

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

August 5, 2021 Minutes of Audit Committee and Regular Meeting

Minutes of the Audit Committee and Regular Meeting

The Audit Committee and Regular Meeting of the Board of Supervisors for the Park East Community Development District was held on **Thursday, August 5, 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 Audit Committee and Regular Meeting of the Board of Supervisors of the Park East Community Development District to order on **Thursday, August 5, 2021 at 3:44 p.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor
Ryan Motko	Supervisor
Steve Luce	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Vanessa Steinerts	District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

2. OATH OF OFFICE

Nick Dister, Ryan Motko, and Steve Luce signed their Oaths of Office. Mr. Lamb stated that he is a notary for the state of Florida and had notarized the Oaths.

3. RECESS TO AUDIT COMMITTEE MEETING

Mr. Lamb directed the Board to recess to the Audit Committee meeting.

41 **4. AUDIT COMMITTEE MEETING**

42 **A. Call to Order/Roll Call**

43
44 Mr. Lamb called the Audit Committee meeting to order.

45
46 Nick Dister, Ryan Motko, and Steve Luce were present.

47
48 **B. Appoint Chairman**

49
50 Mr. Lamb chaired the meeting.

51
52 **C. Selection of Criteria for Evaluation of Proposals**

53
54 The Committee determined that the evaluation criteria will be size of the firm, qualifications,
55 location, and price.

56
57 MOTION TO: Approve the criteria as determined by staff.
58 MADE BY: Supervisor Dister
59 SECONDED BY: Supervisor Motko
60 DISCUSSION: None further
61 RESULT: Called to Vote: Motion PASSED
62 3/0 - Motion Passed Unanimously

63
64 Ms. Steinerts noted that ability of personnel, experience, and ability to furnish the required
65 services should be included in the evaluation for qualifications.

66
67 **D. Determine Date, Time, Location, and RFP Required**

68 **i. Consider Notice of Request for Proposals for Audit Services**

69 **E. Consider Sending RFP to Interested Firms**

70
71 An RFP will be sent out to interested firms and should be returned in mid-September.

72
73 **F. Determine Date of Next Committee Meeting**

74 **i. Audit Committee Guidelines**

75
76 The next Audit Committee meeting will be at the October 7, 2021 meeting.

77
78
79 **5. RETURN AND PROCEED TO REGULAR MEETING**

80
81 Mr. Lamb directed the Board to return and proceed to the regular meeting.
82
83
84

85 **6. PUBLIC COMMENT ON AGENDA ITEMS**

86
87 There were no public comments on agenda items.
88

89
90 **7. VENDOR AND STAF REPORTS**

- 91 **A. District Counsel**
92 **B. District Engineer**
93 **C. District Manager**
94

95 Mr. Lamb noted that there is a revised document from Counsel regarding the Declaration of
96 Assessments. Ms. Steinerts stated that the bond validation hearing is on September 21, 2021 at
97 10:00 a.m. via Zoom.
98

99

100 **8. BUSINESS ITEMS**

- 101 **A. Consideration of Resolution 2021-25; Canvassing and Certifying Results of the**
102 **Landowners Election**

103
104 Mr. Lamb went over the resolution with the Board.
105

MOTION TO:	Approve Resolution 2021-25.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

112

- 113 **B. Consideration of Resolution 2021-26; Designating Officers**
114

115 Mr. Lamb went over the resolution with the Board. Supervisor Hills will be the Chair, and
116 Supervisor Dister will be the Vice-Chair, with the rest of the Board serving as Assistant
117 Secretaries. Mr. Lamb will be Secretary, Eric Davidson with Meritus will be Treasurer, and
118 Brian Howell with Meritus will be an additional Assistant Secretary.
119

119

MOTION TO:	Approve Resolution 2021-26.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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128 **C. Consideration of District Engineer's Report**

129
130 Mr. Lamb reviewed the District Engineer's Report with the Board.
131

132	MOTION TO:	Approve the District Engineer's Report in substantial
133		form subject to review of various counsels and other
134		members of the finance team.
135	MADE BY:	Supervisor Luce
136	SECONDED BY:	Supervisor Dister
137	DISCUSSION:	None further
138	RESULT:	Called to Vote: Motion PASSED
139		3/0 - Motion Passed Unanimously

140
141 **D. Consideration of Master Assessment Methodology Report**

142
143 Mr. Lamb reviewed the Master Assessment Methodology Report with the Board.
144

145	MOTION TO:	Approve the Master Assessment Methodology Report
146		in substantial form.
147	MADE BY:	Supervisor Dister
148	SECONDED BY:	Supervisor Motko
149	DISCUSSION:	None further
150	RESULT:	Called to Vote: Motion PASSED
151		3/0 - Motion Passed Unanimously

152
153 **E. Consideration of Resolution 2021-27; Declaring Special Assessments**

154
155 Mr. Lamb went over the resolution with the Board.
156

157	MOTION TO:	Approve Resolution 2021-27.
158	MADE BY:	Supervisor Motko
159	SECONDED BY:	Supervisor Dister
160	DISCUSSION:	None further
161	RESULT:	Called to Vote: Motion PASSED
162		3/0 - Motion Passed Unanimously

163
164

165 **F. Consideration of Resolution 2021-28; Setting Public Hearing for Levying Special**
166 **Assessments**

167
168 Mr. Lamb went over the resolution with the Board. The date for the hearing will be October 7,
169 2021.
170

171	MOTION TO:	Approve Resolution 2021-28.
172	MADE BY:	Supervisor Motko
173	SECONDED BY:	Supervisor Dister
174	DISCUSSION:	None further
175	RESULT:	Called to Vote: Motion PASSED
176		3/0 - Motion Passed Unanimously

177
178 **G. Consideration of ADA Website Compliance Proposal**

179
180 The Board reviewed the proposal.
181

182	MOTION TO:	Approve the ADA Website Compliance Proposal.
183	MADE BY:	Supervisor Luce
184	SECONDED BY:	Supervisor Dister
185	DISCUSSION:	None further
186	RESULT:	Called to Vote: Motion PASSED
187		3/0 - Motion Passed Unanimously

188
189 **H. General Matters of the District**

190
191 There were no additional general matters to discuss.
192

193
194 **9. SUPERVISOR REQUESTS AND COMMENTS**

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196 There were no supervisor requests or comments.
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199 **10. AUDIENCE COMMENTS**

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201 There were no audience comments.
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203

204 11. ADJOURNMENT
205

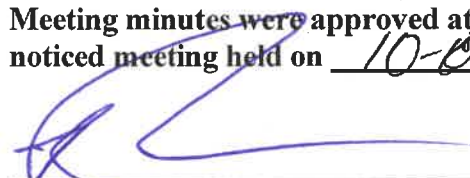
206	MOTION TO:	Adjourn.
207	MADE BY:	Supervisor Dister
208	SECONDED BY:	Supervisor Motko
209	DISCUSSION:	None further
210	RESULT:	Called to Vote: Motion PASSED
211		3/0 - Motion Passed Unanimously

212
213 **Please note the entire meeting is available on disc.*

214
215 **These minutes were done in summary format.*

216
217 **Each person who decides to appeal any decision made by the Board with respect to any matter*
218 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
219 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
220 *based.*

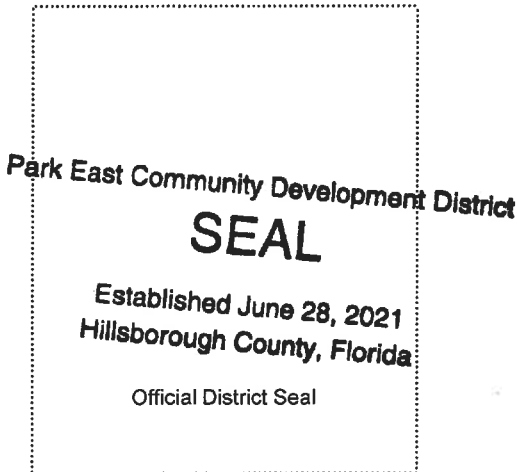
221
222 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
223 noticed meeting held on 10-07-21.

224
225 
226 _____
227 Signature
228 Brian Lamb
229 _____
230 Printed Name

224
225 
226 _____
227 Signature
228 Nicholas Dister
229 _____
230 Printed Name

231
232 Title:
233 Secretary
234 Assistant Secretary

231
232 Title:
233 Chairman
234 Vice Chairman



Recorded by Records Administrator


Signature
10/05/21

Date