

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

The Board of Supervisors of the Pacific Ace Community Development District held Public Hearings and a Regular Meeting on June 26, 2024 at 2:00 p.m., at the Hampton Inn & Suites by Hilton, 2200 E Hwy 50, Clermont, Florida 34711.

**Present:**

Steve McConn	Chair
Casey Dare	Vice Chair
Steve White	Assistant Secretary
Aaron Reid	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Mary Grace Henley (via telephone)	Kilinski   Van Wyk PLLC
Jorge Miranda	Empire Management
Oscar Trujillo	Empire Management
Jeff Myers	Supervisor-Appointee

**Residents present:**

Gabe Gamet	Rafael Aguiar	Javier Barcnas	Kerry Reeves Hernandez
Isabela Gamet	John Mesa	Crescent Allerdice	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 2:04 p.m.

Supervisors McConn, Dare, White and Reid and Supervisor-appointee Jeff Myers were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Jeff Myers (the following will also be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Jeff Myers. As an experienced CDD Board Member, Mr. Myers is familiar with the following:

- 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**

**FOURTH ORDER OF BUSINESS**

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

Ms. Suit presented Resolution 2024-05. The slate was as follows:

Stephen McConn	Chair
Casey Dare	Vice Chair
Aaron Reid	Assistant Secretary
Jeff Myers	Assistant Secretary
Steve White	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. McConn and seconded by Mr. Reid, with all in favor, Resolution 2024-05, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

## FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget

<p><b>On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the Public Hearing was opened.</b></p>
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**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Suit presented Resolution 2024-10. She reviewed the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented. The Assessment Comparison shows the inclusion of the 116 units for Phase Five. Operation and Maintenance (O&M) assessment levels are \$1,250.15, which is an increase of \$258.78 from Fiscal Year 2024, as opposed to the previously anticipated increase of approximately \$600.

Regarding what caused the budget to increase, Ms. Suit stated that, while numerous line item expenses increased, the main contributors to the increase include property insurance, which increased from \$3,500 to \$30,000 with the addition of solar lighting; the landscaping contract, which increased from \$85,000 to \$156,000 due to the addition of the amenity area; and the installation of solar street lighting, which costs \$109,000 annually to maintain.

Mr. McConn responded to questions regarding street lighting considerations related to the SECO contract and the landscaping contract.

Ms. Suit stated that additional large contributors to the budget increase include the fitness equipment and the Clubhouse surveillance and security system. It was noted that the fitness equipment was ordered and will be installed when the Amenity Center is complete.

Ms. Suit stated the current budget includes Phases One through Four and the Amenity.

Regarding the delayed completion of the Amenity Center, it was noted that the crew is still waiting on delivery of a transformer.

Budgeting processes, use of fund balance and working capital were discussed.

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. McConn and seconded by Mr. Reid, with all in favor, Resolution 2024-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law**

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the Public Hearing was opened.**

- A. Affidavit of Publication**
- B. Mailed Notice to Property Owners**  
These items were included for informational purposes.
- C. Consideration of Resolution 2024-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025; Providing for the Collection and Enforcement of Special Assessments, Including but not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2024-11, which enables the CDD to utilize the services of the Property Appraiser and Tax Collector in the imposition and collection of assessments. Assessment levels for Fiscal Year 2025 reflect an increase of \$258.78 per unit compared to Fiscal Year 2024.

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, Resolution 2024-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025; Providing for the Collection and Enforcement of Special Assessments, Including but not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2024**

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

**EIGHTH ORDER OF BUSINESS**

**Approval of May 22, 2024 Public Hearing and Regular Meeting Minutes**

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the May 22, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski | Van Wyk PLLC**

Ms. Kilinski stated that she is working with District Management to prepare a document to comply with the new requirement for special districts to set and meet goals, objectives and establish performance measures. The goal and objectives can be updated as frequently as the Board would like. She recommended authorizing the Chair to finalize the documents in advance of the October 1, 2024 deadline.

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, authorizing District Counsel and the Chair to prepare the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form and for the Chair to review and approve these items in advance of the October 1, 2024 deadline, subject to ratification at a future meeting, was approved.**

Ms. Kilinski reported the following:

- Work on completing the acquisition of real property and improvements for Phases 3 and 4 is underway; the documents will be presented for ratification at another meeting.
- Current Board Members must submit Form 1 to the Commission on Ethics by July 1, 2024 and complete four hours of ethics training by December 31, 2024. Staff is developing training dates.

**B. District Engineer: Heidt Design, LLC**

There was no report.

**C. Property Manager: Empire Management**

Mr. Miranda stated the primary amenity entryway is not open; the alcove has no fencing to prevent entry from the separate doors. He recommends enclosing that and implementing electronic access due to the location of the amenity. A proposal will be submitted for the Board to consider.

The Board and Staff discussed the amenity and various security considerations.

Mr. Miranda stated the 50 wildlife signs approved by the Board were installed. He and Mr. Trujillo performed a walkthrough with the new landscaping contractor to make sure the contractor understands the scope of work; the learning curve should be short.

Ms. Suit stated the new landscaping contractor agreed to honor the current year agreement fees. Proposals will be forwarded for the upcoming fiscal year. Ms. Kilinski will prepare a Master Services Agreement that specifies the rate through September 30, 2024 and the new rate to become effective on October 1, 2024.

**D. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: July 24, 2024 at 2:00 PM**
  - **QUORUM CHECK**

The next meeting will be held on July 24, 2024, unless canceled.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

The Board and Staff responded to questions and concerns as follows:

- Regarding irrigation, it was noted that individual homeowner irrigation issues should be referred to the builder. The CDD only manages common areas and CDD property.
- Additional pet waste stations will be added as new phases open and as construction allows. They cannot be installed in certain areas due to construction or on private property.
- The model home parking lot will eventually be converted to a residential lot. The amenity parking lot will have restrictions against overnight parking and have a towing policy.
- The landscape contract does not include pickup of trash in the ponds; crews are not supposed to run over trash. Landscape contractors stop work at the water’s edge.
- Pond maintenance technicians treat water and spray vegetation but do not remove trash. When construction teams note trash in the ponds, a special order is placed for occasional cleanup. If trash is noted in construction areas, the builder’s Warranty Department should be notified by calling the number on the magnet on the home’s breaker panel in the garage.
- The SECO Phase 1 lighting contract has a 10-year buyout; if broken, the full price of the lights must be paid. Lights that went into subsequent phases were installed in order to comply with the municipality.
- Residential street parking is an HOA matter. Building superintendents can assist with issues related to construction traffic.
- If traffic laws are being violated, the authorities should be contacted. The CDD will not police parking restrictions. Property owners could raise the issue when the CDD Board turns over to a resident-run Board.
- Once the CDD is in existence for six years and 250 registered voters reside within the CDD, two seats on the CDD Board can transition to residents.
- Information about townhomes is available in the Sales Center.
- The community cannot be gated; the roads are public and maintained by the CDD.

**TWELFTH ORDER OF BUSINESS**

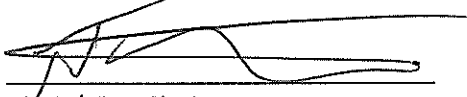
**Adjournment**

**On MOTION by Mr. McConn and seconded by Mr. Dare, with all in favor, the meeting adjourned at 2:52 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair  
Asst. Sec.