

# Sanctuary Cove Community Development District

12051 Corporate Boulevard, Orlando, FL 32817

Phone 407-382-3256; Fax 407-382-3254

<http://sanctuarycovecdd.com/>

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Following is the proposed agenda for the Regular Board of Supervisors' Meeting for the Sanctuary Cove Community Development District ("District") that is scheduled to be held on **Tuesday, February 12, 2019 at 11:30 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205.**

For those unable to attend in person, you may participate by telephone:

Phone: 1-866-398-2885

Participant Code: 275521#

## **BOARD OF SUPERVISORS' MEETING**

### **Organizational Matters**

- Call to Order
- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Members**
- 2. **Consideration of Minutes of the August 14, 2018 Auditor Selection Committee Meeting**
- 3. **Consideration of Minutes of the August 14, 2018 Board of Supervisors' Meeting**
- 4. **Consideration of Minutes of the November 1, 2018 Landowners' Election**
- 5. **Consideration of Resolution 2019-01, Certifying Results of the Landowners' Election**
- 6. **Consideration of Resolution 2019-02, Election of Officers**

### **Business Matters**

- 7. **Consideration of Resolution 2019-03, Designating District Manager, Assessment Consultant and Financial Advisor (*provided under separate cover*)**
- 8. **Consideration of FY 2019 Funding Request – 1<sup>st</sup> Quarter**
- 9. **Review of District's Financial Position and Budget to Actual Year to Date**

### **Other Business**

- A. Staff Reports
  - 1. District Counsel
  - 2. District Manager
  - 3. District Engineer
- B. Audience Comments
- C. Supervisors Requests

### **Adjournment**

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Oath of Office**

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS**

**OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF SANCTUARY COVE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing oath was administered before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_, who personally appeared before me, and is ( ) personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Sanctuary Cove Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Minutes of the August 14, 2018  
Auditor Selection Committee Meeting**

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES  
AUDITOR SELECTION COMMITTEE MEETING**

The Auditor Selection Committee Meeting for the Sanctuary Cove Community Development District was called to order on Tuesday, August 14, 2018 at 11:30 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205. Committee Members listed below constituted a quorum:

Anne Kabourek	Committee Member
Patricia Vanderveer	Committee Member
Bjorn Svenson	Committee Member

Also present were:

Jennifer Walden	Fishkind & Associates, Inc.
Lynne Mullins	Fishkind & Associates, Inc.
Mike Eckert	Hopping Green & Sams
Michelle R.	Hopping Green & Sams (via phone)

**FIRST ORDER OF BUSINESS**

**Review of Auditing Services  
Proposals**  
a) **Grau & Associates**  
b) **CRI**

Ms. Walden explained that the District received two proposals - one was from Grau which is behind Tab A and the second was from CRI which is behind Tab B. She noted that the current Auditor for this District is CRI.

**SECOND ORDER OF BUSINESS**

**Ranking of Auditing  
Services Proposals**

District staff provided recommended rankings for the proposers. District staff ranked Grau as No. 1 and CRI as No. 2 based on price. Grau was awarded 100 points and CRI was awarded 92 points by District staff. Ms. Vanderveer asked if this District was required to do an audit. Mr. Eckert stated that Sanctuary Cove is required to do an audit every year.

ON MOTION by Ms. Vanderveer, and second by Ms. Kabourek, with all in favor, the Committee approved the recommended rankings by District staff naming Grau and Associates as No. 1 and CRI as No. 2.

**THIRD ORDER OF BUSINESS**

**Adjournment**

Ms. Walden requested a motion to adjourn.

ON MOTION by Mr. Svenson, and second by Ms. Kabourek, with all in favor, the August 14, 2018 Auditor Selection Committee meeting for the Sanctuary Cove Community Development District was adjourned.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Minutes of the August 14, 2018  
Board of Supervisors' Meeting**

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES  
BOARD OF SUPERVISOR'S MEETING**

The Board of Supervisor's Meeting for the Sanctuary Cove Community Development District was called to order on Tuesday, August 14, 2018 at 11:32 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205. Board Members listed below constituted a quorum:

Bjorn Svenson  
Anne Kabourek  
Patricia Vanderveer

Chair  
Vice-Chair  
Assistant Secretary

Also present were:

Jennifer Walden  
Lynne Mullins  
Mike Eckert  
Fernanda Haido  
Sandy Zungali  
Michelle R.

Fishkind & Associates, Inc.  
Fishkind & Associates, Inc.  
Hopping Green & Sams  
Avanti  
Avanti  
Hopping Green & Sams (via phone)

**FIRST ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden noted that there were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**Consideration of Minutes of  
the May 8, 2018 Auditor  
Selection Committee  
Meeting and the Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the May 8, 2018 Auditor Selection Committee Meeting and the Board of Supervisors' Meeting.

**ON MOTION** by Ms. Kabourek, and second by Mr. Svenson, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved the Minutes of the May 8, 2018 Auditor Selection Committee Meeting and the Board of Supervisors' Meeting.



**THIRD ORDER OF BUSINESS**

**Consideration of Resolution  
2018-05, Approving the  
Annual Meeting Schedule  
for Fiscal Year 2019**

Ms. Walden recommended keeping the current schedule of 11:30 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205 on the Second Tuesday of the second month of each quarter. She would like to change the November 13, 2018 meeting to November 1, 2018 so it coincides with the Landowners' Election.

**ON MOTION** by Ms. Svenson, and second by Ms. Kabourek, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved Resolution 2018-05, Approving an Annual Meeting Schedule for Fiscal Year 2019, as amended.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on the  
Adoption of the District's  
Annual Budget**  
a) **Public Comments and  
Testimony**  
b) **Board Comments**  
c) **Consideration of  
Resolution 2018-06,  
Adopting the Fiscal  
Year 2019 Budget and  
Appropriating Funds**

Ms. Walden explained that the budget was sent to the City and the County at least 60 days prior to the public hearing and the public hearing has been advertised in the newspaper as required by Florida Statute. She requested a motion to open the public hearing.

**ON MOTION** by Ms. Svenson, and second by Ms. Kabourek, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District opened the Public Hearing.

Ms. Walden stated that the budget is an exhibit to the resolution behind Tab 3 and it is the same budget the Board approved back in May in the amount of \$17,521.00. This is also the same budget as Fiscal Year 2018. There were no comments or questions on the budget. Ms. Walden requested a motion to close the public hearing.

**ON MOTION** by Ms. Kabourek, and second by Mr. Svenson, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District closed the Public Hearing.

Ms. Walden requested a motion to approve Resolution 2018-06.

**ON MOTION** by Ms. Svenson, and second by Ms. Kabourek, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved Resolution 2018-06, Adopting the Fiscal Year 2019 Budget and Appropriating Funds.

**FIFTH ORDER OF BUSINESS**

**Consideration of Funding Agreement for Fiscal Year 2018-2019**

Ms. Walden explained that the Funding Agreement is with Sanctuary Cove (Bradenton) ASLI VI, L.L.L.P to fund the O & M Budget that was just approved.

**ON MOTION** by Ms. Kabourek, and second by Ms. Vanderveer, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved the Funding Agreement for Fiscal Year 2018-2019.

**SIXTH ORDER OF BUSINESS**

**Review of Auditor Selection Committee Rankings & Selection of Auditor**

Ms. Walden explained that the Auditor Committee's recommended ranking was Grau as No. 1 and CRI as No. 2. The Board is free to accept those rankings or go through the ranking process.

**ON MOTION** by Ms. Kabourek, and second by Mr. Svenson, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District accepted the Auditor Selection Committee's Rankings and Selected Grau as the Auditor.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Statewide Mutual Aid Agreement**

Ms. Walden explained that this is an agreement with the Florida Division of Emergency Management for Disasters. She noted that the Board previously adopted a resolution in 2008 regarding this and the District was sent this new agreement because there were some updates from their end. She noted that it automatically renews each year.

**ON MOTION** by Ms. Kabourek, and second by Mr. Svenson, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District Adopted the Statewide Mutual Aid Agreement.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FY 2018  
Funding Request – 4<sup>th</sup>  
Quarter**

Ms. Walden explained that this is for consideration and that the District has not received approval or funding yet. The Board stated that they just paid it yesterday. Ms. Walden requested a ratification of FY 2018 Funding Request – 4<sup>th</sup> Quarter.

**ON MOTION** by Mr. Svenson, and second by Ms. Kabourek, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District ratified FY 2018 Funding Request – 4<sup>th</sup> Quarter.

**NINTH ORDER OF BUSINESS**

**Review and Acceptance of  
Fiscal Year 2017 Audit**

Ms. Walden explained that this was considered a standard Audit and there were no deficiencies in internal controls that would be considered material weaknesses. She noted that Counsel has already reviewed and provided comments. Mr. Eckert noted that it was a Clean Audit. Ms. Walden requested a motion to accept the Fiscal Year 2017 Audit.

**ON MOTION** by Mr. Svenson, and second by Ms. Kabourek, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District accepted the Fiscal Year 2017 Audit.

**TENTH ORDER OF BUSINESS**

**Review of District's  
Financial Position and**

**Budget to Actual Year to Date**

The Board reviewed the District's financial statements. Ms. Walden noted that at the end of June the District is under budget by about \$4,000.00. No action was required by the Board.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel –

Mr. Eckert explained that he is seeing a flood of lawsuits coming in against Special Districts alleging that the District's Websites are not ADA compliant in terms of being read by someone who is visually impaired. He noted that there are certain computer programs used to make them accessible to the public. District Counsel has been in communication with the District Manager who is currently looking at cost effective ways to have the website up and running. He stated that the District should put a disclaimer on the website to say that it is under renovation to comply with the ADA.

A Board member asked if more money should be put in the budget for that. Mr. Eckert responded that the Board could do a budget amendment at the end of the year if the District needed to but it is still in the investigation stage.

Ms. Walden noted that the District has a disclaimer on the website. A Board member asked for the website address. Ms. Walden responded that it is [sanctuarycovecdd.com](http://sanctuarycovecdd.com) and she will double check and send it to the Board. Ms. Walden stated that the District Manager's IT is working on updating the websites.

Mr. Eckert stated that the Board had requested at the last meeting that District staff provide a presentation on whether or not the District could issue bonds and if it makes sense.

He stated that the District was established in 2007, the District validated \$43,000,000.00 in Bonds but no Bonds have been issued to date, and the District did levy assessments and came up with an Assessment methodology before and those were intended to secure the Bonds which were never issued and so in 2016 the Board cancelled those assessment liens. He noted that there are currently no Debt

Assessment liens on the property from the CDD and the District has not levied any O & M Assessments.

He explained that the current Development Plan is included in the agenda package. He stated that the only change is that the Clubhouse square footage was reduced from 24,000 square feet to 5,000 square feet. He stated that this is currently what the District is basing the analysis on and it can change before the assessment process starts.

Mr. Svenson added that the District does not know what will happen with future multi-family homes so it was left where it was. Mr. Eckert stated that if the Development Plan changes from what the entitlement is before the District does the assessments it can be paired down because it will affect everyone else's assessment levels if you have different unit mixes.

Mr. Eckert stated that the 111 single family 50-foot lots and the 66 single family 80 foot lots have been sold to Lennar. There is a private agreement with Lennar whereas the 50 foot lots are capped at \$8,000.00 in Assessment Principle and the 80 foot lots are capped at \$10,000.00 in Assessment Principle. He explained that the Engineer's Report was adopted on December 3<sup>rd</sup> and the District called out the Capital Improvement plan which included roadways, landscaping, hardscaping, signage, storm water management facilities including recreation use, utilities, site work, wetland mitigation, and off-site improvements. He directed the Boards attention to the next page which outlines the estimated costs from the Engineer's Report for each of the facilities.

He stated that the part that has taken the longest in coming up with the presentation is trying to figure out what infrastructure is left that could be funded with CDD Bonds. He stated that one thing that changed from the original plan is that there is more roadway behind the gates than originally anticipated. He noted that the roadways that the District can now acquire would be anything that is in front of the gates. He stated that he cut the cost of the roads in half based on estimates. He noted that the lagoon where boating is permitted is not accessible to the public and he is proposing that the District not issue bonds for that. He noted that the District could acquire pipes, inlets, swales, culverts and ponds that are not used for recreation and sea walls to the

extent they are needed for the stormwater management permit. The utilities were previously acquired from the Developer and transferred them to the City of Palmetto. He noted that he spoke to Mr. Gang and that is still something the District could issue Bonds for and use to repay the Developer as required by the Acquisition Agreement and there is approximately \$3,900,000.00 of eligible monies on the utility work. He noted that the site work is complete but unless it is associated with something the District is acquiring it would not be included in a Bond Issue. If there are wetland mitigation areas to be acquired or permits to be acquired the CDD can fund that. He noted that the District cannot fund the off-site improvements because they are improvements the Developer funded or did on land that was owned by another Government entity and it never ran through the District like the utilities and should not be included at this point. Ms. Kabourek asked about installing a traffic light at the entrance. Mr. Eckert responded that if it has not been done yet then it can be run through the District and use Bond funds to do it but if it is already constructed on the County roadway and received the final sign off from the County then the District cannot use Bond money to reimburse the Developer for that. Ms. Kabourek stated that it has not been done and it is waiting for warrants from DOT to say that it is needed. Mr. Eckert stated that Bond Funds can be used for that.

Mr. Eckert explained that only a portion of the CIP can be funded with the Bonds for two reasons. The first, because there are caps on some of the land, and also the changes in the infrastructure overtime. He noted that when looking at remaining CIP to be potentially funded by the Bonds, the roadway was estimated at \$1,300,000.00, stormwater management facilities at \$11,000,000.00 is too high, he noted that the utilizes are almost \$4,000,000.00, site work is nothing, wetland mitigation is something there but the cost is not known, and off-site improvements are zero but off-site improvement that have not yet been done are eligible. Mr. Eckert asked Fishkind & Associates to try to determine what an appropriate ERU factor would be for each of the units as well as what the amount will be supported by a Bond Fund. He noted that the District ended up with a \$5,300,000.00 bond, 30-year term assuming 6%. He stated that if the assessments are run based on that a multi-family would have a \$3,250.00 Principal and a \$236.00 annual Debt Assessment payment. Mr. Eckert noted that this anticipates

that the Commercial and Retail, and the Clubhouse assessments would be Bonded but he does not think it is the Developer's plan to have a long-term assessment on the commercial and the Clubhouse. He noted that the question is if it would be paid off in one lump sum or paid to the District pre-financing and then the District can use that money instead of Bond money to pay for the acquisition, or if there will be a contribution of infrastructure by the Developer worth at least that amount so that there is no assessment moving forward on the Commercial, retail, and the Clubhouse.

Ms. Kabourek stated that the Board thought that the 80-foot harbor lots and 100-foot river front lots would carry a heavier debt burden. She stated that the Developer is getting ready to negotiate with builders. Mr. Eckert stated that he would ask Fishkind to go back and review the benefit analysis to see if the 80-100 foot lots should receive a higher benefit and how it effects the assessments. He stated that if the Developer does a contribution of infrastructure the Bond amount will go down by about \$350,000.00 because the District will not be issuing that amount of Bonds because the District would be taking care of it another way. Ms. Kabourek stated that she thought that the District could get \$5,000,000.00 in Bond money. Mr. Eckert responded that when looking at the next page the District could probably get close to that if there is some benefit adjustment that needs to be done. He stated that the Acquisition Fund is \$4,300,000.00 that this would raise. He suggested that if Bond Counsel concludes that the utilities are appropriate that would cost \$4,000,000.00, then do the traffic light and then there is \$500,000.00 left of CIP to add. He noted that it could end up being three items and stated that the simpler they are the better. He explained the Debt Service Reserve, the provision for Capitalized Interest, and the cost of issuance Underwriters' Discount. He asked for direction from the Board to on whether District staff should come up with the numbers and new Engineer's Report and proceed with Bonds or if they want to think about it longer. Ms. Kabourek stated that the Board should think about it and ask the Principles in Avanti what they think. She stated that the District might be in a position to finance bonds in a year. The Board asked how long it would take. Mr. Eckert stated that when the Board approves it could take 90-120 days. Mr. Eckert stated that the next step is to provide input to Dr. Fishkind about the additional benefits on the other properties received and for him to analyze that to translate in terms of

benefit in an assessment amount and then he can provide that to the Developer so they can converse with builders what the additional benefit would yield. He stated that it can be put in the Developer Contract and then the District does not have to do any work until the Board states that they want to go through with the Bond Issue.

Ms. Kabourek stated Mr. MacLaren stated that the District needed to send notices now before people buy on the lots. Mr. Eckert stated that there should be a notice of Establishment of the District which puts people on notice. He stated that the District is only required to provide statutory notice, mailed notice, when the District is levying assessments. He stated that the District only needs to provide a 30-day notice and when the Board decides it wants to start the assessment process again, they will adopt a resolution, direct staff to provide mailed and published notice and they will go out at that time. The Board asked when a good time would be to start the process. Mr. Eckert stated that it is hard around the holidays but not other times during the year. Mr. Eckert will ask Dr, Fishkind to get in touch with the Board with additional information.

District Manager – No Report

Engineer – Not Present

**TWELFTH ORDER OF BUSINESS**

**Audience      Comments,  
Supervisors   Requests and  
Adjournment**

There were no other questions or comments. Ms. Walden requested a motion to adjourn.

ON MOTION by Mr. Svenson, and second by Ms. Kabourek, with all in favor, the August 14, 2018 Board of Supervisors meeting for the Sanctuary Cove Community Development District was adjourned.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman



**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Minutes of the November 1, 2018  
Landowners' Election**

**SANCTUARY COVE COMMUNITY DEVELOPMENT DISTRICT**  
**LANDOWNER’S MEETING MINUTES**

The Landowners Election of the Sanctuary Cove Community Development District was held on Thursday, November 1, 2018 at 11:30 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205.

Present:

Lynne Mullins

Proxy Holder

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at 11:30 a.m.

**SECOND ORDER OF BUSINESS**

**Appointment of Meeting  
Chairman**

Ms. Mullins, an employee of the District Management’s office, served as Chairman of the meeting.

**THIRD ORDER OF BUSINESS**

**Identification of  
Landowners and/or  
Landowner’s Proxy  
Holder(s)**

Ms. Mullins, an employee of Fishkind & Associates, Inc, is the authorized proxy holder for the Sanctuary Cove Bradenton ASLI VI LLP which owns 225.22 acres total and allows for 226 votes.

**FOURTH ORDER OF BUSINESS**

**Call for Nominations,  
Election of Supervisors**

Ms. Mullins noted that there are three seats up for election – Seat #1, Seat #3 and Seat #4. Mr. Mullins nominated Patricia Vanderveer, Anne Kabourek, and Bjorn Svenson. There were no other nominations.

Ms. Mullins cast her votes as per the Official Ballot:

- Seat 1 – Patricia Vanderveer – 225 Votes

- Seat 3 – Anne Kabourek – 226 Votes
- Seat 4 – Bjorn Svenson – 226 Votes

Ms. Mullins stated that the two candidates receiving the highest number of votes, Ms. Kabourek and Mr. Svenson, will serve four-year terms of office and the one candidate receiving the next highest number of votes, Ms. Vanderveer, will serve a two-year term.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

The Landowner's Election was adjourned.

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Secretary/Assistant Secretary

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Chair/Vice Chair

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Resolution 2019-01,  
Certifying Results of the Landowners' Election**

**RESOLUTION 2019-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SANCTUARY COVE COMMUNITY DEVELOPMENT  
DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE  
LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO  
SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN  
EFFECTIVE DATE**

**WHEREAS**, the Sanctuary Cove Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orlando, Orange County, Florida; and

**WHEREAS**, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within ninety (90) days of the District’s creation and every two (2) years following the creation of the District for the purpose of electing supervisors of the District; and

**WHEREAS**, such landowners meeting was held on November 1, 2018, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

**WHEREAS**, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE  
Sanctuary Cove Community Development District:**

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

Patricia Vanderveer	Seat 1	Votes 225
Anne Kabourek	Seat 3	Votes 226
Bjorn Svenson	Seat 4	Votes 226

Section 2. In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

Anne Kabourek	(4) Year Term
Bjorn Svenson	(4) Year Term
Patricia Vanderveer	(2) Year Term

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF FEBRUARY 2019.**

**Sanctuary Cove Community Development  
District**

Attest:

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# EXHIBIT A

**SANCTUARY COVE COMMUNITY DEVELOPMENT DISTRICT**  
**LANDOWNER’S MEETING MINUTES**

The Landowners Election of the Sanctuary Cove Community Development District was held on Thursday, November 1, 2018 at 11:30 a.m. at the Central Library, 1301 Barcarrota Blvd West, Bradenton, FL 34205.

Present:

Lynne Mullins

Proxy Holder

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at 11:30 a.m.

**SECOND ORDER OF BUSINESS**

**Appointment of Meeting  
Chairman**

Ms. Mullins, an employee of the District Management’s office, served as Chairman of the meeting.

**THIRD ORDER OF BUSINESS**

**Identification of  
Landowners and/or  
Landowner’s Proxy  
Holder(s)**

Ms. Mullins, an employee of Fishkind & Associates, Inc, is the authorized proxy holder for the Sanctuary Cove Bradenton ASLI VI LLP which owns 225.22 acres total and allows for 226 votes.

**FOURTH ORDER OF BUSINESS**

**Call for Nominations,  
Election of Supervisors**

Ms. Mullins noted that there are three seats up for election – Seat #1, Seat #3 and Seat #4. Mr. Mullins nominated Patricia Vanderveer, Anne Kabourek, and Bjorn Svenson. There were no other nominations.

Ms. Mullins cast her votes as per the Official Ballot:

- Seat 1 – Patricia Vanderveer – 225 Votes



- Seat 3 – Anne Kabourek – 226 Votes
- Seat 4 – Bjorn Svenson – 226 Votes

Ms. Mullins stated that the two candidates receiving the highest number of votes, Ms. Kabourek and Mr. Svenson, will serve four-year terms of office and the one candidate receiving the next highest number of votes, Ms. Vanderveer, will serve a two-year term.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

The Landowner's Election was adjourned.

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Secretary/Assistant Secretary

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Chair/Vice Chair

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Resolution 2019-02,  
Election of Officers**

**RESOLUTION 2019-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SANCTUARY COVE COMMUNITY DEVELOPMENT DISTRICT  
ELECTING THE OFFICERS OF THE DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the SANCTUARY COVE COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE GREENEWAY IMPROVEMENT DISTRICT:**

Section 1. \_\_\_\_\_ is elected Chair.

Section 2. \_\_\_\_\_ is elected Vice Chair.

Section 3. \_\_\_\_\_ is elected Secretary.

\_\_\_\_\_ is elected Assistant Secretary.

\_\_\_\_\_ is elected Assistant Secretary.

\_\_\_\_\_ is elected Assistant Secretary.

\_\_\_\_\_ is elected Assistant Secretary.

Section 4. \_\_\_\_\_ is elected Treasurer.

Section 5. \_\_\_\_\_ is elected as Assistant Treasurer.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 12<sup>TH</sup> DAY of FEBRUARY, 2019.**

**SANCTUARY COVE  
DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice-Chair

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**Resolution 2019-03,  
Designating District Manager, Assessment  
Consultant and Financial Advisor  
*(provided under separate cover)***

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**FY 2019 Funding Request – 1<sup>st</sup> Quarter**

Bjorn Svenson  
Avanti Properties Group  
923 N. Pennsylvania Ave.  
Winter Park, FL 32789  
(407) 628-8488  
(407) 644-3115  
bjorn@svensonenterprises.com

Sanctuary Cove CDD  
Q1 2019 Funding Request #1

<u>Vendor</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Fiscal Year</u>	<u>Category</u>	<u>Amount</u>
1 Hopping Green & Sams	103898	11/27/2018	FY 19	Legal Services thru 10.31.18	299.00
<b>TOTAL:</b>					<u>299.00</u>

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

November 27, 2018

Sanctuary Cove Community Development District  
c/o Fishkind & Associates, Inc.  
12051 Corporate Boulevard  
Orlando, FL 32817

Bill Number 103898  
Billed through 10/31/2018

## General Counsel / Monthly Meeting

**SANCDD 00001 MCE**

### FOR PROFESSIONAL SERVICES RENDERED

10/02/18	MCE	Review mutual aid agreement process per manager's request.	0.30 hrs
10/02/18	APA	Research information and instructions regarding statewide mutual aid agreement; confer with district regarding same.	1.20 hrs
10/04/18	MCE	Review and complete Florida Department of Economic Opportunity special district fee invoice and update form.	0.10 hrs
10/16/18	APA	Follow-up on agenda items.	0.20 hrs
Total fees for this matter			\$299.00

### MATTER SUMMARY

Papp, Annie M. - Paralegal	1.40 hrs	125 /hr	\$175.00
Eckert, Michael C.	0.40 hrs	310 /hr	\$124.00

TOTAL FEES \$299.00

**TOTAL CHARGES FOR THIS MATTER \$299.00**

### BILLING SUMMARY

Papp, Annie M. - Paralegal	1.40 hrs	125 /hr	\$175.00
Eckert, Michael C.	0.40 hrs	310 /hr	\$124.00

TOTAL FEES \$299.00

**TOTAL CHARGES FOR THIS BILL \$299.00**

**Please include the bill number on your check.**

**SANCTUARY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**District's Financial Position and  
Budget to Actual Year to Date**



**Sanctuary Cove CDD**  
**Statement of Activities**  
As of 12/31/2018

**General Fund**

**Revenues**

Developer Contributions	\$5,847.00
Total Revenues	\$5,847.00

**Expenses**

Insurance	\$2,678.00
Management	750.00
District Counsel	299.00
Web Site Maintenance	225.00
Dues, Licenses, and Fees	175.00
Total Expenses	\$4,127.00

**Other Revenues (Expenses) & Gains (Losses)**

Total Other Revenues (Expenses) & Gains (Losses)	\$0.00
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Change In Net Assets	\$1,720.00
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Net Assets At Beginning Of Year	\$1,230.41
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Net Assets At End Of Year	\$2,950.41
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**Sanctuary Cove CDD**  
Statement of Financial Position  
As of 12/31/2018

General Fund

Assets

Current Assets

General Checking Account	\$283.46
Accounts Receivable - Due from Developer	2,965.95
Total Current Assets	\$3,249.41

<b>Total Assets</b>	<b>\$3,249.41</b>
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Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$299.00
Total Current Liabilities	\$299.00

<b>Total Liabilities</b>	<b>\$299.00</b>
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Net Assets

Net Assets - General Government	\$1,230.41
Current Year Net Assets - General Government	1,720.00

<b>Total Net Assets</b>	<b>\$2,950.41</b>
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<b>Total Liabilities and Net Assets</b>	<b>\$3,249.41</b>
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**Sanctuary Cove CDD**  
 Budget to Actual  
 For the period of 12/1/2018 Through 12/31/2018

	Actual	Year To Date Budget	Variance	FY 19 Budget
<b><u>Revenues</u></b>				
Developer Contributions	\$5,847.00	\$4,380.24	\$1,466.76	\$17,521.00
<b>Net Revenues</b>	<b>\$5,847.00</b>	<b>\$4,380.24</b>	<b>\$1,466.76</b>	<b>\$17,521.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Insurance	\$2,678.00	\$736.50	\$(1,941.50)	\$2,946.00
Management	750.00	750.00	\$0.00	3,000.00
Engineering	0.00	200.01	\$200.01	800.00
District Counsel	299.00	1,500.00	\$1,201.00	6,000.00
Audit	0.00	750.00	\$750.00	3,000.00
Telephone	0.00	12.51	\$12.51	50.00
Postage & Shipping	0.00	24.96	\$24.96	100.00
Copies	0.00	12.51	\$12.51	50.00
Legal Advertising	0.00	125.01	\$125.01	500.00
Web Site Maintenance	225.00	225.00	\$0.00	900.00
Dues, Licenses, and Fees	175.00	43.74	\$(131.26)	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,127.00</b>	<b>\$4,380.24</b>	<b>\$253.24</b>	<b>\$17,521.00</b>
<b>Total Expenses</b>	<b>\$4,127.00</b>	<b>\$4,380.24</b>	<b>\$253.24</b>	<b>\$17,521.00</b>
<b>Net Income (Loss)</b>	<b>\$1,720.00</b>	<b>\$0.00</b>	<b>\$1,720.00</b>	<b>\$0.00</b>