

**MINUTES OF MEETING
PACIFIC ACE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Pacific Ace Community Development District held a Regular Meeting on April 24, 2024 at 2:00 p.m., at the Hampton Inn & Suites by Hilton, 2200 E Hwy 50, Clermont, Florida 34711.

Present:

Steve McConn
Casey Dare
Aaron Reid
Steve White

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Jennifer Kilinski (via telephone)
Mary Grace Henley (via telephone)
Tim Plate (via telephone)
Jorge Miranda (via telephone)
Oscar Trujillo
Michelle Kirkley (via telephone)

District Manager
District Counsel
Kilinski | Van Wyk PLLC
District Engineer
Empire Management
Empire Management
Empire Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 2:05 p.m. Supervisors McConn, Dare, Reid and White were present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 3; Term Expires November
2026**

This item was deferred.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Appointed Supervisor (the following will also be provided in a separate package)

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B – Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

This item was deferred.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Electing and Removing Officers of the District and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Approving a Proposed Budget for Fiscal Year 2025; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date

Ms. Suit presented Resolution 2024-06. She reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes. Assessments will be on-roll; the budget is no longer Landowner-funded. The budget includes increases related to the amenities coming online, including the \$1,000 additional monthly cost for Empire Management Services “Field management/administrative” services.

Ms. Kilinski will update the Management Agreement accordingly.

Discussion ensued regarding the scope of work included in the “Solar lighting/ street poles” line item, for which \$109,000 was budgeted.

Ms. Suit stated the proposal includes 165 lights, 105 of which have been installed.

Discussion ensued regarding the need to ensure that the scope of work includes Phase 4, which will come online before the end of the year.

Ms. Suit stated that the purpose today is to set the maximum potential budget; the budget can be lowered prior to adoption but it cannot increase from the amount set today. As proposed, assessments would increase approximately \$549 compared to the Fiscal Year 2024 assessment amount. A Mailed Notice must be sent to property owners, due to the increase.

Ms. Suit stated, if it is determined that the scope of work does not include Phase 4, the insurance cost would also likely more than double, which will likely result in an assessment increase of \$1,200 to \$1,500, bringing the annual assessments over \$3,000.

Mr. Miranda will verify the scope of work during the meeting.

Discussion of this item paused and resumed following the Ninth Order of Business.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, 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

Ms. Suit presented Resolution 2024-07.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATES: Delete existing dates and insert October 27, November 18 and December 19, 2024 and January 26, February 20, March 20, April 17, May 15, June 19, July 17, August 21 and September 18, 2025

TIME: Insert 2:00 PM for November 18, 2024 meeting date

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, of Resolution 2024-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-08, Ratifying the Actions of the District Manager in Redesignating the Date and Time for Landowners' Meeting; Providing for Publication, Providing for an Effective Date

Ms. Suit presented Resolution 2024-08. Ms. Suit will serve as Proxy holder.

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, of Resolution 2024-08, Ratifying the Actions of the District Manager in Redesignating the Date and Time of November 18, 2024 at 2:00 p.m., at the Hampton Inn & Suites by Hilton, 2200 E Hwy 50, Clermont, Florida 34711, for a Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Discussion: Use of CDD Property for Events (CDD, HOA & Resident Events)

The Board and Staff discussed the use of CDD property by the HOA for HOA events, HOA official business and HOA-sponsored gatherings.

Mr. Trujillo presented an email describing some parameters for allowing use.

It was noted that the HOA does not have a budget for expenses associated with social gatherings; therefore, the HOA would likely need to increase HOA fees, accordingly.

Ms. Suit stated funding HOA activities is an HOA matter; the CDD merely needs to determine if it will allow the HOA and homeowners to use CDD property at their personal expense.

Ms. Kilinski stated she can draft an HOA/CDD Agreement that would specify the HOA's rights and responsibilities to use CDD property for these types of events.

On MOTION by Mr. Dare and seconded by Mr. McConn, with all in favor, allowing the HOA to use CDD property for certain events, subject to any parameters set forth, was approved.

- **Discussion Resumed: Consideration of Resolution 2024-06, Approving a Proposed Budget for Fiscal Year 2025; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date**

Mr. Miranda stated that the contractor confirmed that the scope of work includes Phases 2 through 4B; it does not include retrofitting Phase 1 in any capacity.

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, Resolution 2024-06, Approving a Proposed Budget for Fiscal Year 2025; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings on June 26, 2024 at 2:00 p.m., at the Hampton Inn & Suites by Hilton, 2200 E Hwy 50, Clermont, Florida 34711; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Proposals for Fitness Equipment

- A. Option A**
- B. Option B**

Mr. Trujillo presented Options A and B, priced at \$61,222 and \$47,800, respectively. At the end of the 36-month lease term, the CDD would own the equipment; the CDD can then decide to keep the equipment or sell it back.

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, Associated Payment Proposal Option A for Fitness Equipment Quote L240408-A, in the amount of \$61,222, was approved.

- C. Treadmill Power**

Mr. Trujillo stated the treadmills and equipment require a dedicated 20AMP power source, as indicated in the proposal.

- D. Commercial Fitness Products Preventative Maintenance Plan**

Mr. Trujillo presented the quarterly maintenance plan, offered at hourly rates.

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the Commercial Fitness Products Preventative Maintenance Plan, was approved.

E. Gym Flooring

Mr. Trujillo presented Commercial Fitness Products Proposal #L240411-F for gym quality flooring to protect the floor, equipment, people from slipping and the CDD from liability issues. The proposal does not include installation.

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, Commercial Fitness Products Proposal #L240411-F, in the amount of \$4,222.90, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2024

Ms. Kilinski stated Acquisition documents are being compiled with a Requisition applicable to monies due to the Developer for Phases 1 and 2. When conditions are met, there will be a 50% Debt Service Reserve release that will flow to the Construction Account and those funds will be remitted to the Developer. The documents were previously approved, in form, and will be presented for ratification. A Consent Agenda item will be included on the May agenda related to the County granting recreational powers to the CDD. She believes the Developer/CDD Agreement allowing the CDD to undertake that operation and maintenance (O&M) activity will be granted and the CDD can proceed with operation of the Amenity Center.

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

TWELFTH ORDER OF BUSINESS

Approval of March 27, 2024 Regular Meeting Minutes

On MOTION by Mr. Dare and seconded by Mr. McConn, with all in favor, the March 27, 2024 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kilinski | Van Wyk PLLC**
- B. District Engineer: Heidt Design, LLC**

Mr. Plate and Ms. Kilinski are collaborating on the Acquisition of the Phase 3 improvements.

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

- **NEXT MEETING DATE: May 22, 2024 at 2:00 PM.Ms.**
 - **QUORUM CHECK**

The next meeting will be held on May 22, 2024; the Public Hearing related to Amenity Rules and Rates will be held. The proposed Fiscal Year 2025 budget will be adopted at the June 26, 2024 meeting.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

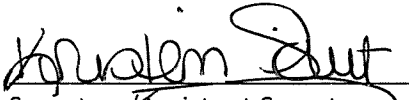
No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the meeting adjourned at 2:46 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair