

**HILLTOP POINT  
COMMUNITY DEVELOPMENT DISTRICT**

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August 26, 2022, Minutes of the Public Hearing and Regular Meetings

**Minutes of the Regular Meetings**

The Public Hearing and Regular Meetings of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, August 26, 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 Hearing and Regular Meetings of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, August 26, 2022, at 10:31 a.m.**

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

Betty Valenti	Chair
Keith Malcuit	Vice-Chair
Lee Thompson	Supervisor
John Blakley	Supervisor

**Staff Members Present:**

Bryan Radcliff	District Manager, Inframark
Erin McCormick	District Counsel, Erin McCormick Law

There were no members of the general public present.

**2. AUDIENCE QUESTIONS OR COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. RECESS TO PUBLIC HEARING**

Bryan Radcliff directed the Board to recess to Public Hearing.

**4. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2023 BUDGET**

**A. Open the Public Hearing on Final Fiscal Year 2023 Budget**

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor Valenti
SECONDED BY:	Supervisor Malcuit
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

46 **B. Staff Presentation**

47  
48 There were no staff presentation.

49  
50 **C. Public Comment**

51  
52 There were no public comments.

53  
54 **D. Consideration of Resolution 2022-40; Adopting Final Fiscal Year 2023 Budget**

55  
56 The Board reviewed and discussed the resolution.

57  
58 MOTION TO: Approve Resolution 2022-40.  
59 MADE BY: Supervisor Valenti  
60 SECONDED BY: Supervisor Malcuit  
61 DISCUSSION: None Further  
62 RESULT: Called to Vote: Motion PASSED  
63 4/0 - Motion Passed Unanimously

64  
65 **E. Close the Public Hearing on Adopting Final Fiscal Year 2023 Budget**

66  
67 MOTION TO: Close the Public Hearing.  
68 MADE BY: Supervisor Blakley  
69 SECONDED BY: Supervisor Thompson  
70 DISCUSSION: None Further  
71 RESULT: Called to Vote: Motion PASSED  
72 4/0 - Motion Passed Unanimously

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74 **5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**

75  
76 **A. Open the Public Hearing on Levying O&M Assessments**

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78 MOTION TO: Open the Public Hearing.  
79 MADE BY: Supervisor Malcuit  
80 SECONDED BY: Supervisor Valenti  
81 DISCUSSION: None Further  
82 RESULT: Called to Vote: Motion PASSED  
83 4/0 - Motion Passed Unanimously

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86 **B. Staff Presentation**

87  
88 There were no staff presentation to the Board.  
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90 **C. Public Comment**

91  
92 There were no public comments.  
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94 **D. Consideration of Resolution 2022-41; Levying O&M Assessments**  
95 **i. Developer Budget Funding Agreement**

96  
97 The Board Adopted Resolution 2022-41, Levying O&M Assessments.  
98

99	MOTION TO:	Adopt Resolution 2022-41 subject to modification of
100		the debt payment assessment due date, correction of
101		District name on page 2 of the Resolution and
102		Approval of the Developer Funding Agreement in
103		substantial form.
104	MADE BY:	Supervisor
105	SECONDED BY:	Supervisor
106	DISCUSSION:	None Further
107	RESULT:	Called to Vote: Motion PASSED
108		4/0 - Motion Passed Unanimously

109  
110 **E. Close the Public Hearing on Levying O&M Assessments**  
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112	MOTION TO:	Close the Public Hearing.
113	MADE BY:	Supervisor Thompson
114	SECONDED BY:	Supervisor Blakley
115	DISCUSSION:	None Further
116	RESULT:	Called to Vote: Motion PASSED
117		4/0 - Motion Passed Unanimously

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119 **6. RETURN AND PROCEED TO THE REGULAR MEETING**  
120

121 Mr. Radcliff directed the Board to proceed to the regular meeting.  
122

123 **7. BUSINESS ITEMS**  
124

125 **A. Consideration of Resolution 2022-42; Setting FY 2023 Meeting Schedule**  
126

127 The Board Adopted Resolution 2022-42, Setting the FY 2023 Meeting Schedule eliminate the  
128 combining of the November and December meeting dates into a new date on December 2, 2022.  
129

MOTION TO:	Approve Resolution 2022-42.
MADE BY:	Supervisor Blakley
SECONDED BY:	Supervisor Valenti
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**B. Consideration of Landscape Maintenance Services Proposals**

Mr. Radcliff presented the three proposals for Landscape Maintenance for the District. The Board Approved the proposal from Yellowstone pending an on-site inspection to clarify the scope of service and solidify price.

MOTION TO:	Approve the proposal from Yellowstone pending an on-site inspection to clarify the scope of service and solidify price.
MADE BY:	Supervisor Malcuit
SECONDED BY:	Supervisor Valenti
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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**C. Consideration of Agreement for District Engineering Services**

The Board Approved the Agreement for District Engineering Services with Stantec in Substantial Form.

MOTION TO:	Approve the agreement for District Engineering Services with Stantec in substantial form.
MADE BY:	Supervisor Valenti
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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167 **D. General Matters of the District**  
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169 Mr. Malcuit updated the Board on the status of the amenity construction including the new Bid  
170 Close and Opening date of 09/14/2022 at 4pm at the Inframark offices.  
171

172 The Board Approved a motion to change the upcoming meeting date of 09/12/2022 to  
173 09/23/2022 at 10am at the Springhill Suites Marriot.  
174

175	MOTION TO:	Approve to change the upcoming meeting date of
176		09/12/2022 to 09/23/2022 at 10am at the Springhill
177		Suites Marriot.
178	MADE BY:	Supervisor Malcuit
179	SECONDED BY:	Supervisor Thompson
180	DISCUSSION:	None further
181	RESULT:	Called to Vote: Motion PASSED
182		4/0 - Motion Passed Unanimously

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184 **8. CONSENT AGENDA ITEM**

185 **A. Consideration of Board of Supervisors Regular Meeting Minutes July 22, 2022**

186 **B. Consideration of Operations and Maintenance Expenditures July 2022**

187 **C. Review of Financial Statements for Month Ending July 31, 2022**  
188

189 The Board Approved Consent Agenda Items A – C (Regular meeting minutes from the meeting  
190 held on 07/22/2022, O&M Expenditures for July 2022, and Financials for the month ending  
191 07/31/2022) pending reclassification of invoices for DC charged to the O&M account that should  
192 have been charged to the Construction account.  
193

194	MOTION TO:	Approve the Consent Agenda Item A-C.
195	MADE BY:	Supervisor Valenti
196	SECONDED BY:	Supervisor Thompson
197	DISCUSSION:	None further
198	RESULT:	Called to Vote: Motion PASSED
199		4/0 - Motion Passed Unanimously

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201 **9. VENDOR AND STAFF REPORTS**

202 **A. District Counsel**

203 **B. District Manager**

204 **C. District Engineer**  
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206 There were no vendor or staff reports at this time.  
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210 **10. BOARD MEMBERS' COMMENTS**

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212 There were no comments from the Board.

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214 **11. PUBLIC COMMENTS**

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216 There were no public comments.

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218 **12. ADJOURNMENT**

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220 MOTION TO: Adjourn at 10:52 A.M.  
221 MADE BY: Supervisor Thompson  
222 SECONDED BY: Supervisor Blakley  
223 DISCUSSION: None further  
224 RESULT: Called to Vote: Motion PASSED  
225 4/0 - Motion Passed Unanimously

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

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

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

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243 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
244 **noticed meeting held on 9/23/22.**

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248 **Signature**

249 BETTY VALENTI  
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251 **Printed Name**

252  
253 **Title:**

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247 \_\_\_\_\_  
248 **Signature**

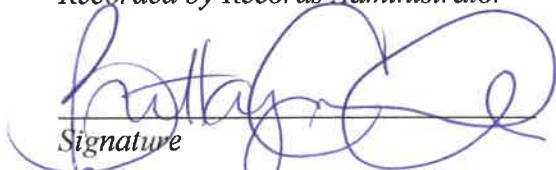
249 Brian Lamb  
250 \_\_\_\_\_  
251 **Printed Name**

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253 **Title:**

- 254  Secretary
- 255  Assistant Secretary
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- Chairman
- Vice Chairman

*Recorded by Records Administrator*

  
\_\_\_\_\_  
*Signature*  
9/26/22  
\_\_\_\_\_  
*Date*

Hilltop Point Community Development District

**SEAL**

**Established January 11, 2022  
Pasco County, Florida**

Official District Seal