

**MINUTES OF THE MEETING
SOLTERRA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Solterra Community Development District was held on Thursday, October 26, 2023, at 10:00 a.m. at 5385 N. Nob Hill Road, Sunrise, Florida.

Present and constituting a quorum were:

Mike Levak	Chairman
Alex Torres	Vice Chairman
Dario Gerszuny	Assistant Secretary
Felix Castillo	Assistant Secretary

Also present were:

Ginger Wald	District Counsel
Juliana Duque	District Manager
Rich Hans	Governmental Management Services

FIRST ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointment to Fill Unexpired Term(s) of Office for Seat #2 – 11/2025 and Seat #4 (11/2023)

Ms. Duque: The next item is organizational matters, so this is the consideration of appointment to fill the unexpired term of office. I would like to remind the Board of Supervisors that we have two open seats, seat #2 and seat #4. Do I have direction from the Board at this time?

Mr. Levak: Yes, we would like to fill seat #2.

Ms. Duque: Perfect, and the person appointed will be Felix Castillo, Jr., so I have a motion made by Mike, is there a second?

On MOTION by Mr. Levak seconded by Mr. Gerszuny with all in favor, appointing Felix Castillo to fill the unexpired term of office for seat #2 was approved.

B. Oath of Office for Elected/Newly Appointed Supervisor(s)

C. Election of Officer(s)

Ms. Duque: So, right now for the slate of officers we have Mike Levak as our chairman, Alex Torres as our vice chairman, Dario Gerszuny as an assistant secretary, and if the Board would like to keep the same slate of officers, we can elect Felix to be an assistant secretary and continue with Rich Hans as your secretary, Juliana Duque as assistant secretary, and Patti Powers from our office as treasurer.

Ms. Wald: You need to give the oath first.

Ms. Duque: Yes, and I have to do the oath. So, I have a motion made by Mike, is there a second?

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, election of officers, keeping the same slate of officers, and adding Felix Castillo as an assistant secretary was approved.

Ms. Duque: So, Felix, I will read the oath of office, so "I".

Mr. Castillo: Felix Castillo.

Ms. Duque: A resident of the State of Florida and citizen of the United States of America, being a Supervisor of the Solterra Community Development District and recipient of public funds on behalf of the District, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly, and impartially discharge the duties devolving upon me in the office of Supervisor of the Solterra Community Development District, Broward County, Florida.

Mr. Castillo: I accept.

Ms. Duque: Thank you so much.

THIRD ORDER OF BUSINESS

Approval of Minutes of the July 27, 2023 Meeting

Ms. Duque: Let's move forward then to the approval of the minutes of July 27, 2023 meeting. This is the moment to present any additions, corrections, or deletions to those minutes. If there is none, a motion to approve them will take place.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, the Minutes of the July 27, 2023 Meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of Interlocal Agreement for Park Maintenance with City of Sunrise

Ms. Duque: The next item is the approval of the interlocal agreement for park maintenance with the City of Sunrise.

Ms. Wald: Yes, so this interlocal agreement you had previously approved in substantial final form probably two years ago, or close to it. So, it went back and forth with the City of Sunrise, and we finally had gotten into a final form with their approval, and so we are seeking this final form to approve this interlocal agreement so we can have it executed and sent over to the City of Sunrise. I think there was only one Board member back then, so we went ahead and did it, and that was Alex but, this specifically is for the park improvements. This is what was going to be installed as you know with the development agreement that had already been agreed to with the developer. Park improvements are listed on exhibit B, and it provides for exhibit C, the maintenance that is required for those park improvements, the insurance requirements are listed on exhibit D. As I said before, this is something that went back and forth as to the language, as to what the city specifically wanted in regards to the maintenance, and also making sure that we were in compliance with their requirements and they were in compliance with ours. So, we would seek to have a motion to approve this interlocal agreement.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, accepting the Interlocal Agreement for Park Maintenance with the City of Sunrise was approved.

FIFTH ORDER OF BUSINESS

Ratification of:

A. Conveyance of Property with CC/WV Sunrise, LLC to Solterra CDD

Ms. Duque: The next item is ratification of two items, and those were already discussed and approved by the Board but, we like to bring those back so they are part of the record of today's meeting. The first one is the conveyance of property with CC/WV Sunrise, LLC to Solterra CDD.

Ms. Wald: Well, it hasn't happened yet, we thought it was going to happen but, it hasn't occurred yet, so it would be a motion to approve but, we wanted to provide it to the Board, and this is already part of the acquisition agreement which approves pursuant to the engineers report the conveyance of different properties by the property owner to the CDD, and the current property owner as that has changed. On the title search that was done for title insurance to be provided to the CDD as it obtains the conveyance and takes the conveyance of these buffer areas, business area, the buffer areas, in regards to the property that's being conveyed, is 25.67 acres of land, it's 1.971 in change, that was based upon the valuation that was done by the District engineer and additionally for those buffer areas, and there's going to be more to come. Part of the title search that was done, there were a few easements that arose in discussions and reviews of those easements they will be exceptions on the title insurance. We needed to make that clear to the Board so the Board understood that, and was willing to accept that, there were some drainage rights in regard to the golf course and the drain therein onto to the property, and that will remain. There's also the development agreement that we're all aware of that was just mentioned in regards to the ILA that you just approved, and that development agreement has certain things that are requirements of the developer and then can be passed onto the CDD. In some of those requirements they will be amended, we have been informed from the developer's side, and also the city, that there will be an amended development agreement now that the CDD actually is in existence, will be a true party to that amendment, and also some changes, that should take care of these issues that came up on the title search. So, those are the things I wanted to provide to the Board so the Board was aware of that and can go ahead and approve pursuant to that the acquisition that hopefully we close today.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, accepting the conveyance of property with CC/WV Sunrise, LLC to Solterra CDD was approved.

B. Developer's Funding Agreement with CC/WV Sunrise, LLC

Ms. Duque: Then we have the ratification of the developer's funding agreement with CC/WV Sunrise, LLC, a motion to ratify will take place.

On MOTION by Mr. Levak seconded by Mr. Gerszuny with all in favor, ratifying the Developer's Funding Agreement with CC/WV Sunrise, LLC was approved.

SIXTH ORDER OF BUSINESS

Consideration of:

A. Resolution #2024-01 Establishing an Electronic Signature Policy

Ms. Duque: The next item is resolution #2024-01 establishing an electronic signature policy. So, this is not required but it will help the District with facing different scenarios as well when the District cannot get physical signatures. So, this resolution is pretty much the parameters to establish the documents of authenticity, so it's more for the protection of the District than anything else. So, if the Board agrees, a motion to consider resolution #2024-01 will take place.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, Resolution #2024-01 establishing an electronic signature policy was approved.

B. Resolution #2024-02 Adoption of Records Retention Policy

Ms. Duque: Then the second one is resolution #2024-02 adoption of records retention policy, and as the Board is aware, GMS is the records custodian of the District. This has been approved by the Board before but, this pretty much formalizes it a little bit more. The resolution provides for the appointment of GMS to be the records liaison and this resolution also adopts the retention policy, the retention policy is part of the exhibit of the document, and this has been established by Statute. Also, this resolution designates the electronic copy of the District's records in the official records of the District. So, a motion to approve resolution #2024-02 will take place.

On MOTION by Mr. Torres seconded by Mr. Levak with all in favor, Resolution #2024-02 adoption of records retention policy was approved.

C. First Amendment to District Management Agreement between Solterra CDD and Governmental Management Services – South Florida, LLC

Ms. Duque: The next item is the first amendment to District management agreement between Solterra CDD and Governmental Management Services, South Florida, LLC. Ginger, would you like to give any more updates about this item?

Ms. Wald: This is being done in all of the GMS CDDs and with this, the language that's being changed, because yours hasn't been around that long, is the indemnification language. This was negotiated between GMS and also our office. Additionally, therewith we have updated the addresses because ours has slightly changed, we specifically have the insurance limits and the requirements for GMS to carry that insurance, and that's it as to yours, so only two items had to be changed. So, this is the first amendment to go ahead and specifically have those changes being made.

On MOTION by Mr. Torres seconded by Mr. Levak with all in favor, accepting the First Amendment to District Management Agreement between Solterra CDD and Governmental Management Services – South Florida, LLC was approved.

D. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023

Ms. Duque: The next item is the engagement letter with Grau & Associates to perform the audit for the fiscal year ending September 30, 2023, a motion to accept the engagement letter will take place.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2023 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

Ms. Duque: Let's move forward to staff reports, attorney.

A. Attorney**1) Memorandum on****a. Required Ethics Training****b. 2023 Legislative Update**

Ms. Wald: Yes, you have two memorandums in your packet, the first one is dealing with new requirements that you're going to have to follow as Supervisors of the CDD. These are training requirements, you're going to have to do 4 hours of ethics training, other mayors, council people, CRA Boards, they've been doing this for a while, and now they've caught up to you as public officials. You have time to do it, and we're going to be providing to each one of the District managers the different websites that you can sign on and do it. You can do it at your leisure and it's your requirement. When you get your Form 1s for next year, on that backside of your Form 1, and you're going to be filling one out today Alex, and I'll show you specifically at the end of the meeting but, the backside, about a third of the way down there's a little box that you're supposed to check off saying that you have completed that ethics training requirement. You never had to do it before but, now you have to do it, so my advice to each one of my Board members is to make sure you get that done before you fill out the Form 1, so you can check that box. It is a self-reporting thing that you do, nobody is going to be sitting over your shoulder and looking at you to make sure you're doing it, and you're not going to have to take a test at the end, that was what my Board asked me last night, so that's the first memorandum that you have. Does anybody have any questions? Ok, then the second one is further of the 2023 legislative update, this is something that we do each year for all of our governmental clients, not just the CDDs and we provide it to each one of the District managers. It is in here, please take your time if you wish to read it, and if you want the actual Laws of Florida, we're more than happy to send them to you to review, so I'm not going to waste too much of your time going through this. The first one is a major one dealing with public works construction contracts, it's going to require a little bit more work to be done by the District engineer and ourselves when we put those together. Another that may be interesting to you folks because you are developers as well, is #3 specifically dealing with making the elections and conflicts of interest. It's really the same law as we have in place, it just provides more of a clarification as to what that is. Two new requirements that we are going to have to deal with, and I think we already incorporated them into our request for proposals and the agreements are what I like to call the new era of Florida politics. The

first one is the scrutinized companies list, so in each one of the contracts that the District enters into we have to have an actual clause that the contractor, or that vendor, is not doing business with one of those scrutinized companies that is on a list, such as Iran, China, etc., so you will see that in our agreements. The other thing that you will see in the agreements is before we award a contract to any contractor or vendor, we will not ask for documentation, nor would we award that based upon that contractor's social, ethic, religious beliefs, and ideological is another one too. So, you will see that in our agreements as well. That's basically it in nutshell, and I think the other things are pretty self-explanatory, we've had extensions as to exemptions from public records which was nice to see, so that's it, and of course if anyone has any questions you can get in touch with me at the office.

Ms. Duque: Thank you so much Ginger for that report.

B. Engineer

Ms. Duque: Nothing to report under the engineer.

C. Manager – Insurance Policy Renewal and Appraisal with Egis Insurance & Risk Advisors

Ms. Duque: Under manager's report in your agenda you also have the insurance policy renewal and appraisal with Egis Insurance & Risk Advisors. So, it's the proposal of the insurance coverage for Solterra CDD which is pretty much the general liability coverage, and those areas are on page 8, so a motion to approve will take place.

Ms. Wald: Is this going to include the new property?

Mr. Hans: There's no property.

Ms. Duque: No, there's no property here.

Ms. Wald: Ok, got it.

Mr. Levak: Is this a big increase from the last time?

Ms. Duque: No, it's \$5,590.

Mr. Hans: It's probably about \$200 more than last year, that seems to be about the average they went up this year.

Ms. Duque: Yes, correct.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, accepting the insurance policy renewal and appraisal with Egis Insurance & Risk Advisors was approved.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Funding Request #21

B. Acceptance of Unaudited Financials

Ms. Duque: The next item is the financial reports. Tab A is approval of funding request #21, and tab B is the acceptance of the unaudited financials, a motion to approve them will take place.

On MOTION by Mr. Torres seconded by Mr. Levak with all in favor, Funding Request #21 and the unaudited financials were approved.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

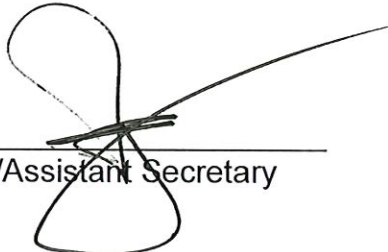
Ms. Duque: Are there any Supervisor's requests? Not hearing any, there is no audience present, so no audience comments.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Duque: A motion to adjourn will take place.

On MOTION by Mr. Levak seconded by Mr. Torres with all in favor, the Meeting was adjourned.



Secretary /Assistant Secretary

Chairman / Vice Chairman