

MINUTES OF MEETING
ANTIGUA AT ST. AUGUSTINE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Antigua at St. Augustine Community Development District was held on Tuesday, May 24, 2017 at 10:00 a.m. at Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084.

Present and constituting a quorum were:

John Mitchell	Chairman
Ryan Carter	Supervisor
Marjorie Taylor	Supervisor

Also present were:

Dave deNagy	District Manager
Daniel Laughlin	Governmental Management Services, LLC
Jonathan Johnson	District Counsel (by phone)
Scott Knowles	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 10:09 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Dale Bradshaw

Mr. deNagy stated a copy of the resignation letter is included in your agenda package.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor to accept Dale Bradshaw's resignation with regrets was approved.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2020)

There were no appointments at this time.

C. Oath of Office for Newly Elected and/or Appointed Supervisors

D. Consideration of Resolution 2017-01, Canvassing and Certifying the Results of the Landowners' Election

Mr. deNagy stated this landowners' election was held November 1, 2016. There were 100 votes each for Dale Bradshaw and Ryan Carter. Each will serve a four-year term through 2020.

On MOTION by Mr. Mitchell seconded by Mr. Carter with all in favor Resolution 2017-01 canvassing and certifying the results of the landowners' election was approved.

E. Consideration of Resolution 2017-02, Election of Officers

Mr. deNagy asked is there any desire to change the current slate of officers?

Ms. Taylor responded no.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor to keep the current slate of officers the same with Resolution 2017-02 election of officers was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 9, 2016 Meeting

Mr. deNagy stated included in your agenda package is a copy of the minutes from the August 9, 2016 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Carter seconded by Mr. Mitchell with all in favor the Minutes of the August 9, 2016 Meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the November 1, 2016 Landowners Meeting

Mr. deNagy stated included in your agenda package is a copy of the minutes from the November 1, 2016 landowners meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor the Minutes of the November 1, 2016 Landowners Meeting were accepted.

SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter with Carr, Riggs & Ingram for FY 2016 Audit Services

Mr. deNagy stated included in your agenda package is a copy of the engagement letter with Carr, Riggs & Ingram for Fiscal Year 2016 audit, which has already been completed.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor the Engagement Letter with Carr, Riggs & Ingram for Fiscal Year 2016 Audit Services was ratified.

SEVENTH ORDER OF BUSINESS **Acceptance of the Fiscal Year 2016 Audit Report**

Mr. deNagy stated just a couple of things to point out on page 2. The opinion stated there shows that everything is in order in regards to the accounting principles. On page 17, the report on internal controls at the very bottom it states, “we did not identify any deficiencies in internal control we consider to be material weaknesses”. Lastly, on pages 19 and 20, the management letter indicating that everything is in order with the financial and audit findings that are reported the state.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor the Fiscal Year 2016 Audit was accepted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2017-03, Prompt Payment Policies**

Mr. Johnson stated this is what I’ll call a clean up item in the sense that there are occasionally changes to provisions in the Florida Statutes. There was a change in the 2016 legislative session regarding prompt payment policies that isn’t likely to affect us in any great measure but we have updated the policies to be consistent. We suggest approval just to keep ourselves in compliance with Florida Statutes.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor Resolution 2017-03 regarding prompt payment policies was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2017-04, Approving the Proposed Budget for Fiscal Year 2018 and Setting a Public Hearing Date for Adoption**

Mr. deNagy stated the public hearing date would be August 8, 2017 at this location. You have a copy of the budget included in your agenda package. You’ll see as in the past that this is a developer-funded budget. There’s very little change with the budget itself.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor Resolution 2017-04 Approving the Proposed Budget for Fiscal Year 2018 & Setting a Public Hearing for August 8, 2017 at 10:00 a.m. at Matthews Design Group, 7 Waldo Street, St. Augustine, FL 32084 was approved.

TENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Johnson stated the legislative session did not result in much legislation that would impact our operations.

B. Engineer

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters (0)

Mr. deNagy stated there are zero registered voters.

TWELFTH ORDER OF BUSINESS Audience Comments / Supervisors' Requests

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports:

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. deNagy stated included in your agenda package are the balance sheet and income statement.

B. Ratification of Funding Requests No. 91 through 97

Mr. deNagy stated included in your agenda package are funding request numbers 91 through 97 totaling \$8,305.76.

On MOTION by Mr. Mitchell seconded by Ms. Taylor with all in favor Funding Request Nos. 91 through 97 were ratified.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 8, 2017 at 10:00 a.m. at the Offices of Matthews Design Group


Mr. deNagy stated the next meeting is scheduled for August 8, 2017 at this location at 10:00 a.m.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Mitchell seconded by Mr. Carter with all in favor the Meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman