

**HILLTOP POINT  
COMMUNITY DEVELOPMENT DISTRICT**

**April 22, 2022, Minutes of Public Hearings & Regular Meeting**

**Minutes of the Public Hearings & Regular Meeting**

The Public Hearings & Regular Meetings of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, April 22, 2022, at 10:15 a.m.** at the Long Lake Reserve Amenity Center located at 19617 Breynia Dr., Lutz, FL 33558.

**1. CALL TO ORDER**

Brian Lamb called the Public Hearings & Regular Meeting of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, April 22, 2022, at 10:00 a.m.**

**Board Members Present and Constituting a Quorum:**

Betty Valenti	Supervisor
Keith Malcuit	Supervisor
Lee Thompson	Supervisor
John Blakley	Supervisor
Steven Umanksy	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
Erin McCormick	District Counsel, Erin McCormick Law
Misty Taylor	Bond Counsel, Bryant Miller Olive

There were some members of the development team present in person and via conference call.

There were no members of the general public present.

**2. PUBLIC COMMENT PERIOD**

There were no public comments.

**3. CONFIRMATION OF NOTICE OF MEETING**

Mr. Lamb confirmed that he had an affidavit of publication for the organizational meeting today.

**4. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb stated for the record that he had the signed and notarized Oaths of Office from Betty Valenti, Keith Malcuit, Lee Thompson, John Blakley, and Steve Umansky.

49 **5. SEAT NEW BOARD MEMBERS**

50 **A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor**  
51 **Responsibilities**

52  
53 Mr. Lamb went over that the Board members are well-versed in Sunshine Laws, the Code of  
54 Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.  
55

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57 **6. APPOINTMENT OF OFFICERS – Resolution 2022-01**

58 **A. Chairman**

59 **B. Vice Chairman**

60 **C. Secretary**

61 **D. Treasurer**

62 **E. Assistant Secretaries**

63  
64 The Board discussed the officer positions. Supervisor Valenti will be the Chair, and Supervisor  
65 Malcuit will be the Vice-Chair. Brian Lamb with Inframark will be the Secretary, and Eric  
66 Davidson with Inframark will be the Treasurer. The rest of the Board will be Assistant  
67 Secretaries, and Brian Howell with Inframark will be an additional Assistant Secretary.  
68

69	MOTION TO:	Approve Resolution 2022-01 with Betty Valenti as
70		Chair, Keith Malcuit as Vice-Chair, and the
71		remaining Board members as Assistant Secretaries.
72	MADE BY:	Supervisor Thompson
73	SECONDED BY:	Supervisor Blakley
74	DISCUSSION:	None further
75	RESULT:	Called to Vote: Motion PASSED
76		5/0 - Motion Passed Unanimously

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79 **7. APPOINTMENT OF CONSULTANTS**

80 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**  
81 **2022-02**

82  
83 Inframark will be the District Manager/Assessment Consultant.  
84

85 **B. Designation of Registered Agent/Office – Resolution 2022-03**

86  
87 Brian Lamb/Inframark will be the Registered Agent/Office.  
88

89 **C. Consider Appointment of District General Counsel – Resolution 2022-04**

90  
91 Erin McCormick Law will be District Counsel.  
92  
93

94 **D. Consider Appointment of Interim District Engineer – Resolution 2022-05**  
95 **i. Authorize RFQ for District Engineer**

96  
97 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.  
98

99 **E. Consider Appointment of Bond Counsel – Bryant Miller Olive**

100  
101 Bryant Miller Olive will be Bond Counsel.  
102

103 **F. Consider Appointment of Investment Banker – MBS Capital Markets**

104  
105 MBS Capital Markets will be the Investment Banker.  
106

107 **G. Consider Appointment of Trustee – US Bank**

108  
109 US Bank will be the Trustee.  
110

111	MOTION TO:	Approve Items 7A-G in substantial form, subject to
112		final review of the Chair.
113	MADE BY:	Supervisor Malcuit
114	SECONDED BY:	Supervisor Valenti
115	DISCUSSION:	None further
116	RESULT:	Called to Vote: Motion PASSED
117		5/0 - Motion Passed Unanimously

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120 **8. BUSINESS MATTERS**

- 121 **A. Consider Authorizing Notice of Establishment – Resolution 2022-06**  
122 **B. Consider Policy of Compensation for Board Members – Resolution 2022-07**  
123 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution**  
124 **2022-08**  
125 **D. Consider Designation of Primary Administrative Officer and Local Records**  
126 **Office – Resolution 2022-09**  
127 **E. Consider District Records Retention Schedule – Resolution 2022-10**  
128 **F. Consider Fiscal Year 2022 Regular Meeting Schedule and Location – Resolution**  
129 **2022-11**  
130 **G. Consider Landowners' Meeting Date, Time, and Location – Resolution 2022-12**  
131 **H. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution**  
132 **2022-13**  
133 **I. Set Public Hearing for Uniform Method of Collections – Resolution 2022-14**  
134 **J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2022-15**  
135 **K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**  
136 **2022-16**  
137 **L. Authorization to Obtain General Liability and Public Officers Insurance – By**  
138 **Motion**

- 139 **M. Consider Designation of a Qualified Public Depository – Resolution 2022-17**  
140 **N. Authorization of Signatories – Resolution 2022-18**  
141 **O. Authorization to Disburse Funds for Expenses – Resolution 2022-19**  
142 **P. Consider Adoption of Investment Policy – Resolution 2022-20**  
143 **Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution**  
144 **2022-21**  
145 **R. Consider Provisions for Public Comments – Resolution 2022-22**  
146 **S. Appointment of Audit Committee – By Motion**  
147 **T. Consideration of ADA Website Compliance Agreement**  
148

149 Mr. Lamb went over all of the Business Items with the Board. Supervisor Thompson and  
150 Supervisor Blakley accepted supervisor compensation. Supervisor Valenti, Supervisor Malcuit,  
151 and Supervisor Umanksy declined supervisor compensation. The Landowners Election will be  
152 held on March 25, 2022 at 10:15 a.m. The public hearings for the budget, uniform method of  
153 collections, and rules of procedure will be on April 22, 2022 at 10:15 a.m. The Board authorized  
154 obtaining general liability and public officers insurance. The Board appointed the Board as the  
155 Audit Committee.  
156

157	MOTION TO:	Approve Business Matters 8A-T as described.
158	MADE BY:	Supervisor Valenti
159	SECONDED BY:	Supervisor Malcuit
160	DISCUSSION:	None further
161	RESULT:	Called to Vote: Motion PASSED
162		5/0 - Motion Passed Unanimously

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165 **9. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

- 166 **A. Consideration of Report of Engineer**  
167 **B. Consideration of Bond Validation Report**  
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169 Mr. Lamb went over the Report of the Engineer and Bond Validation Report with the Board.  
170

171	MOTION TO:	Approve the Engineer's Report and Bond Validation
172		Report in substantial form grossing the max bond
173		needs to \$28,890,000.
174	MADE BY:	Supervisor Thompson
175	SECONDED BY:	Supervisor Valenti
176	DISCUSSION:	None further
177	RESULT:	Called to Vote: Motion PASSED
178		5/0 - Motion Passed Unanimously

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**C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2022-23**

**i. Master Trust Indenture**

Ms. Taylor went over the resolution with the Board.

MOTION TO:	Approve Resolution 2022-23.
MADE BY:	Supervisor Blakley
SECONDED BY:	Supervisor Valenti
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**D. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2022-24**

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2022-24.
MADE BY:	Supervisor Blakley
SECONDED BY:	Supervisor Malcuit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**E. Consider Consenting to Expansion of the District and Acceptance of Delivery of the Expansion Petition – Resolution 2022-25**

Ms. McCormick went over the resolution with the Board.

MOTION TO:	Approve Resolution 2022-25 as described by Counsel.
MADE BY:	Supervisor Blakley
SECONDED BY:	Supervisor Valenti
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

221 **F. Other Matters Related to Financing**  
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223 There were no other matters related to financing to be discussed at this time.  
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226 **10. ADMINISTRATIVE MATTERS**  
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228 **A. Request for Working Capital – By Motion**

229 Mr. Lamb briefly discussed requesting working capital.  
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232 **11. STAFF REPORTS**

- 233 **A. District Counsel**  
234 **B. District Engineer**  
235 **C. District Manager**  
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237 There were no further reports from staff.  
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240 **12. BOARD MEMBERS' COMMENTS**  
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242 There were no comments from the Board.  
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245 **13. PUBLIC COMMENTS**  
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247 There were no public comments.  
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251 **14. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Malcuit
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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260 *\*Please note the entire meeting is available on disc.*

261

262 *\*These minutes were done in summary format.*

263

264 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
265 *considered at the meeting is advised that person may need to ensure that a verbatim record of*  
266 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*  
267 *based.*

268

269 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
270 noticed meeting held on \_\_\_\_\_.

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274 **Signature**

*Betty Valenti*  
\_\_\_\_\_  
**Signature**

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277 **Printed Name**

*BETTY VALENTI*  
\_\_\_\_\_  
**Printed Name**

278

279 **Title:**

280  Secretary  
281  Assistant Secretary

280 **Title:**

281  Chairman  
282  Vice Chairman

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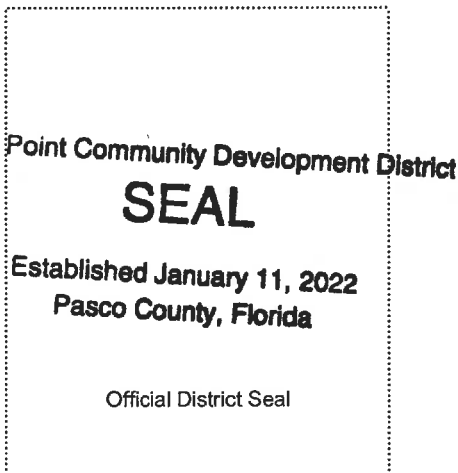
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Recorded by Records Administrator

*[Signature]*  
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**Signature**

*6/17/22*  
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**Date**