they
62 could make a motion for that.

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64 Mr. Lamb said to keep in mind that the agreement is in substantial form, and the new District
65 Engineer will be working on the exhibits. He also said that two independent advisors will be
66 brought on regarding the landscaping and lakes, and those individuals will be charged with
67 revising the existing contracts and specifications. The independent contractors will also provide
68 recommendations for best practices with regards to services in the agreement. Jennifer Nichols
69 said that for clarification, they are approving the language of the agreement, with the condition
70 that the exhibits are not finalized and it would not be ready to be signed for another 60 days.
71 Diane Cooper said there are already renewal contracts for some of the CDD assets; she asked
72 how to proceed with those. Mr. Lamb answered.

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74 Mr. Lamb also shared the results of the community survey about FEMA. There were 519
75 participants. 60% were willing to accept the risk and 40% were not willing to accept the rest.

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77 The HOA board made a motion to approve the agreement with the revisions that were added and
78 the amendments. All four of the HOA board members in attendance on the conference call
79 approved the HOA motion.

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82 **B. Consideration of CDD Facilities Operation and Maintenance Agreement**

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84 The Board continued to review the agreement.

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MOTION TO:	Approve the agreement in substantial form with minor revisions as outlined subject to the completion of the exhibits and authorizing the Chair to sign and move forward.
MADE BY:	Supervisor Frattarelli
SECONDED BY:	Supervisor Lozzi
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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96 Mr. Lamb briefly went over the timeline and process. The HOA asked if the CDD needed to re-designate a liaison to work with the HOA. Mr. Lamb said it is up to the Board, or Mr. Lamb, Mr. Urbancic, and Supervisor Provinzino could continue to be the liaisons. Supervisor Frattarelli said he could continue to work with Diane Cooper on finances since he has been working on the finances since June.

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MOTION TO:	Have Frattarelli continue working with Diane Cooper regarding the budget since he has been working on the finances since June.
MADE BY:	Supervisor Giesbrecht
SECONDED BY:	Supervisor Liberto
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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C. General Matters of the District

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114 Mr. Lamb provided an update on the RFQ for District Engineer. So far Johnson Engineering is the only firm that responded. Mr. Lamb recommended doing an interim agreement with Johnson Engineering not to exceed \$5,000 to work on the exhibits to the agreement. The Board discussed.

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MOTION TO:	Give authorization to spend up to \$5,000 for Johnson Engineering to provide the schedule assets and other exhibits necessary to complete agreement.
MADE BY:	Supervisor Liberto
SECONDED BY:	Supervisor Lozzi
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

4. SUPERVISOR REQUESTS

Supervisor Provinzino asked about officer designations. Mr. Lamb said they can re-designate officers after the results have been finalized after the November election.

5. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were no audience questions or comments.

6. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Lozzi
SECONDED BY:	Supervisor Giesbrecht
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

149 **Please note the entire meeting is available on disc.*

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151 **These minutes were done in summary format.*

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153 **Each person who decides to appeal any decision made by the Board with respect to any matter*
154 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
155 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

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157 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
158 **meeting held on 10-21-2020.**

159 Louis Frattarelli

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161 **Signature**

162 Louis Frattarelli

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164 **Printed Name**

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166 **Title:**

167 **Chairman**
168 **Vice Chairman**

Brian Lamb

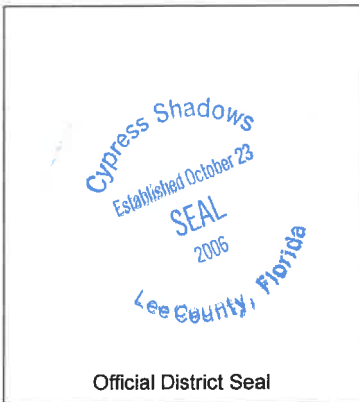
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161 **Signature**

162 Brian Lamb

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164 **Printed Name**

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166 **Title:**

167 **Secretary**
168 **Assistant Secretary**



170 *Recorded by Records Administrator*

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172 Brittany Crutchfield

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174 **Signature**

175 10/23/2020

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177 **Date**
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