

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT**

December 16, 2022, Minutes of the Regular Meeting

MINUTES OF THE REGULAR MEETING

The Regular Meeting of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, December 16, 2022, at 10:15 a.m.** at the Long Lake Reserve Amenity Center located at 19617 Breyntia Dr., Lutz, FL 33558.

1. CALL TO ORDER

Bryan Radcliff called the Regular Meeting of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, December 16, 2022, at 10:15 a.m.**

Board Members Present and Constituting a Quorum:

Keith Malcuit	Vice-Chair
Lee Thompson	Supervisor
John Blakley	Supervisor

Staff Members Present:

Bryan Radcliff District Manager, Inframark

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. VENDOR AND STAFF REPORTS

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

There were no staff reports on behalf of the manager and engineer.

4. BUSINESS ITEMS

A. Acceptance of Board Resignation – Supervisor Wood, Seat 5

The Board accepted the resignation of Melissa Wood from Seat 5 of the Board of Supervisors for Cobblestone CDD.

MOTION TO:	Accepted the resignation letter from Melissa Wood.
MADE BY:	Supervisor Thompson
SECONDED BY:	Supervisor Blakley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

47 **B. Consideration of Resolution 2023-02; Adopting Amended FY 2023 Meeting**
48 **Schedule**
49

50 The Board reviewed and approved Resolution 2023-02; Adopting Amended FY 2023 Meeting
51 Schedule.
52

53	MOTION TO:	Approved Resolution 2023-02 as stated.
54	MADE BY:	Supervisor Thompson
55	SECONDED BY:	Supervisor Malcuit
56	DISCUSSION:	None further
57	RESULT:	Called to Vote: Motion PASSED
58		3/0 - Motion Passed Unanimously

59
60 **C. Consideration of First Amendment to the Management Services Master**
61 **Agreement**
62

63 The Board reviewed and approved the First Amendment to the Management Services Master
64 Agreement.
65

66	MOTION TO:	Approved the First Amendment to the Management
67		Services Master Agreement.
68	MADE BY:	Supervisor Thompson
69	SECONDED BY:	Supervisor Malcuit
70	DISCUSSION:	None further
71	RESULT:	Called to Vote: Motion PASSED
72		3/0 - Motion Passed Unanimously

73
74 **D. Ratification of the Consulting Agreement - Sharp Designs**
75

76 The Board Ratified the Consulting Agreement with Sharp Designs.
77

78	MOTION TO:	Ratified the Consulting Agreement with Sharp
79		Designs.
80	MADE BY:	Supervisor Blakley
81	SECONDED BY:	Supervisor Thompson
82	DISCUSSION:	None further
83	RESULT:	Called to Vote: Motion PASSED
84		3/0 - Motion Passed Unanimously

85
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88 **E. Approval of the Construction Agreement - Windward Homes**
89

90 The Board reviewed and approved the Construction Agreement with Windward Homes.
91

92	MOTION TO:	Approved the Construction Agreement with
93		Windward Homes.
94	MADE BY:	Supervisor Malcuit
95	SECONDED BY:	Supervisor Thompson
96	DISCUSSION:	None further
97	RESULT:	Called to Vote: Motion PASSED
98		3/0 - Motion Passed Unanimously

99
100 **F. General Matters of the District**
101

102 There were no general matters of the District at this time.
103

104 **5. CONSENT AGENDA ITEM**
105

- 106 **A. Consideration of Board of Supervisors Meeting Minutes October 21, 2022**
107 **B. Consideration of Operations and Maintenance Expenditures October 2022**
108 **C. Review of Financial Statements for Month Ending October 31, 2022**
109

110 The Board reviewed the minutes from the meeting held on 10/21/2022, the Operations &
111 Maintenance Expenditures from October and the Financial Statements for the month ending
112 10/31/2022. The Board Approved all consent agenda items.
113

114	MOTION TO:	Approve the Consent Agenda Item A through C.
115	MADE BY:	Supervisor Malcuit
116	SECONDED BY:	Supervisor Thompson
117	DISCUSSION:	None further
118	RESULT:	Called to Vote: Motion PASSED
119		3/0 - Motion Passed Unanimously

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121 **6. BOARD MEMBERS' COMMENTS**
122

123 There were no Board member comments currently.
124

125 **7. PUBLIC COMMENTS**
126

127 There were no public comments.
128
129
130

131 **8. ADJOURNMENT**
132

133	MOTION TO:	Adjourn the meeting at 10:25 A.M.
134	MADE BY:	Supervisor Thompson
135	SECONDED BY:	Supervisor Malcuit
136	DISCUSSION:	None further
137	RESULT:	Called to Vote: Motion PASSED
138		3/0 - Motion Passed Unanimously

139
140 **Please note the entire meeting is available on disc.*

141
142 **These minutes were done in summary format.*

143
144 **Each person who decides to appeal any decision made by the Board with respect to any matter*
145 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
146 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
147 *based.*

148
149 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
150 **noticed meeting held on 2-17-23.**

151
152
153
154 **Signature**

155
156 BRYAN MALCUIT

157 **Printed Name**

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159 **Title:**

- 160 Secretary
161 Assistant Secretary

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152
153
154 **Signature**

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156 BETTY VALENTI

157 **Printed Name**

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159 **Title:**

- 160 Chairman
161 Vice Chairman

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167 **Hilltop Point Community Development District**

168 **SEAL**

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

171
172
173 **Official District Seal**

Recorded by Records Administrator

Signature

Date