

**MINUTES OF MEETING
THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of The Oak Hill Town Center Community Development District was held on June 10, 2025, at 11:00 a.m., at the Storch Law Firm, 420 S Nova Rd, Daytona Beach, Florida 32114.

Present:

Bradley Bauknecht
Harry Newkirk
Justin Payne

Chair
Vice Chair
Assistant Secretary

Also present:

Cindy Cerbone
Chris Conti
Michelle Rigoni

District Manager
Wrathell, Hunt and Associates (WHA)
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:01 a.m.

▪ **Administration of Oath of Office to Elected Board of Supervisors**

This item, previously the Third Order of Business, occurred out of order.

Mr. Conti, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Harry Newkirk, Bradley Bauknecht and Justin Payne.

Supervisors Newkirk, Bauknecht and Payne were present. Supervisors-Elect Bogart and Schroeder were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS**Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)**

The Oath of Office was administered during the First Order of Business. The following items were provided and explained to the new Board Members:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 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**

Ms. Rigoni noted that each Board Member will complete Form 8B, which will be kept on file and attached to meeting minutes, should a conflict of interest arise.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2025-01. The results of the Landowners' Election were as follows:

| | | | |
|--------|-------------------|-----------|-------------|
| Seat 1 | Harry Newkirk | 300 Votes | 4-year Term |
| Seat 2 | Bradley Bauknecht | 300 Votes | 4-year Term |
| Seat 3 | Cody Bogart | 200 Votes | 2-year Term |
| Seat 4 | Shamus Schroeder | 200 Votes | 2-year Term |
| Seat 5 | Justin Payne | 200 Votes | 2-year Term |

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On MOTION by Mr. Bauknecht and seconded by Mr. Newkirk, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2025-02,
Electing Certain Officers of the District, and
Providing for an Effective Date**

Ms. Cerbone presented Resolution 2025-02. Mr. Bauknecht nominated the following:

| | |
|-------------------|---------------------|
| Bradley Bauknecht | Chair |
| Harry Newkirk | Vice Chair |
| Justin Payne | Assistant Secretary |
| Craig Wrathell | Secretary |
| Chris Conti | Assistant Secretary |
| Cindy Cerbone | Assistant Secretary |
| Craig Wrathell | Treasurer |
| Jeffrey Pinder | Assistant Treasurer |

No other nominations were made.

On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-02, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)**ORGANIZATIONAL ITEMS****SIXTH ORDER OF BUSINESS****Consideration of the Following Consent
Agenda Organizational Items:**

The following Consent Agenda Items were presented:

- A. Resolution 2025-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**
- Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**

Ms. Cerbone explained the District Management Services Fee Schedule and billing.

B. Resolution 2025-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: Kutak Rock LLP**

Ms. Rigoni explained the District Counsel Services Fee Schedule and billing.

C. Resolution 2025-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

D. Board Member Compensation: 190.006 (8), F.S.

The Board Members waived compensation.

E. Resolution 2025-06, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

F. Resolution 2025-07, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

Resolution 2025-07 is being adopted, in substantial form, due to necessary minor updates.

- **Authorization to Obtain General Liability and Public Officers' Insurance**

G. Resolution 2025-08, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

H. Resolution 2025-09, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

Resolution 2025-09 is being adopted in substantial form to update the verbiage to add a notation that electronic records will be considered as originals.

I. Resolution 2025-10, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving

the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

- J. Resolution 2025-11, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District; and Providing for an Effective Date**

This item was deferred.

- K. Authorization of Request for Proposals (RFP) for Annual Audit Services**

- **Designation of Board of Supervisors as Audit Committee.**

- L. Strange Zone, Inc. Quotation #M25-0012 for District Website Design, Maintenance and Domain Web-Site Design Agreement**

This item was deferred.

- M. Resolution 2025-12, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

- N. Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

This item is being approved in substantial form; the Goals and Objectives will be amended to remove Goal 2.1 stating "District Engineer will conduct an annual inspection of the District's infrastructure and related systems."

BANKING ITEMS

SEVENTH ORDER OF BUSINESS

Consideration of the following Consent Agenda Banking Items:

The following Consent Agenda Items were presented:

- A. Resolution 2025-13, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**
- B. Resolution 2025-14, Authorizing the District Manager or Treasurer to Execute the Public Depositor Report; Authorizing the Execution of any Other Financial Reports as Required by Law; Providing for an Effective Date**

BUDGETARY ITEMS

EIGHTH ORDER OF BUSINESS

**Consideration of the Following Consent
Agenda Budgetary Items:**

The following Consent Agenda Items were presented:

A. Budget Funding Agreement Fiscal Year 2025 and Fiscal Year 2026

This item is being approved in substantial form, subject to Landowner/Developer Counsel review.

Funding requests will be submitted to Mr. Bauknecht.

B. Resolution 2025-15, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

C. Resolution 2025-16, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

D. Resolution 2025-17, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date

E. Resolution 2025-18, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

F. Resolution 2025-19, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Consent Agenda Items in the Sixth, Seventh and Eighth Orders of Business, as listed, with Items 6F, 6H, 6N and 8A in substantial form and Item 6J deferred, were approved and/or adopted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

NINTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

- A. Resolution 2025-20, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

- B. Resolution 2025-21, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2024/2025 and Providing for an Effective Date**

This item was deferred.

- C. Resolution 2025-22, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

This item was deferred.

BANKING ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Banking Item:

- A. Resolution 2025-23, Designating a Public Depository for Funds of the District and Providing an Effective Date**

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>On MOTION by Mr. Newkirk and seconded by Mr. Bauknecht, with all in favor, Resolution 2025-23, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BUDGETARY ITEMS

ELEVENTH ORDER OF BUSINESS

Consideration of the following Non-Consent Agenda Budgetary Items:

- A. Resolution 2025-24, Approving Proposed Budget(s) for FY 2025; Setting a Public Hearing Thereon and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date**

Ms. Cerbone presented Resolution 2025-24. She reviewed the proposed Fiscal Year 2025 budget and discussed the line items. This is a Developer-contribution budget. The following change will be made to Resolution 2025-24:

DATE: Change "August 12, 2025" to "September 9, 2025"

B. Resolution 2025-25, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date

Ms. Cerbone presented Resolution 2025-25. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. This is a Developer-contribution budget. The following change will be made to Resolution 2025-25:

DATE: Change "August 12, 2025" to "September 9, 2025"

On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-24, as amended, Approving Proposed Budget(s) for FY 2025; Setting a Public Hearing Thereon for September 9, 2025 at 11:00 a.m., at the Offices of Storch Law Firm, 420 S Nova Road, Daytona Beach, Florida 32114 and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date, was adopted.

On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-25, as amended, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon for September 9, 2025 at 11:00 a.m., at the Offices of Storch Law Firm, 420 S Nova Road, Daytona Beach, Florida 32114 and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Approval of January 14, 2025 Landowners' Meeting Minutes

On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the January 14, 2025 Landowners' Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

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

The next meeting will be held on September 9, 2025 at 11:00 a.m.

It was noted that the Board prefers tablets, in lieu of hardcopy agendas.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

| |
|--------------------------------------------------------------------------------------------------------------------------------|
| <p>On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the meeting adjourned at 12:21 p.m.</p> |
|--------------------------------------------------------------------------------------------------------------------------------|

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary

Chair/Vice Chair