MINUTES OF MEETING
LAKES AT BELLA LAGO COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Lakes at Bella Lago Community Development District held a Regular Meeting and Audit Committee Meeting on April 23, 2024 at 10:00 a.m., at the Courtyard by Marriott Orange Park, 610 Wells Rd, Orange Park, Florida 32073.

Present at the meeting were:

D.J. Smith	Chair
Martha Schiffer	Vice Chair
Drew Ingoldsby	Assistant Secretary
Megan Germino	Assistant Secretary
Rose Bock	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Peter Ma (via telephone)	District Engineer

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Torres called the meeting to order at 10:02 a.m. Supervisors Smith, Schiffer, Germino and Bock were present. Supervisor Ingoldsby was not present at roll call.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public were present.

THIRD ORDER OF BUSINESS **Consideration of Resolution 2024-01 Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-01. He reviewed the proposed Fiscal Year 2025 budget and noted that further adjustments are expected in June, as some of the Landowner property will be transitioning from off-roll to on-roll assessments. He noted line item adjustments over Fiscal Year 2024, including adding Field Operations and Amenity Center expenses, which Mr. Ingoldsby helped prepare.

Mr. Ingoldsby arrived at the meeting at 10:06 a.m.

Discussion ensued regarding what the per unit on-roll assessment amount will be, providing the information to the sales representatives, updating the off-roll debt service amount to match the amount in the assessment lien and preparing mailed notices of the assessments.

Ms. Kilinski provided the per unit debt service assessment figures for the two product types, which was adopted with the gross up numbers for the Series 2023 bonds, including the collection costs and discount.

Regarding the "Fitness center repairs/supplies" line item, on Page 20, Mr. Torres will confirm with Vesta if this item should be deleted or needs to be renamed, as they are not constructing a fitness center.

On MOTION by Mr. D.J. Smith and seconded by Ms. Schiffer, with all in favor, Resolution 2024-01 Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for June 26, 2024 at 10:00 a.m., at the Courtyard by Marriott Orange Park, 610 Wells Rd, Orange Park, Florida 32073, subject to modifications to include an Assessment Hearing for the same date, time and location as the Budget Public Hearing; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

The Board consensus was to schedule meetings quarterly. This item was deferred.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Extending the Terms of Office of All**

Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date

Mr. Torres presented Resolution 2024-03. The terms of office of Seats 2, 4 and 5, currently held by Mr. Ingoldsby, Ms. Germino and Ms. Bock, respectively, are being extended to coincide with the November 2026 General Election. The terms of office of Seats 1 and 3, currently held by Mr. Smith and Ms. Schiffer, respectively, are being extended to coincide with the November 2028 General Election.

On MOTION by Ms. Schiffer and seconded by Mr. D.J. Smith, with all in favor, Resolution 2024-03, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Amending Resolution 2023-31 to Re-Set the Date, Time and Place of Public Hearing Regarding the Adoption of Rules of Procedure; Ratifying Publication of Notice of Such Hearing; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-04. Ms. Kilinski suggested scheduling the public hearing on June 26, 2024 to coincide with the budget public hearing date.

On MOTION by Ms. Schiffer and seconded by Mr. D.J. Smith, with all in favor, Resolution 2024-04, Amending Resolution 2023-31 to Re-Set the Date, Time and Place of Public Hearing to June 26, 2024 at 10:00 a.m., at the Courtyard by Marriott Orange Park, 610 Wells Rd, Orange Park, Florida 32073, Regarding the Adoption of Rules of Procedure; Ratifying Publication of Notice of Such Hearing; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting convened.

EIGHTH ORDER OF BUSINESS **Review of Response to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

C. Respondents

Mr. Torres, stated that he has worked with all three respondents and voiced his opinion that all are qualified to perform the CDD's audit; the decision is ultimately based on pricing. He noted the following:

I. Berger, Toombs, Elam, Gaines & Frank

The base bid is $3,225 and will increase to $4,475, as bonds were issued in 2023.

II. Carr, Riggs & Ingram, LLC

The base bid is $6,500 and will increase by $4,500 for each bond issuance.

III. Grau & Associates

The base bid is $3,200 and would increase $100 per year over a 5-year period, plus $1,500 with bonds issuance.

D. Auditor Evaluation Matrix/Ranking

Ms. Schiffer stated that her other CDDs engaged Grau & Associates (Grau). She voiced her opinion that Grau is excellent. A Board Member echoed Ms. Schiffer's comment.

The Audit Selection Committee accepted Mr. Smith's scores and ranking as its own.

Ms. Schiffer presented the overall scores and ranking, as follows:

#1	Grau & Associates	100 points
#2	Berger, Tombs, Elam, Gaines & Frank	98 points
#3	Carr, Riggs & Ingram, LLC	95 points

NINTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

TENTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

On MOTION by Mr. Smith and seconded by Ms. Schiffer, with all in favor, the accepting the Audit Selection Committee scores, ranking and recommendation, to rank Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

This item was deferred.

TWELFTH ORDER OF BUSINESS **Consideration of Vesta Property Services, Inc. Field Services Management Agreement**

Mr. Torres stated that the Agreement is being presented for ratification.

On MOTION by Ms. Schiffer and seconded by Mr. Ingoldsby, with all in favor, the Field Services Management Agreement with Vesta Property Services, Inc., was ratified.

THIRTEENTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondent: England-Thims & Miller, Inc.

D. Competitive Selection Criteria/Ranking

Ms. Kilinski stated that, with England-Thims & Miller, Inc. (ETM) as the sole respondent to the RFQ for Engineering Services, the Board can deem ETM the #1 ranked respondent and authorize Staff to execute a contract.

E. Award of Contract

On MOTION by Mr. Smith and seconded by Ms. Schiffer, with all in favor, deeming the sole respondent, England-Thims & Miller, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, awarding the Engineering Services Contract to England-Thims & Miller, Inc., and authorizing Staff to execute a contract with England-Thims & Miller, Inc., were approved.

FOURTEENTH ORDER OF BUSINESS **Consideration of Resolution 2024-06, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

This item was deferred.

FIFTEENTH ORDER OF BUSINESS **Consideration of Resolution 2024-07, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

SIXTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Mr. Smith and seconded by Ms. Schiffer, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

SEVENTEENTH ORDER OF BUSINESS **Approval of August 2, 2023 Special Meeting Minutes**

On MOTION by Mr. Smith and seconded by Ms. Schiffer, with all in favor, the August 2, 2023 Special Meeting Minutes, as presented, were approved.

EIGHTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kilinski|Van Wyk, PLLC

Ms. Kilinski reminded the Board Members of the requirement to complete four hours of ethics training by December 31, 2024 and about filing Form 1 electronically, with the Commission on Ethics.

B. District Engineer (Interim): England-Thims & Miller, Inc.

Mr. Ma reviewed the status for the final acceptance on Phase 1.

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

- **0 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

The next meeting will be on June 26, 2024.

NINETEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

In response to a question about maintenance agreements for landscaping and the ponds, Mr. Torres stated that they will be processed in between meetings and presented for ratification at the next meeting.

TWENTIETH ORDER OF BUSINESS **Public Comments**

No members of the public were present.

TWENTY-FIRST ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Schiffer and seconded by Mr. Smith., with all in favor, the meeting adjourned at 10:38 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair