

# Harmony CDD

## MEETING RECAP

<b>Regular Board Meeting</b>	<b>Start Time</b>
November 19, 2020	6:00 PM

### Board Members Present:

Teresa Kramer	Yes	Chair
Dan Leet	Yes	Vice Chair
Kerul Kassel	Yes	Assistant Secretary
Steve Berube	Yes	Assistant Secretary
Mike Scarborough	Yes	Assistant Secretary

### Staff Members Present:

Kristen Suit	District Manager
Steve Boyd (via conference call)	District Engineer
Tim Qualls	District Counsel
Tristan LaNasa (not present)	District Counsel Staff
Gerhard van der Snel	Field Services Manager

## Organizational Matters

### Oath of Office for Newly Elected Supervisors via General Election

Seat 1 – Daniel Leet; Seat 3 – Kerul Kassel; Seat 5 – Teresa Kramer:

Ms. Suit, a Notary Public of the State of Florida, administered the oath of office;

{no motion}

### Nomination of Steve Berube to Serve as Chair:

Motion by Supv Scarborough and Second by Supv Berube;

Failed 2-3  
with Supv Kassel, Kramer, & Leet Opposed

### Nomination of Teresa Kramer to Serve as Chair:

Motion by Supv Kassel and Second by Supv Leet;

Approved 3-2  
with Supv Scarborough & Supv Berube Opposed

### Nomination of Dan Leet to Serve as Vice Chair:

Motion by Supv Kramer and Second by Supv Kassel;

Approved 5-0

### Approval of Resolution 2021-02 Election of Officers:

Motion by Supv Kassel and Second by Supv Leet;

Approved 5-0

- Teresa Kramer, Chair
- Dan Leet, Vice Chair
- Kerul Kassel, Assistant Secretary
- Steve Berube, Assistant Secretary
- Mike Scarborough, Assistant Secretary

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**Approval of Resolution 2021-03 Recognizing Supervisor Bill Bokunic and Resolution 2021-04 Recognizing Supervisor David Farnsworth:**

Motion by Supervisor Kassel and Second by Supervisor Berube;

Approved 5-0

**Approval of Meeting Minutes for October 29, 2020 Regular Meeting:**

Motion by Supv Kassel and Second by Supv Leet;

Approved 5-0

**Approval of Solicitation Policy as Presented:**

Motion by Supv Berube and Second by Supv Kassel;

Approved 5-0

**Approval to (1) Reallocate Arrow Paving Invoice Payments from R&M Sidewalks to Reserve - Sidewalks & Alleyways, and (2) Allocate Insurance Reimbursements to General Fund:**

Motion by Supv Kramer and Second by Supv Berube;

Approved 5-0

**Approval of Financial Statement and #247 Invoices, Check Register, and Debt Purchases:**

Motion by Supv Kassel and second by Supv Berube;

Approved 5-0

**Approval of Soccer Shots Facility Usage Application with \$200 usage Fee:**

Motion by Supv Berube and second by Supv Scarborough;

Approved 5-0

**Approval of Harmony Church Christmas Eve Facility Usage Application:**

Motion by Supv Leet and second by Supv Berube;

Approved 5-0

**Approval of Survey Monkey Mailing by HROA at Not to Exceed \$1200.00:**

Motion by Supv Kassel and second by Supv Leet;

Approved 5-0

**Approval of East Lakes Parcel (J) Berm Deed of Dedication:**

Motion by Supv Kramer and Second by Supv Scarborough;

Approved 5-0

**Approval to Hold the CDD Board Meetings Virtually if the Governor Reinstates Executive Order Which Waives the Requirement for Physical Quorum:**

Motion by Supv Kramer and Second by Supv Kassel;

Approved 5-0

**Adjournment:**

Motion by Supv Kramer and Second by Supv Kassel;

Approved 5-0

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### Action Items / Follow Up

Item	Due Date	Assigned to
District Counsel Send Notice of Hearing to Brownies Septic to be held by Board (Per District Rules Ch. 1 Rule #6) at Board's Dec. Meeting at Grace Community Church *Publish Notice Hearing for Dec. Meeting *District Counsel send Board of Supervisors Confirmation of Receipt from Brownies Septic Attendance	ASAP	-Tim Qualls -Tristan LaNasa -Recording Dept.
Add to Dec. Agenda Under Old Business, "Discussion of District Counsel Billing the District at a Flat Fee"	12/02/2020	-Recording Dept.
Field Manager Inspect Ponds with Supervisor Kramer Regarding Excessive Amounts of Torpedo Grass and Cattails	ASAP	-Gerhard van der Snel -Teresa Kramer
Supervisor Kassel Create Survey Monkey Account and Provide District Manager with Link. District Manager to Provide to HROA Mr. Hills for Mailing at Not to Exceed \$1200.00	12/02/2020	-Kerul Kassel -Kristen Suit
Dan Leets, Field Manager & District Engineer Inspect Trail/ CDD Property/ Wetland Area. Determine Clean Up Needs, Cost, Etc. Add to December Agenda	12/02/2020	-Dan Leets -Gerhard van der Snel -Steve Boyd
*Discussion and Consideration of Osceola Country Traffic Operations District Engineer to Follow up with Country Per Discussion at Nov. Board Meeting Field Manager to Obtain Proposals as Discussed and Requested at Nov. Board Meeting Add to December Agenda	12/02/2020	-Steve Boyd -Gerhard van der Snel -Recording Dept.
Accountant Reallocate R&M Sidewalk, Arrow Invoices to Budget Line Item, "Reserves Sidewalks" and Insurance Reimbursements to be Allocated into General Fund	ASAP	-Accounting Dept. -Kristen Suit
*Discussion and Consideration of Video Recording Meetings *Procurement Procedures *Field Services- Services/Work Load Add to December Agenda	12/02/2020	-Tim Qualls -Dan Leet -Teresa Kramer -Kristen Suit
*Discussion and Consideration of District Counsel Flat Base Fee Billing Add to December Agenda	12/02/2020	-Tim Qualls -Recording Dept.
Discussion and Consideration of Installing Playground Equip. in Area Across from Board Approved New Dog Park. <b>Upom receipt of Site Development Plan to be provided District Engineer</b> Add to December Agenda	12/02/2020	-Steve Boyd -Recording Dept.
District Counsel Follow Up with Mr. Jerman, Sun Terra Communities, LLC- Informing of Boards Approval of East Lakes HROA Deed of Dedication Parcel J Berm to District	ASAP	-Tim Qualls
East Lakes HROA Transfer TOHO Meter # 18006898 to District District Transfer TOHO Meter #19004827 to the East Lakes HROA <b>Gerhard to Follow up with HROA and TOHO to Complete Transfer and Provide Info to AP Dept. Upon Completion Per Discussion as Requested at Nov. Board Meeting</b>	ASAP	-Gerhard van der Snel
Supervisor Kramer Follow up on Farms Market Usage Application to be Included in Dec. Agenda Package for Boards Consideration	12/02/2020	-Teresa Kramer
District Manager Follow Up with HROA Regarding Usage Applications to be Provided for Boards Approval (Food Trucks, Events, Etc. on CDD Property) to be Included in Dec Agenda Packages for Boards Consideration	12/02/2020	-Kristen Suit
Supervisor Leet Contact David Farnsworth Regarding Management of ADA Compliant Districts Website. Advise Board at Dec. Board Meeting	12/02/2020	-Dan Leet
No longer include in the agenda packages those invoices, debit card receipts etc. that are currently included in each of the agenda packages. Still include on the agenda page itself, "Approval of Check # Credit Card & Debt Card Purchases ADDING, "AVAILABLE UPON REQUEST". Those invoices, receipts, etc. are to be sent as a separate email along with the invoices that are sent each month as a separate email.	ON GOING	-Recording Dept. -Accounting Dept.