

MINUTES OF MEETING
KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Knightsbridge Community Development District was held Monday, November 20, 2023 at 10:00 a.m. at the Oasis Club at ChampionsGate at 1520 Oasis Club Blvd., ChampionsGate, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Steve Greene	Assistant Secretary
Nicole Henley	Assistant Secretary
Josmin Martinez	Assistant Secretary

Also present were:

George Flint	District Manager
Katie Costa	Assistant Treasurer
Amanda Udstad	Hamilton Engineering & Surveying

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. There were four Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: Only Board and staff are present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Harry Kaplan and Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2024

Mr. Flint: Is there a motion to accept his resignation?

Mr. Flint: Anytime there is a vacancy created during a term of office, the remaining Board members appoint the individual to fulfill that term. This seat has a term ending November of 2024. Are there any nominations to replace Harry Kaplan?

Mr. Morgan: I would like to nominate Josmin Martinez.

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On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Acceptance of Resignation of Harry Kaplan, was approved.

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, Appointing Josmin Martinez to the Board of Supervisors, was approved.

B. Administration of Oath of Office to Newly Appointed Board Member

Mr. Flint: I will administer the Oath of Office to Josmin.

Ms. Trucco: CDD Board of Supervisors are considered locally elected government officials in the State of Florida which means you are subject to the Sunshine Law, public records laws, and certain ethics laws for public officials. Sunshine Law is you can't speak with another Supervisor outside the Board meetings about CDD business or about an item upon which foreseeable action will be taken by this Board. These meetings have three requirements under Florida Law, must be open to the public, reasonable notice of the meeting must be given and that is done in a public advertisement in the newspaper and minutes of the meeting must be taken and properly reported. You are also subject to public records law which means all documents, emails, photographs, maps, etc. is subject to inspection by the public so you are required to retain any documents related to the CDD Board in the statutory required period of time that is under retention schedule which I will provide a link for and how long you need to retain that for and the process of disposing of that document. There are various ethics laws. You cannot vote on a matter which would result in a special interest to you, family member, your principle which means your employer or business associate. If you ever have questions, you can reach out to myself.

Mr. Flint: Form 1 needs to be filed within 30 days of today with the Supervisor of Elections in the county that you live in and annually will get filed by July 1st. It can be emailed. As a Board member you will be compensated \$200 a meeting.

C. Consideration of Resolution 2024-01 Designating an Assistant Secretary

Mr. Flint: Harry was an Assistant Secretary, to the extent you want to make Josmin an Assistant Secretary you can approve this resolution.

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, Resolution 2024-01 Designating Josmin Martinez as Assistant Secretary, was approved.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 16, 2023 Meeting

Mr. Flint: You have the minutes from October 16, 2023 meeting. Are there any comments or corrections to those?

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Minutes of the October 16, 2023 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement with the Osceola County Property Appraiser

Mr. Flint: Any questions on the Data Sharing and Usage Agreement? Hearing none.

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Data Sharing and Usage Agreement with the Osceola County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco: We are trying to move forward with the lift station conveyance. We are nearing the finish line and trying to get the water movement agreement. This is the last thing holding us up right now.

Mr. Bonin: Do we have all other matters related to conveyance are agreed upon or approved by Toho’s counsel?

Mr. Trucco: They sent final comments and I satisfied all of them so I am not aware of anything else that is outstanding outside of that water movement agreement.

B. Engineer

Mr. Flint: Anything from the engineer?

Ms. Udstad: I don’t have anything today.

Mr. Bonin: I don’t know if there is a turn over of the ponds yet.

Mr. Morgan: I mowed and treated them a week and a half ago. The city wanted them to be treated even though it discharges to our property. He insisted on getting the ponds treated so I had them mowed at the same time by Horizon. We need to figure out if the ponds have been turned over to the CDD for maintenance.

C. District Manager’s Report

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i. Approval of Check Register

Mr. Flint: You have the check register. Any questions on the check register and if not, is there a motion to approve it?

Mr. Morgan: They all look good.

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financials. No action is required. Are there any questions on those? Hearing none.

iii. Ratification of Funding Request #18

Mr. Flint: You have Funding Request #18 for \$120.60.

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, Funding Request #18 for \$120.60, was ratified.

SEVENTH ORDER OF BUSINESS

Other Business

A. Discussion of Pending Plat Conveyances

B. Status of Permit Transfers

Mr. Flint: Any plats, conveyances, or permit transfers? If not, is there anything else the Board wants to discuss that is not on the agenda?

Mr. Morgan: We already did that.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Henley: I do have a question. In preparation in case there is not a meeting next month with the holidays, when I am on maternity leave, what needs to happen? Is there a temporary fill or can I join in through the phone?

Mr. Flint: You are welcome to call in if you are working and want to participate.

Ms. Henley: Do I need to do anything formal with you guys?

Mr. Morgan: No.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Flint: If there is nothing else is there a motion to adjourn?

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On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

DocuSigned by:

George Flint

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Secretary/Assistant Secretary

DocuSigned by:

Adam Morgan

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Chairman/Vice Chairman