

**MINUTES OF MEETING
TARA OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Tara Oaks Community Development District held a Public Hearing and Regular Meeting on September 9, 2024 at 11:00 a.m., at the offices of Springstead Engineering, Inc., 727 South 14th St., Leesburg, Florida 34748.

Present were:

Silvia Moukhtara Nemer
Jacob Essman
Clifton Fischer

Chair
Assistant Secretary
Assistant Secretary

Also present were:

Kristen Suit
Jere Earlywine (via telephone)
David Springstead
Sayed Moukhtara
Aline Moukhtara (via telephone)

District Manager
District Counsel
District Engineer
Developer
AA Moukhtara

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:00 a.m. Supervisors Moukhtara Nemer, Fischer and Essman were present. Supervisor Potts was not present. One seat is vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Chris Potts;
Seat 2**

Ms. Suit presented the resignation of Mr. Chris Potts from Seat 2.

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the resignation of Mr. Chris Potts from Seat 2, was accepted.

TARA OAKS CDD
FOURTH ORDER OF BUSINESS

September 9, 2024

**Consider Appointment to Fill Unexpired
Term of Seat 2; Term Expires November
2026**

This item was deferred.

FIFTH ORDER OF BUSINESS

**Administration of Oath of Office to
Appointed Supervisor (the following will
also be provided in a separate package)**

- **Administration of Oath of Office to Appointed Supervisor (the following will also be provided in a separate package)**
 - A. **Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
 - B. **Membership, Obligations and Responsibilities**
 - C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

This item was deferred.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Electing and Removing Officers of the
District and Providing for an Effective Date**

This item was deferred.

SEVENTH ORDER OF BUSINESS

**Public Hearing to Consider the Adoption of
the Fiscal Year 2024/2025 Budget**

- A. **Proof/Affidavit of Publication**
- B. **Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Public Hearing was opened.

Ms. Suit presented Resolution 2024-06. She reviewed the proposed Fiscal Year 2025 budget, highlighting any increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes. This is a Landowner-funded budget, with expenses being funded as they are incurred.

No affected property owners or members of the public spoke.

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Budget Funding Agreement

Ms. Suit presented the Fiscal Year 2025 Budget Funding Agreement for approval, in substantial form. Mr. Earlywine noted that AA Moukhtara will not be participating in the Funding Agreement because they do not have any property within the boundaries of the CDD.

The Agreement will be updated, as necessary to reflect the appropriate entities, entity addresses, percentage splits, etc.

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Fiscal Year 2025 Budget Funding Agreement, in substantial form, was approved.

NINTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Suit presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and

standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TENTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines and Frank *(to potentially be provided under separate cover)*

Ms. Suit stated that the audit has not been received.

- A. Consideration of Resolution 2024-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023**

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, authorizing the Chair to review and accept the Audited Financial Report for the Fiscal Year Ended September 30, 2023, outside of a meeting, subject to ratification at a future meeting, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2024

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of July 8, 2024 Regular Meeting Minutes

On MOTION by Mr. Essman and seconded by Mr. Fischer, with all in favor, the July 8, 2024 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine asked for the status of the project, including whether permits were received, and asked for an estimate on when construction will commence. It was note that the status is unknown.

B. District Engineer: Springstead Engineering

Mr. Springstead stated that work with the City of Leesburg on the project is ongoing. The City adopted new specifications in 2024 so those must be incorporated into the plans and specifications. The new specifications are not significant; one is related to the lift station. The plans are underway; the primary setback thus far is the waste water limitations imposed by the City.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **UPCOMING MEETINGS**

- **November 5, 2024 at 9:00 AM [Landowners' Meeting; Board is Not Required to Attend]**
- **December 9, 2024 at 11:00 AM [Regular Meeting]**
- **QUORUM CHECK**

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

Ms. Aline Moukhtara asked for the most current address for AA Moukhtara to be kept on file; she will email the information to Ms. Suit and Mr. Earlywine.

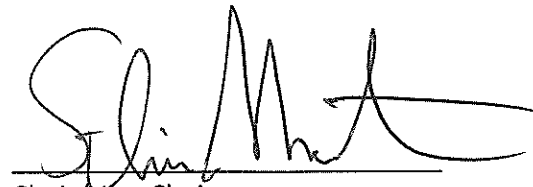
SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the meeting adjourned at 11:11 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair