

**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**July 1, 2021 Minutes of Special Organizational Meeting**

**Minutes of the Special Organizational Meeting**

The Special Organizational Meeting of the Board of Supervisors for the Park East Community Development District was held on **Thursday, July 1, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Park East Community Development District to order on **Thursday, July 1, 2021 at 2:00 p.m.**

**Board Members Present and Constituting a Quorum:**

Jeff Hills	Supervisor
Nick Dister	Supervisor
Steve Luce	Supervisor
Ryan Motko	Supervisor
Albert Viera	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Brian Howell	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Jennifer Taylor	Bond Counsel, Gray Robinson

There were no members of the general public in attendance.

**2. PUBLIC COMMENT PERIOD**

There were no public comments.

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb stated for the record that he has the signed and notarized Oaths of Office from Supervisor Hills, Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

Mr. Lamb went over that the Board members are all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

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**5. APPOINTMENT OF OFFICERS – Resolution 2021-01**

- A. Chairman**
- B. Vice Chairman**
- C. Secretary**
- D. Treasurer**
- E. Assistant Secretaries**

The Board discussed the officer positions. Jeff Hills will be the Chair, and Supervisor Dister will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-01 as stated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**6. APPOINTMENT OF CONSULTANTS**

- A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2021-02**

Meritus will be the District Manager/Assessment Consultant.

- B. Designation of Registered Agent/Office – Resolution 2021-03**

Brian Lamb/Meritus will be the Registered Agent/Office.

- C. Consider Appointment of District General Counsel – Resolution 2021-04**

Straley Robin Vericker will be District Counsel.

- D. Consider Appointment of Interim District Engineer – By Motion**
  - i. Authorize RFQ for District Engineer**

Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

- E. Consider Appointment of Bond Counsel – Gray Robinson**

Gray Robinson will be Bond Counsel.

**F. Consider Appointment of Investment Banker – FMS Bonds**

FMS Bonds will be the Investment Banker.

**G. Consider Appointment of Trustee – US Bank**

US Bank will be the Trustee.

MOTION TO:	Approve Items 6A-G, subject to review of the Chair and/or Counsel.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**7. BUSINESS MATTERS**

- A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
- B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2021-07**
- D. Consider Designation of Primary Administrative Officer and Local Records Office – Resolution 2021-08**
- E. Consider District Records Retention Schedule – Resolution 2021-09**
- F. Consider Fiscal Year 2021 Regular Meeting Schedule and Location – Resolution 2021-10**
- G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2021-11**
- H. Consider Proposed FY 2021 Annual Budget & Set Public Hearing – Resolution 2021-12**
- I. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution 2021-03**
- J. Set Public Hearing for Uniform Method of Collections – Resolution 2021-14**
- K. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-15**
- L. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2021-16**
- M. Authorization to Obtain General Liability and Public Officers Insurance – By Motion**
- N. Consider Designation of a Qualified Public Depository – Resolution 2021-17**
- O. Authorization of Signatories – Resolution 2021-18**
- P. Authorization to Disburse Funds for Expenses – Resolution 2021-19**
- Q. Consideration Adoption of Investment Policy – Resolution 2021-20**
- R. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2021-21**
- S. Consider Provisions for Public Comments – Resolution 2021-22**

140 **T. Appointment of Audit Committee – By Motion**

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142 Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be  
143 held on August 5, 2021 at 2:00 p.m. at the office of Meritus. The public hearings for the budgets,  
144 uniform method of collections, and rules of procedure will be on September 2, 2021 at 2:00 p.m.  
145 at the office of Meritus. The Board appointed the Board as the Audit Committee. Supervisor  
146 Hills, Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera accepted the  
147 supervisor compensation. The Board authorized obtaining general liability and public officers  
148 insurance.  
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150	MOTION TO:	Approve Business Matters 7A-T as described with
151		the two items related to the Audit Committee and the
152		authorization to procure directors and officers
153		insurance.
154	MADE BY:	Supervisor Hills
155	SECONDED BY:	Supervisor Dister
156	DISCUSSION:	None further
157	RESULT:	Called to Vote: Motion PASSED
158		5/0 - Motion Passed Unanimously

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161 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**  
162 **A. Consideration of Report of District Engineer**

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164 Mr. Lamb went over the Report of the District Engineer with the Board.  
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166	MOTION TO:	Approve the Report of the District Engineer in
167		substantial form for a total of \$24,080,000 for
168		qualified public improvements to be contemplated.
169	MADE BY:	Supervisor Hills
170	SECONDED BY:	Supervisor Dister
171	DISCUSSION:	None further
172	RESULT:	Called to Vote: Motion PASSED
173		5/0 - Motion Passed Unanimously

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175 **B. Consider Bond Validation Report**

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177 Mr. Lamb went over the Bond Validation Report with the Board.  
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MOTION TO:	Approve the Bond Validation Report in substantial form.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2021-23**

**i. Master Trust Indenture**

Ms. Taylor went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-23.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**D. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2021-24**

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-24.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**E. Other Matters Related to Financing**

217 **9. ADMINISTRATIVE MATTERS**  
218 **A. Request for Working Capital – By Motion**

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220 Mr. Lamb briefly discussed requesting working capital.

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223 **10. STAFF REPORTS**  
224 **A. District Counsel**  
225 **B. District Engineer**  
226 **C. District Manager**

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228 There were no further reports from staff at this time.

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231 **11. BOARD MEMBERS' COMMENTS**

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233 There were no comments from the Board.

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236 **12. PUBLIC COMMENTS**

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238 There were no public comments.

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241 **13. ADJOURNMENT**

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243 MOTION TO: Adjourn.  
244 MADE BY: Supervisor Hills  
245 SECONDED BY: Supervisor Dister  
246 DISCUSSION: None further  
247 RESULT: Called to Vote: Motion PASSED  
248 5/0 - Motion Passed Unanimously

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251. \*Please note the entire meeting is available on disc.

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253. \*These minutes were done in summary format.

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

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260 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
261 noticed meeting held on ~~08-07-21~~ 10-07-21

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Signature

Signature

Brian Lamb

Nicholas Dister

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Printed Name

Printed Name

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Title:

Title:

Secretary

Chairman

Assistant Secretary

Vice Chairman

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Recorded by Records Administrator

Signature

10/08/21

Date

Park East Community Development District

SEAL

Established June 28, 2021  
Hillsborough County, Florida

Official District Seal