

MINUTES OF MEETING
KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Knightsbridge Community Development District was held Monday, June 17, 2024 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
Michelle Dudley	Assistant Secretary
Josmin Martinez	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Dave Reid <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

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

Mr. Flint: I did administer the oath of office to Michelle Dudley prior to the meeting. District Counsel went over public, ethics, and Sunshine laws, etc.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: The next item is public comment. Are there any public comments at this time? Hearing no comments, we will move on to the next item.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 20, 2024 Meeting

Mr. Flint: We have approval of the minutes from the May 20th meeting. Did the Board have any comments or corrections to those?

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On MOTION by Mr. Morgan, seconded by Ms. Dudley, with all in favor, the Minutes of the May 20, 2024 Meeting, were approved, as presented.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Amending Agenda

Mr. Flint: Staff reports, attorney, you have the memo on goals and objectives.

Ms. Trucco: We also need to talk about the new item as well.

Mr. Flint: Is there a motion to amend the agenda to add the item related to the parcel owned by the Sabeti’s that need to be conveyed to the District? Any public comment on the amended agenda? Hearing no comments, I will ask for a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Amending the Agenda, was approved.

ii. Approval of Conveyance

Ms. Trucco: We received a request late last week regarding the Knightsbridge Phase 2 plat which has been recorded specifically that piece of tract S1 which is in the surveyor notes on the recorded plat to come to the CDD to be owned and maintained by the CDD. A piece from tract S1 is missing from the overall legal description that is included in the Knightsbridge Phase 2 plat. The City and or County is requiring that piece which is currently owned by the Sabeti’s and or a Trust Company that is controlled by the Sabeti’s. The City and or County is requiring that piece of S1 be conveyed to the CDD by a deed before the developer is permitted to take next steps with the development process. From a District Counsel perspective, we don’t have an objection to that but obviously we need to bring this back to the Board. We do have our standard conveyance process where there are a few documents that we would request the developer sign so we would still have to go through that process and would need the District Engineer sign off. The CDD does not ordinarily accept property when the construction is not completed. In this case, we can ask the developer to sign some type of agreement with the CDD agreeing that the developer will complete the construction of that piece of S1 and indemnify the CDD in the event there was any liability or claims related to that construction. This request came in late last week so I at least wanted to bring it to your attention and see if we could get Board direction to proceed with drafting the conveyance documents for this.

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Mr. Bonin: Is it more than one piece?

Ms. Trucco: It is just before the roundabout in Phase 1.

Mr. Reid: What she has there is a sketch and description of essentially the four pieces that compromise this section. It is four individual slivers by the parcel IDs that the Osceola County Property Appraiser was able to identify for us and from that information that was provided to the surveyor who prepared a sketch and description to accompany these warranty deeds to get that land conveyed to the CDD.

Mr. Morgan: All four pieces are in this one sketch.

Mr. Reid: Yes.

Mr. Bonin: Does there need to be four different legal descriptions for these four parcels?

Mr. Reid: No, not for the purpose of conveying the extent of the roadway per se.

Ms. Trucco: Is it correct that this is the overall legal description?

Mr. Reid: It is the overall legal description of the four pieces that comprise to create the connects.

Mr. Bonin: Everything in dark black are the four pieces that totals 4291 sq. ft., 0.1 acre. Wasn't there something on the other side of the roundabout?

Mr. Reid: There was a piece of one of the parcels that lies within that configuration.

Mr. Bonin: It is not on here. Does Sabeti own that one?

Mr. Reid: Yes.

Mr. Bonin: Does it have to go to the CDD?

Mr. Reid: No, because it doesn't function as part of the road.

Mr. Bonin: The property appraiser wants this cleaned up too.

Mr. Reid: Not necessarily, she wants the portions that comprise the connection to be demonstrated that the Sabeti's will convey that area.

Mr. Bonin: What happens with that triangle, remnant piece?

Mr. Reid: The County didn't give any instruction on that. The Sabeti's will still control that. That piece does not belong to Phase 1. It does not appear to be in any development area other than remnant acres.

Mr. Bonin: Was that the fourth and there is really only three.

Mr. Reid: It is four pieces. That one parcel expands the roadway connection. When you create the legal description of the connection, you get a split parcel.

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Mr. Bonin: Allen & Company created this?

Mr. Reid: Yes.

Mr. Bonin: I just don't want to mess this up as we are trying to get it across the goal line. I am going under the assumption that Allen & Company knows what they are doing.

Mr. Flint: The Boards action can be broad enough that if this is not exactly 100% and it needs to be tweaked, part of the motion can delegate the authority to the Chair or Vice Chair to take whatever action is necessary.

Ms. Trucco: I think that is a great idea that we do that. The conveyance documents will be subject to staff signoff and also subject to someone that the Board decides will be delegating authority to provide final signoff.

Mr. Bonin: This is basically holding up getting the parcel IDs so that is the hangup here.

Ms. Trucco: It is my understanding that there is a lawyer reaching out to the Sabeti's to make sure they are comfortable with this.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Authorization for Staff to Proceed with Conveyance Documents for a Piece of Property Located at Knightsbridge Phase 2 that would be Subject to Staff Signoff and Delegation of Authority to Rob Bonin to Sign off on the Final Form of the Conveyance Documents, was approved.

iii. Memorandum Regarding Enacted Legislation

Ms. Trucco: On page 14 of the agenda is the new bill that was passed, House Bill 7013 and actually goes into effect July 1st. It relates to Special Districts and notes new requirements for Special Districts but there are two provisions that impact CDDs. There is a new requirement that by October 1st of each year, the CDD is required to prepare a list of goals and objectives for each program and activity undertaken by the CDD and then also specify what performance measurements and standards that the CDD will use to determine if the CDD has reached those goals and objectives. By December 1st of each year an annual report must be prepared and published on the CDD's website that describes the goals and objectives and also states whether or not those goals and objectives were achieved by the CDD and also by what measurement standard did the CDD determine whether or not they have met those goals and objectives. Those goals can be general and broad. We are recommending sometime before the CDD's September Board meeting that the District Management Company bring back a general list of objectives of the CDD

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then the CDD Board can tailor that more to fit that particular CDD's goals and objectives. Also, the House Bill repealed Section 190.047 which talks about a referendum requirement as part of the CDD's incorporation process. She asked for any questions.

Mr. Flint: On the goals and objectives, just to let the Board know, at the meeting in August when you consider the budget we will have that item on the agenda. We already have a memo with some recommended goals and objectives that are for the most part things you are already required to do under state law. Our plan is to keep it simple. Later if the Board wants to get more involved in it you can, but for purposes of meeting the requirement we have some standard ones that we are going to propose that should meet the requirements.

Ms. Dudley: Do they have any parameters around what must be included?

Mr. Flint: The plan is to have one dealing with operational issues, one dealing with financial and one dealing with administrative and that pretty much covers the gamut. Some communities that don't have field management yet, we would take those out, if it's a newer District that does not own and maintain anything, the other two would apply. Under the financial, we would cover the financial statements, audit, and the budget. Under administrative, we would cover the meeting X number of times a year. The legal notices would be properly posted.

Ms. Dudley: It doesn't take our ability away to act on other items that may come up throughout the year?

Mr. Flint: No. We are going to make it general enough and easy enough to achieve the things that we already have to do and set the thresholds low enough that there is no doubt. For example, the goal might be to meet three times a year when you probably are going to meet 10 times a year. The only place it will get posted is on the Districts website. It is not going to any state agency that is monitoring any of this. That may be a future step.

B. Engineer

i. Discussion of Pending Plat Conveyances

ii. Status of Permit Transfers

Mr. Reid: Phase 1 is done and certified. Do we want to do a partial transfer to the CDD for Phase 1 or wait until the end for the stormwater?

Mr. Flint: Do you want to do a partial ERP transfer to operating or wait until the end.

Ms. Trucco: If it is for stormwater ponds in Phase 1, we sent the deed out for recording on Friday.

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Mr. Bonin: I say yes do Phase 1. I thought it was done to be honest. We are six months plus away on Phase 2. No reason to wait.

Mr. Reid: I am working on the construction reimbursement for Phase 1 also this week.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: You have the check register for the month of April for the General Fund totaling \$12,439.91. Any questions?

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

ii. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financials through the end of April. There is no action required.

Ms. Dudley: The landscape maintenance, it's under the \$51,000 for the ERP, is that right?

Mr. Scheerer: That is because it has only been partially turned over. We budget for the whole year and as things have been coming online, we have received those and started the maintenance like Golden Knight Blvd. Recently, we have done the amenity, the volleyball and play area so that will be coming online and then we added the two ponds.

Mr. Flint: You will see we are underspent on streetlights too. It is just a matter of timing when those are turned over.

iii. Form 1 Filing Reminder – Due July 1st

Mr. Flint: Reminder that Form 1 is due by July 1st. It is online this year. You should have gotten an email from the Commission on Ethics. They send a reminder around June 1st. Any questions, let me know.

D. Field Manager's Report

Mr. Scheerer: Continuing to make regular site visits to the property and do inspections. Recently did a site audit inventory in all of the amenity, the benches, trash cans, volleyball stuff. The new sign going in and getting the SOV's together to send over to insurance to make sure we have the proper coverage. That has been completed.

Mr. Bonin: When does the school switchover officially happen?

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Ms. Trucco: We got the amended and restated interlocal agreement over to their attorney by the cut off for their agenda.

Mr. Bonin: Which one, the City of Kissimmee or the school Board?

Ms. Trucco: The City of Kissimmee.

Mr. Bonin: I forgot which one was going first and which one second. I thought it was happening in June. I met with them in early May and the City of Kissimmee had to ratify it first and then the school Board accepted it. I just couldn't remember the dates. When does it officially go from the CDD to the City?

Ms. Trucco: After the City approves that. They will need to approve the amended and restated interlocal agreement because that states the City will take over ownership of it. I did not receive any comments from their Counsel. I believe it is proceeding to their meeting. The City Commission is meeting on July 2nd.

Mr. Bonin: That is when they accept ownership of the road. Does the School Board have to do anything at that point?

Ms. Trucco: That would be up to the School Board's attorney. From the CDD's perspective, we are just going into an agreement with the City where in the City is saying we will take Golden Knight Blvd. and be the owner instead of the CDD. Once they approve the interlocal agreement then the CDD can convey Golden Knight to the City and that interlocal agreement states the CDD will maintain it.

Ms. Bonin: When does that happen and what documents make that happen?

Ms. Trucco: The amended and restated interlocal agreement will make that happen basically the City will approve that. I still need to draft the deed from the CDD to the City which I can get moving on that.

Mr. Bonin: The interlocal says what is happening. The deed makes the ownership change. We as the District will continue to maintain it. We are already maintaining it so it's business as usual.

Ms. Trucco: The interlocal agreement will specify the maintenance responsibility.

FIFTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SIXTH ORDER OF BUSINESS

Supervisor's Requests

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There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Morgan: I make a motion to adjourn.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, 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