

**THE OAK HILL
TOWN CENTER**

**COMMUNITY DEVELOPMENT
DISTRICT**

September 9, 2025

BOARD OF SUPERVISORS

**PUBLIC HEARINGS
AND REGULAR
MEETING AGENDA**

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

The Oak Hill Town Center Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

September 2, 2025

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

The Oak Hill Town Center Community Development District

Dear Board Members:

The Board of Supervisors of The Oak Hill Town Center Community Development District will hold Public Hearings and a Regular Meeting on September 9, 2025, at 11:00 a.m., at the Storch Law Firm, 420 S Nova Rd, Daytona Beach, Florida 32114. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Elected Board of Supervisors [Cody Bogart – Seat 3 and Shamus Schroeder – Seat 4] *(the following will be provided in a separate package)*
 - 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
4. Consideration of Resolution 2025-26, Electing Certain Officers of the District, and Providing for an Effective Date
5. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2025-27, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date
6. Public Hearing on Adoption of Fiscal Year 2025/2026 Budget
 - A. Affidavit of Publication

- B. Consideration of Resolution 2025-28, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date
7. Consideration of 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
8. Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]
 - Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting
9. Consideration of Resolution 2025-07, Setting Forth the Policy of the Oak Hill Town Center Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, District Officers; and Providing for an Effective Date
10. Consideration of 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
11. Resolution 2025-11, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District
12. Consideration of Resolution 2025-20, Designating the Location of the Local District Records Office and Providing an Effective Date
13. Acceptance of Unaudited Financial Statements as of July 31, 2025
14. Approval of June 10, 2025 Organizational Meeting Minutes
15. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Manager: *Wrathell, Hunt and Associates, LLC*
 - Property Insurance on Vertical Assets
 - NEXT MEETING DATE: TBD

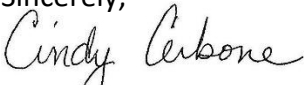
○ QUORUM CHECK

SEAT 1	HARRY NEWKIRK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	BRADLEY BAUKNECHT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	CODY BOGART	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	SHAMUS SCHROEDER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	JUSTIN PAYNE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

16. Board Members' Comments/Requests

17. Public Comments

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

Sincerely,

 Cindy Cerbone
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 801 901 3513

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

3

**THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me before me by means of physical presence or online notarization on this ___ day of _____, 202__, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of The Oak Hill Town Center Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: Home Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2025-26

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Oak Hill Town Center Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District’s Board of Supervisors of the District desires to elect and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following is/are elected as Officer(s) of the District effective September 9, 2025:

_____ is appointed Chair

_____ is appointed Vice Chair

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of September 9, 2025:

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution.

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Chris Conti Is Assistant Secretary

Craig Wrathell is Treasurer

Jeffrey Pinder is Assistant Treasurer

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

**THE OAK HILL TOWN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

5

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

5A

Serial Number
25-00394I



Ormond Beach Observer
Published Weekly
Ormond Beach , Volusia County, Florida

COUNTY OF VOLUSIA

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Ormond Beach Observer a weekly newspaper published at Ormond Beach , Volusia County, Florida; that the attached copy of advertisement,

being a Notice of Public Hearings and Notice of Regular Board of Supervisors' Meeting

in the matter of Public Hearings and Regular Meeting on September 9, 2025 at 11:00 a.m.; Oak Hill Town Center CDD

in the Court, was published in said newspaper by print in the issues of 8/21/2025, 8/28/2025

Affiant further says that the Ormond Beach Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

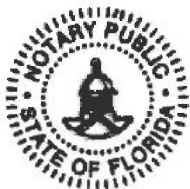
*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me, 29th day of August, 2025 A.D.

by Holly Botkin who is personally known to me.

Notary Public, State of Florida
(SEAL)



Andrew Pagnotta
Comm.: HH 627562
Expires: Jan. 12, 2029
Notary Public - State of Florida

THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2025 AND FISCAL YEAR 2026 PROPOSED BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of The Oak Hill Town Center Community Development District ("District") will hold public hearings and a regular meeting as follows:

DATE: September 9, 2025
TIME: 11:00 a.m.
LOCATION: Storch Law Firm
420 S. Nova Road
Daytona Beach, Florida 32114

The purpose of the public hearings is to receive comments and objections on the adoption of the District's proposed budgets for the fiscal year ending September 30, 2025, and the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("Proposed Budgets"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budgets may be obtained at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, 561-571-0010 ("District Manager's Office"), during normal business hours.

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

August 21, 28, 2025

District Manager

25-00394I

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

5B

RESOLUTION 2025-27
[REMAINDER OF FY 2025 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Oak Hill Town Center Community Development District (“District”) was established on October 28, 2024, and held its organizational meeting on June 10, 2025; and

WHEREAS, for the fiscal year ending September 30, 2025 (“FY 2025”), the District Manager prepared and submitted to the Board of Supervisors (“Board”) of The Oak Hill Town Center Community Development District (“District”) proposed budget(s) (“Proposed Budget”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the The Oak Hill Town Center Community Development District for the Fiscal Year Ending September 30, 2025.”

- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9TH DAY OF SEPTEMBER, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

Exhibit A: FY 2025 Budget

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	<u>Proposed Budget</u>
REVENUES	
Developer contribution	51,799
Total revenues	<u>51,799</u>
 EXPENDITURES	
Professional & administrative	
Supervisors	-
Management/accounting/recording**	8,000
Legal	25,000
Engineering	2,000
Audit*	-
Arbitrage rebate calculation*	-
Dissemination agent*	-
Trustee*	-
Telephone	67
Postage	500
Printing & binding	167
Legal advertising	7,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	1,000
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u>51,799</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -
 Fund balance - beginning (unaudited)	 -
Fund balance - ending (projected)	-
Unassigned	-
Fund balance - ending	<u><u>\$ -</u></u>

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ -
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording**	8,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	-
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
EMMA software service*	-
Trustee*	-
Telephone	67
Postage	500
Telephone and fax machine.	
Printing & binding	167
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Legal advertising	7,500
Letterhead, envelopes, copies, agenda packages	
Annual special district fee	175
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Insurance	5,500
Annual fee paid to the Florida Department of Economic Opportunity.	
Contingencies/bank charges	1,000
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 51,799</u></u>

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

6

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

6A

Serial Number
25-00394I



Ormond Beach Observer
Published Weekly
Ormond Beach , Volusia County, Florida

COUNTY OF VOLUSIA

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Ormond Beach Observer a weekly newspaper published at Ormond Beach , Volusia County, Florida; that the attached copy of advertisement,

being a Notice of Public Hearings and Notice of Regular Board of Supervisors' Meeting

in the matter of Public Hearings and Regular Meeting on September 9, 2025 at 11:00 a.m.; Oak Hill Town Center CDD

in the Court, was published in said newspaper by print in the issues of 8/21/2025, 8/28/2025

Affiant further says that the Ormond Beach Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me, 29th day of August, 2025 A.D.

by Holly Botkin who is personally known to me.

Notary Public, State of Florida
(SEAL)



Andrew Pagnotta
Comm.: HH 627562
Expires: Jan. 12, 2029
Notary Public - State of Florida

THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2025 AND FISCAL YEAR 2026 PROPOSED BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of The Oak Hill Town Center Community Development District ("District") will hold public hearings and a regular meeting as follows:

DATE: September 9, 2025
TIME: 11:00 a.m.
LOCATION: Storch Law Firm
420 S. Nova Road
Daytona Beach, Florida 32114

The purpose of the public hearings is to receive comments and objections on the adoption of the District's proposed budgets for the fiscal year ending September 30, 2025, and the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("Proposed Budgets"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budgets may be obtained at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, 561-571-0010 ("District Manager's Office"), during normal business hours.

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

August 21, 28, 2025

District Manager

25-00394I

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

6B

RESOLUTION 2025-28
[FY 2026 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of The Oak Hill Town Center Community Development District (“**District**”) prior to June 15, 2025, proposed budget(s) (“**Proposed Budget**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the The Oak Hill Town Center Community Development District for the Fiscal Year Ending September 30, 2026.”
- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9TH DAY OF SEPTEMBER, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2026 Budget

Exhibit A: FY 2026 Budget

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	<u>Proposed Budget</u>
REVENUES	
Developer contribution	88,040
Total revenues	<u>88,040</u>
 EXPENDITURES	
Professional & administrative	
Supervisors	-
Management/accounting/recording**	48,000
Legal	25,000
Engineering	2,000
Audit*	-
Arbitrage rebate calculation*	-
Dissemination agent*	2,000
Trustee*	-
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	1,750
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	1,500
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u>88,040</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -
 Fund balance - beginning (unaudited)	 -
Fund balance - ending (projected)	-
Unassigned	-
Fund balance - ending	<u><u>\$ -</u></u>

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ -
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording**	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	2,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee*	-
Telephone	200
Postage	500
Telephone and fax machine.	
Printing & binding	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Legal advertising	1,750
Letterhead, envelopes, copies, agenda packages	
Annual special district fee	175
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Insurance	5,500
Annual fee paid to the Florida Department of Economic Opportunity.	
Contingencies/bank charges	1,500
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 88,040</u></u>

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2025-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT 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

WHEREAS, The Oak Hill Town Center Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE. The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION <i>TBD</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2025	Regular Meeting	__:__ AM/PM
November __, 2025	Regular Meeting	__:__ AM/PM
December __, 2025	Regular Meeting	__:__ AM/PM
January __, 2026	Regular Meeting	__:__ AM/PM
February __, 2026	Regular Meeting	__:__ AM/PM
March __, 2026	Regular Meeting	__:__ AM/PM
April __, 2026	Regular Meeting	__:__ AM/PM
May __, 2026	Regular Meeting	__:__ AM/PM
June __, 2026	Regular Meeting	__:__ AM/PM
July __, 2026	Regular Meeting	__:__ AM/PM
August __, 2026	Regular Meeting	__:__ AM/PM
September __, 2026	Regular Meeting	__:__ AM/PM

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

8

THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT
Performance Measures/Standards & Annual Reporting Form
October 1, 2025 – September 30, 2026

1. COMMUNITY COMMUNICATION AND ENGAGEMENT

Goal 1.1 Public Meetings Compliance

Objective: Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two (2) regular board meetings was held during the fiscal year.

Achieved: Yes No

Goal 1.2 Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3 Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. **INFRASTRUCTURE AND FACILITIES MAINTENANCE**

Goal 2.1 District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes No

3. **FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

Goal 3.1 Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2 Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD website.

Standard: CDD website contains 100% of the following information: most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3 Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit said results to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

District Manager

Chair/Vice Chair, Board of Supervisors

Print Name

Print Name

Date

Date

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

9

RESOLUTION 2025-07

A RESOLUTION SETTING FORTH THE POLICY OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT 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.

WHEREAS, the Board of Supervisors (“**Board**”) and the officers and staff of The Oak Hill Town Center Community Development District (“**District**”) are constantly presented with the necessity for making decisions regarding various phases of District policy and management; and

WHEREAS, it is absolutely essential to the effective operation of the District that such decisions be made in an environment where the threat of personal liability for the Board and its officers and staff is maintained at a minimum; and

WHEREAS, the Board wishes to formalize a policy with regard to the support and legal protection of the Board and its officers and staff so as to reduce the threat of personal liability to such individuals and allow for an effective decision-making environment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT THAT:

1. **INDEMNITEES.** As set forth in this Resolution, the District, in accordance with Florida law, agrees that the following Board members, officers and staff (together, “**Indemnitees**”) of the District shall be provided the benefit of the indemnification, support and legal defense provisions provided in this Resolution:

- a. All members of the Board of Supervisors; and
- b. Secretary and Assistant Secretaries, Treasurer and Assistant Treasurers, and other District officers, as well as District Staff (e.g., the District Manager, the District Engineer, and the District Counsel).

2. **SCOPE OF ACTIONS.** As set forth in this Resolution and in accordance with Sections 111.07 and 768.28, Florida Statutes, the District hereby agrees to provide legal representation to defend any and all civil actions of any kind arising from a complaint for damages or injuries suffered as a result of any action or omission of action of all Indemnitees, present or former, arising out of and in the scope of his or her employment or function, unless, in the case of a tort action, the Indemnitee acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. Defense of such civil actions includes, but is not limited to, any civil rights lawsuit seeking relief personally against any Indemnitee for an act or omission under color of state law, custom or usage,

wherein it is alleged that such Indemnitee has deprived another person of rights secured under the Federal Constitution or laws, including, by way of example, actions under 42 U.S.C. § 1983 or other federal statute. The District hereby further agrees to provide legal representation to defend against any other litigation arising against an Indemnitee from the performance of their official duties while serving a public purpose, including civil, administrative or criminal actions as permitted by law. By these provisions, the District does not waive any immunity from liability or limited waiver of such immunity as granted under Florida law. Rather, the District is stating that to the extent the State does not through its laws protect the Board and its officers from liability, the District is committed to doing so to the extent described in this Resolution and as permitted by law.

3. **INSURANCE.** The District may insure itself in order to cover all reasonable costs and fees directly arising out of or in connection with any legal claim or suit that directly results from a decision or act made by an Indemnitee while performing the duties and functions of his or her position.

4. **GOOD FAITH.** This Resolution is intended to evidence the District's support of Indemnites who perform acts and render decisions in the good faith performance of their duties and functions. The District will neither support nor defend those actions or omissions committed by an individual outside the scope of his or her office or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. By adoption of this Resolution, the Indemnitee(s) in question are each presumed to have acted within the scope of his or her office and are presumed to be acting in good faith, without a malicious purpose and not in a manner exhibiting wanton and willful disregard of human rights, safety or property. The District's Board of Supervisors may overcome this presumption only by unanimous vote of those participating and voting, in accordance with Section 7 herein.

5. **ADVERSE FINDING.** In the event that the District has expended funds to provide an attorney to defend an Indemnitee who is found to be personally liable by virtue of actions outside the scope of his or her employment or function, or is found to have acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the individual shall be required to reimburse the District for funds so expended. The District may recover such funds in a civil action against such individual.

6. **PAYMENT.** The District agrees to pay any final judgment, including damages, fines, penalties or other damages, costs, and attorneys' fees and costs, arising from any complaint for damages or injuries suffered as a result of any action or omission of action of any Indemnitee as described in Section 111.07, Florida Statutes. If the action arises under Section 768.28, Florida Statutes, as a tort claim, the limitations and provisions of that section governing payment shall apply. If the action is a civil rights action arising under 42 U.S.C. § 1983, or similar federal statutes, payment for the full amount of judgment may be made unless the individual has been determined in the final judgment to have caused the harm intentionally. The District agrees to pay any compromise or settlement of any claim or litigation described in this

paragraph, provided, however, that the District determines such compromise or settlement to be in the District's best interest.

7. **REBUTTAL OF GOOD FAITH PRESUMPTION.** To rebut the presumption of the automatic payment of judgments or provision of legal representation pursuant to this Resolution, at least one of the following determinations shall be made by a unanimous decision of the District's Board of Supervisors participating and voting:

- a. The actions of the Indemnitee were outside the scope of his or her duties and authority; or
- b. The acts or omissions of the Indemnitee constituted bad faith, malicious purpose, intentional infliction of harm or were done in a manner exhibiting wanton and willful disregard of human rights, safety or property; or
- c. The Indemnitee received financial profit or advantage to which he or she was not legally entitled.

8. **PROCEDURE.** To ensure the provision of legal representation pursuant to this Resolution, the following must be met:

- a. A copy of the summons, complaint, notice, demand letter or other document or pleading in the action, or a letter setting forth the substance of any claim or complaint, must be delivered to the District Chairman, Vice Chairman, District Manager or District Counsel within thirty (30) calendar days after actual receipt of any such document together with a specific request in writing that the District defend or provide representation for the Indemnitee; and
- b. The Indemnitee must cooperate continuously and fully with the District in the defense of the action.

9. **LIMITATIONS.** Any indemnification, legal defense or other protection provided pursuant to this representation shall not extend to:

- a. Consulting or other outside professional or business activities for which the Indemnitee received financial or other material compensation, which are outside the scope of his or her District duties and authority; and
- b. Any independent contractor for whom defense or indemnification is not authorized pursuant to Section 1(b) of this Resolution, unless the Board votes to authorize such indemnification, legal defense, or other protection; and

- c. Any fine, penalty or other punishment imposed as a result of conviction for a criminal offense, and any legal fees and costs incurred to defend criminal prosecution in which a conviction is obtained; and
- d. Claims brought against the Indemnitee by the District's Board of Supervisors; and
- e. Any indemnification or defense prohibited by law.

10. **RETENTION OF COUNSEL.** In the event legal representation or defense is provided pursuant to this Resolution, the Indemnitee may either:

- a. Retain legal counsel appointed by the District, in which case legal counsel shall be paid directly by the District; or
- b. Retain legal counsel chosen by the Indemnitee, in which case the District shall have the right to:
 - i. Approve, in advance, any agreement for legal fees or disbursements; and
 - ii. Pay all or part of the legal fees, costs and other disbursements and to set a maximum for legal fees, costs and other disbursements; and
 - iii. Direct the defense and settle or compromise the action or claim; and
 - iv. Reduce or offset any monies that may be payable by the District by any court costs or attorneys' fees awarded to the Indemnitee.

11. **NO ENLARGEMENT OF RIGHTS.** The benefits of the policy adopted in this Resolution shall not enlarge the rights that would have been available to any third-party plaintiff or claimant in the absence of this policy.

12. **HEIRS AND REPRESENTATIVES.** To the extent permitted by law, this policy shall inure to the benefit of the heirs, personal representatives and estate of the Board member and/or officer.

13. **MODIFICATIONS.** The District reserves the right to change, modify or withdraw this Resolution in its sole discretion, except as to actions, demand or other claims based on acts or omissions that occurred before the effective change, modification or withdrawal of this Resolution.

14. **EFFECTIVE DATE.** This Resolution shall be effective as of its adoption on the date listed below and shall apply to any acts or omissions occurring after that date.

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2025-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT 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.

WHEREAS, The Oak Hill Town Center Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, Section 1.2(2) of the District's Proposed Rules of Procedure appoints the Secretary of the District as the District's records custodian; and

WHEREAS, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("**Records Management Liaison Officer**"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("**Board**") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy ("**Policy**") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. APPOINTMENT OF OFFICER. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

2. DUTIES. The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the attached Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

3. ADOPTION OF POLICY. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("**Division**") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records

Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

4. SEVERABILITY. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

5. EFFECTIVE DATE. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this resolution supersedes any Records Retention Policy previously adopted by the District.

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

11

RESOLUTION 2025-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING AND APPROVING THE RECORDING OF THE NOTICE OF ESTABLISHMENT FOR THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT.

WHEREAS, The Oak Hill Town Center Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District was established by the City Commission of the City of Oak Hill, Florida, Ordinance No. 2024-12 ("**Ordinance**"); and

WHEREAS, Section 190.0485, *Florida Statutes*, requires a "Notice of Establishment" to be recorded within thirty (30) days after the effective date of the Ordinance; and

WHEREAS, the organizational meeting of the District's Board of Supervisors was scheduled for June 10, 2025 (hereinafter, "**Organizational Meeting**"); and

WHEREAS, the District authorized District Staff to arrange for the recording of a "Notice of Establishment of The Oak Hill Town Center Community Development District" in the County Official Records to ensure compliance with Florida law; and

WHEREAS, prior to the date of the Organizational Meeting, District Staff arranged for the recording of the "Notice of Establishment of The Oak Hill Town Center Community Development District" in the County Official Records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. RATIFICATION OF ACTIONS. The actions of District Staff in the filing of the Notice of Establishment of The Oak Hill Town Center Community Development District are hereby ratified, confirmed and approved.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of September, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

This space reserved for use by the
Clerk of the Circuit Court

This instrument was prepared by
and upon recording should be returned to:

Cindy Cerbone
Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

**NOTICE OF ESTABLISHMENT OF
THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT**

PLEASE TAKE NOTICE that on October 28, 2024, pursuant to a petition filed by OHTC Development, LLC, the City Commission of the City of Oak Hill, Florida adopted Ordinance No. 2024-12 which became effective on October 28, 2024, establishing The Oak Hill Town Center Community Development District ("District"). The legal description of the lands encompassed within the District is attached hereto as **Exhibit A**. The District is a special-purpose form of local government established pursuant to and governed by Chapter 190, Florida Statutes. More information on the powers, responsibilities, and duties of the District may be obtained by examining Chapter 190, Florida Statutes, or by contacting the District's registered agent as designated to the Department of Commerce in accordance with Section 189.014, Florida Statutes.

THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT MAY IMPOSE AND LEVY TAXES OR ASSESSMENTS, OR BOTH TAXES AND ASSESSMENTS, ON THIS PROPERTY. THESE TAXES AND ASSESSMENTS PAY THE CONSTRUCTION, OPERATION AND MAINTENANCE COSTS OF CERTAIN PUBLIC FACILITIES AND SERVICES OF THE DISTRICT AND ARE SET ANNUALLY BY THE GOVERNING BOARD OF THE DISTRICT. THESE TAXES AND ASSESSMENTS ARE IN ADDITION TO

COUNTY AND OTHER LOCAL GOVERNMENTAL TAXES AND ASSESSMENTS AND ALL OTHER TAXES AND ASSESSMENTS PROVIDED FOR BY LAW.

IN WITNESS WHEREOF, this Notice has been executed on this 16th day of June, 2025, and recorded in the Official Records of Volusia County, Florida.

Cindy Cerbone
Cindy Cerbone, District Manager

Emma Idoni
Witness
Emma Idoni
Print Name
Address: 2300 Glades Road,
Suite 410W Boca Raton FL, 33431

Jerónimo Uribe
Witness
Jerónimo Uribe
Print Name
Address: 2300 Glades Rd
410W Boca Raton FL, 33431

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 16 day of June, 2025, by Cindy Cerbone, as District Manager for The Oak Hill Town Center Community Development District, and who is either personally known to me, or produced _____ as identification.

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)
CHRISTOPHER DAVID CONTI
Notary Public
State of Florida
Comm# HH612525
Expires 11/14/2028

Name: Christopher David Conti
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

Exhibit A
Oak Hill Town Center Community Development District

LEGAL DESCRIPTION:

PROPERTY DESCRIPTION: (BY A1A SURVEYING, INC. LB8205)

PROPERTY SITUATED, LYING AND BEING A PORTION OF THE NORTH 1/2 OF SECTION 17, TOWNSHIP 19 SOUTH, RANGE 35 EAST, VOLUSIA COUNTY, FLORIDA, TOGETHER WITH A PORTION OF SECTION 8, TOWNSHIP 19 SOUTH, RANGE 35 EAST, VOLUSIA COUNTY, FLORIDA, TO WIT: LOTS 1 THROUGH 4, INCLUSIVE, AND LOT 8, BLOCK 4, AND ALL OF LOTS 5, 7, AND 8 AND A PORTION OF LOT 6 LYING WESTERLY OF THE EAST EDGE OF PAVEMENT OF OSTEEEN ROAD, AND ALL OF LOTS 5 THROUGH 8 INCLUSIVE, AND A PORTION OF LOTS 1 THROUGH 4, BLOC 2, HOWE'S HOMESTEAD, ACCORDING TO THE MAP THEREOF, RECORDED IN DEED BOOK M, PAGE 504, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; TOGETHER WITH A PORTION OF THE SW 1/4 OF SAID SECTION 8, LYING EASTERLY OF U.S. HIGHWAY 1, (STATE ROAD 5) AS SHOWN ON THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP, SECTION 7901-(112) 275 (SHEETS 3-5 OF 13) AND DATED 7/05/55 AND ALSO A PORTION OF LOTS 17, 7W, 30, 31, AND 61, SECTION 37, PABLO SUBDIVISION, AS RECORDED IN MAP BOOK 4, PAGE 10, VOLUSIA COUNTY PUBLIC RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A CONCRETE MONUMENT MARKING THE NORTHEAST CORNER OF LOT 5, BLOCK 3, SAID HOWE'S HOMESTEAD, SAID CORNER ALSO BEING THE SOUTHEAST CORNER OF LOT 13, SAMS TRACT, PER MAP BOOK 18, PAGE 46 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG THE EASTERLY LINE OF SAID LOT 5, SAID EASTERLY LINE ALSO BEING THE WESTERLY LINE OF THAT PROPERTY RECORDED IN OFFICIAL RECORD BOOK 5656, PAGE 3451, SAID VOLUSIA COUNTY PUBLIC RECORDS, S00°53'07"E, A DISTANCE OF 330.58 FEET TO A FOUND 1/2" IRON PIPE MARKING THE SOUTHEAST CORNER OF SAID LOT 5, SAID CORNER ALSO BEING ON THE NORTH LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 1678, PAGE 0463, SAID VOLUSIA COUNTY PUBLIC RECORDS; THENCE ALONG SAID NORTH LINE AND THE SOUTH LINE OF SAID LOT 5, BLOCK 3, N89°56'33"W, A DISTANCE OF 36.41 FEET TO A SET 5/8" IRON ROD AND CAP (LB8205) AND THE EASTERLY EDGE OF AN EXISTING ASPHALT ROAD (OSTEEEN ROAD), SAID IRON ROD MARKING THE NORTHWEST CORNER OF SAID PROPERTY RECORDED IN BOOK 1678, PAGE 0463; THENCE ALONG SAID EASTERLY EDGE OF ASPHALT AND THE WESTERLY LINE OF SAID PROPERTY RECORDED IN BOOK 1678, PAGE 0463, S01°58'40"W, A DISTANCE OF 329.49 FEET TO A SET 5/8" IRON ROD AND CAP (LB8205) MARKING THE SOUTHWEST CORNER OF SAID PROPERTY, SAID IRON ROD ALSO BEING ON THE NORTH LINE OF SAID LOT 7, BLOCK 3, HOWE'S HOMESTEAD; THENCE ALONG THE SOUTH LINE OF SAID PROPERTY RECORDED IN BOOK 1678, PAGE 0463 AND SAID NORTH LINE OF LOT 7, BLOCK 3, N89°43'36"E, A DISTANCE OF 51.10 FEET TO A FOUND 1/2" IRON PIPE MARKING THE NORTHEAST CORNER OF SAID LOT 7, BLOCK 3 AND THE NORTHWEST CORNER OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 3269, PAGE 0780, SAID PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG THE WEST LINE OF SAID PROPERTY AND THE WEST LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 3391, PAGE 1782 AND THE WEST LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 2757, PAGE 1182, SAID LINE ALSO BEING THE EAST LINE OF SAID LOTS 7 AND 8, BLOCK 3, HOWE'S HOMESTEAD, S00°44'39"E, A DISTANCE OF 651.59 FEET TO THE SOUTHWEST CORNER OF SAID PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 2757, PAGE 1182, SAID CORNER ALSO BEING THE SOUTHEAST CORNER OF SAID LOT 8, BLOCK 3 AND THE NORTHEAST CORNER OF SAID LOT 5, BLOCK 2 AND THE NORTHWEST CORNER OF SAID LOT 4, BLOCK 2, HOWE'S HOMESTEAD; THENCE ALONG THE NORTH LINE OF SAID LOT 4, BLOCK 2 AND THE SOUTH LINE OF SAID PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 2757, PAGE 1182, AND THE SOUTH LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 6534, PAGE 1415, SAID PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, N89°20'01"E, A DISTANCE OF 503.59 FEET TO THE WEST LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 4158, PAGE 379, SAID PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID WEST LINE, S00°12'12"E, A DISTANCE OF 3115.66 FEET TO THE SOUTHWEST CORNER OF SAID PROPERTY AND A FOUND CONCRETE MONUMENT WITH ILLEGIBLE BRASS DISC; THENCE ALONG THE SOUTH LINE OF SAID PROPERTY, N66°00'25"E, A DISTANCE OF 375.95 FEET TO A FOUND 1/2" IRON ROD AND CAP MARKED LB7833; THENCE CONTINUING ALONG SAID SOUTH LINE, N61°43'17"E, A DISTANCE OF 1249.16 FEET TO A POINT ON THE WEST LINE OF CANAVERAL NATIONAL SEASHORE AND THE EAST LINE OF SAID SECTION 8; THENCE ALONG SAID EAST LINE S00°12'11"E, A DISTANCE OF 252.84 FEET TO A FOUND CONCRETE MONUMENT MARKING THE SOUTHEAST CORNER OF SAID SECTION 8 AND THE NORTHEAST CORNER OF SAID SECTION 17; THENCE ALONG THE EAST LINE OF SAID SECTION 17 AND THE WEST LINE OF CANAVERAL NATIONAL SEASHORE, S00°51'42"E, A DISTANCE OF 2680.36 FEET TO A CONCRETE MONUMENT WITH BRASS DISC MARKED 1963 JLR 383, SAID MONUMENT MARKING THE EAST 1/4 CORNER OF SAID SECTION 17; THENCE ALONG THE SOUTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 17 AND THE NORTH LINE OF CANAVERAL NATIONAL SEASHORE, S89°04'38"W, A DISTANCE OF 2261.28 FEET TO A FOUND CONCRETE MAONUMENT WITH BRASS DISC MARKED 1963 JLR 383, SAID MONUMENT LYING ON THE EAST LINE OF SECTION 37, SAID PABLO SUBDIVISION AS RECORDED IN MAP BOOK 4, PAGE 10, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID EAST LINE, N31°43'24"W, A DISTANCE OF 729.02 FEET TO A FOUND 3" IRON PIPE MARKING THE SOUTHWEST CORNER OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 7904, PAGE 2290, SAID PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG THE SOUTH LINE OF SAID PROPERTY, N58°05'27"E, 488.65 FEET TO A FOUND 3" IRON PIPE

MARKING THE SOUTHEAST CORNER OF SAID PROPERTY; THENCE ALONG THE EAST LINE OF SAID PROPERTY, N31°37'25"W, 823.00 FEET TO A FOUND 3" IRON PIPE MARKING THE NORTHEASTERLY CORNER OF SAID PROPERTY; THENCE ALONG THE NORTH LINE OF SAID PROPERTY, THE FOLLOWING FOUR (4) CALLS: S80°11'04"W, A DISTANCE OF 123.12 FEET; THENCE S57°14'11"W, 62.08 FEET; THENCE S67°28'34"W, A DISTANCE OF 61.41 FEET; THENCE S74°07'19"W, A DISTANCE OF 263.14 FEET TO THE NORTHWEST CORNER OF SAID PROPERTY AND THE EAST LINE OF SAID PABLO SUBDIVISION; THENCE ALONG SAID EAST LINE, N31°43'19"W, A DISTANCE OF 27.16 FEET TO THE SOUTHEAST CORNER OF LOT 61, SAID POINT ALSO BEING ON THE NORTH RIGHT OF WAY LINE OF BILL'S HILL ROAD, A 40' WIDE RIGHT OF WAY PER SAID PABLO SUBDIVISION; THENCE ALONG THE SOUTH LINE OF SAID LOT 61 AND SAID NORTH RIGHT OF WAY LINE OF BILL'S HILL ROAD, S68°07'54"W, A DISTANCE OF 647.01 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF U.S. HIGHWAY 1, (STATE ROAD 5) AS SHOWN ON THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP, SECTION 7901-(112) 275 AND DATED 7/05/55; THENCE ALONG SAID EAST RIGHT OF WAY LINE THE FOLLOWING NINE (9) CALLS: N22°30'57"W, A DISTANCE OF 824.15 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 2781.93 FEET WITH A CENTRAL ANGLE OF 06°54'39" HAVING A CHORD BEARING OF N19°03'38"W, 335.35 FEET; THENCE IN A NORTHWESTERLY DIRECTION ALONG THE ARC OF SAID CURVE TO THE RIGHT, 335.55 FEET; THENCE N74°23'42"E, A DISTANCE OF 5.00 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 2776.93 FEET AND CENTRAL ANGLE OF 07°10'19" WITH A CHORD BEARING N12°01'09"W, 347.37 FEET; THENCE IN A NORTHERLY DIRECTION ALONG THE ARC OF SAID CURVE TO THE RIGHT, 347.59 FEET; THENCE N08°25'57"W, A DISTANCE OF 247.96 FEET; THENCE S68°02'03"W, A DISTANCE OF 5.14 FEET; THENCE N08°25'57"W, A DISTANCE OF 823.69 FEET TO THE BEGINNING OF A CURVE TO THE LEFT, CONCAVE WESTERLY, HAVING A RADIUS OF 5812.65 FEET AND CENTRAL ANGLE OF 07°25'00" WITH A CHORD BEARING N12°08'27"W, 751.89 FEET; THENCE IN A NORTHERLY DIRECTION ALONG THE ARC OF SAID CURVE TO THE LEFT, 752.42 FEET; THENCE N15°50'57"W, A DISTANCE OF 1223.81 FEET TO A POINT ON THE NORTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 8, SAID POINT ALSO BEING ON THE SOUTH LINE OF THAT PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 6995, PAGE 3779, SAID PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID SOUTH LINE, N89°25'05"E, A DISTANCE OF 882.04 FEET TO FOUND 5/8" IRON ROD AND CAP MARKD LB7833 MARKING THE SOUTHWEST CORNER OF LOT 8, BLOCK 4, SAID HOWE'S HOMESTEAD; THENCE ALONG THE WEST LINE OF SAID LOT 8, BLOCK 4, N00°45'43"W, A DISTANCE OF 330.84 FEET TO A FOUND CONCRETE MONUMENT MARKED PSM 5095, MARKING THE NORTHWEST CORNER OF SAID LOT 8, BLOCK 4; THENCE ALONG THE NORTH LINE OF SAID LOT 8, BLOCK 4, N89°32'15"E, A DISTANCE OF 652.90 FEET TO A FOUND CONCRETE MONUMENT MARKED PSM 5095, MARKING THE NORTHEAST CORNER OF SAID LOT 8 BLOCK 4 AND THE SOUTHEAST CORNER OF SAID LOT 2, BLOCK 4, HOWE'S HOMESTEAD; THENCE ALONG THE WEST LINE OF LOTS 2, 3, AND 4, ALL IN BLOCK 4, N00°18'17"W, A DISTANCE OF 989.47 FEET TO THE NORTHWEST CORNER OF SAID LOT 4, BLOCK 4; THENCE ALONG THE NORTH LINE OF SAID LOT 4, BLOCK 4 AND THE NORTH LINE OF SAID LOT 5, BLOCK 3, N89°42'36"E, A DISTANCE OF 1320.60 FEET TO THE POINT OF BEGINNING;

LESS AND EXCEPT: TAX PARCELS NO. 950800000010 AND NO. 950800000021 (OAK HILL SAINTS & SINNERS CEMETERY) AS DESCRIBED AND RECORDED IN OFFICIAL RECORD BOOK 8433, PAGE 1441 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY FLORIDA

DESCRIBED PROPERTY CONTAINING A TOTAL NET AREA OF 18,066,478 SQUARE FEET OR 414.75 ACRES, MORE OR LESS

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

12

RESOLUTION 2025-20

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Oak Hill Town Center Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the City of Oak Hill, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAK HILL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s local records office shall be located at:

LOCATION: _____

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2025.

ATTEST:

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JULY 31, 2025**

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2025**

	General Fund	Total Governmental Funds
ASSETS		
Due from Landowner	\$ 17,617	\$ 17,617
Total assets	17,617	17,617
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 4,287	\$ 4,287
Landowner advance	13,500	13,500
Total liabilities	17,787	17,787
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	4,117	4,117
Total deferred inflows of resources	4,117	4,117
Fund balances:		
Unassigned	(4,287)	(4,287)
Total fund balances	(4,287)	(4,287)
Total liabilities, deferred inflows of resources and fund balances	\$ 17,617	\$ 17,617

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JULY 31, 2025**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 51,799	0%
Total revenues	<u>-</u>	<u>-</u>	<u>51,799</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	4,000	8,000	50%
Legal	-	-	25,000	0%
Engineering	-	-	2,000	0%
Telephone	17	33	67	49%
Postage	-	-	500	0%
Printing & binding	42	84	167	50%
Legal advertising	170	170	7,500	2%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	1,000	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	-	210	0%
Total expenditures	<u>2,229</u>	<u>4,287</u>	<u>51,799</u>	8%
Excess/(deficiency) of revenues over/(under) expenditures	(2,229)	(4,287)	-	
Fund balances - beginning	(2,058)	-	-	
Fund balances - ending	<u>\$ (4,287)</u>	<u>\$ (4,287)</u>	<u>\$ -</u>	

**THE OAK HILL TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT

**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	Chair
Harry Newkirk	Vice Chair
Justin Payne	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Chris Conti	Wrathell, Hunt and Associates (WHA)
Michelle Rigoni	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

37 **THIRD ORDER OF BUSINESS** **Administration of Oath of Office to Elected**
 38 **Board of Supervisors (the following will be**
 39 **provided in a separate package)**
 40

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

- 43 **A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 44 **B. Membership, Obligations and Responsibilities**
- 45 **C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 46 **D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local**
 47 **Public Officers**

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

50
 51 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2025-01,**
 52 **Canvassing and Certifying the Results of**
 53 **the Landowners’ Election of Supervisors**
 54 **Held Pursuant to Section 190.006(2),**
 55 **Florida Statutes, and Providing for an**
 56 **Effective Date**
 57

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

60	Seat 1	Harry Newkirk	300 Votes	4-year Term
61	Seat 2	Bradley Bauknecht	300 Votes	4-year Term
62	Seat 3	Cody Bogart	200 Votes	2-year Term
63	Seat 4	Shamus Schroeder	200 Votes	2-year Term
64	Seat 5	Justin Payne	200 Votes	2-year Term

65
 66 **On MOTION by Mr. Bauknecht and seconded by Mr. Newkirk, with all in favor,**
 67 **Resolution 2025-01, Canvassing and Certifying the Results of the Landowners’**
 68 **Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes,**
 69 **and Providing for an Effective Date, was adopted.**
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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 |
| Justin Payne | Assistant 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.

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

106 • **Fee Agreement: Kutak Rock LLP**

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

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

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

111 The Board Members waived compensation.

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

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

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

119 • **Authorization to Obtain General Liability and Public Officers' Insurance**

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

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

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

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

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

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

136 This item was deferred.

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

- 138 • Designation of Board of Supervisors as Audit Committee.

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

141 This item was deferred.

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

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

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

149

150 **BANKING ITEMS**

151 **SEVENTH ORDER OF BUSINESS**

Consideration of the following Consent
Agenda Banking Items:

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153
154 The following Consent Agenda Items were presented:

155 A. Resolution 2025-13, Directing the District Manager to Establish a Local Bank Account
156 and Appoint Signors on the Account; and Providing an Effective Date

157 B. Resolution 2025-14, Authorizing the District Manager or Treasurer to Execute the
158 Public Depositor Report; Authorizing the Execution of any Other Financial Reports as
159 Required by Law; Providing for an Effective Date

160

161 **BUDGETARY ITEMS**

162 **EIGHTH ORDER OF BUSINESS** **Consideration of the Following Consent**
163 **Agenda Budgetary Items:**

164
165 The following Consent Agenda Items were presented:

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

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

169 Funding requests will be submitted to Mr. Bauknecht.

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

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

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

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

183 **F. Resolution 2025-19, Adopting an Internal Controls Policy Consistent with Section**
184 **218.33, Florida Statutes; Providing an Effective Date**

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

189
190
191 **PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY**
192 **ITEMS)**

193 **ORGANIZATIONAL ITEMS**

194 **NINTH ORDER OF BUSINESS**

Consideration of the Following Non-Consent Agenda Organizational Items:

- 195
- 196
- 197 **A. Resolution 2025-20, Designating the Location of the Local District Records Office and**
- 198 **Providing an Effective Date**

199 This item was deferred.

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

203 This item was deferred.

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

207 This item was deferred.

208

209 **BANKING ITEMS**

210 **TENTH ORDER OF BUSINESS**

Consideration of the Following Non-Consent Agenda Banking Item:

- 211
- 212
- 213 **A. Resolution 2025-23, Designating a Public Depository for Funds of the District and**
- 214 **Providing an Effective Date**

215 **On MOTION by Mr. Newkirk and seconded by Mr. Bauknecht, with all in favor,**

216 **Resolution 2025-23, Designating Truist Bank as the Public Depository for Funds**

217 **of the District and Providing an Effective Date, was adopted.**

218

219

220 **BUDGETARY ITEMS**

221 **ELEVENTH ORDER OF BUSINESS**

Consideration of the following Non-Consent Agenda Budgetary Items:

- 222
- 223
- 224 **A. Resolution 2025-24, Approving Proposed Budget(s) for FY 2025; Setting a Public**
- 225 **Hearing Thereon and Directing Publication; Addressing Transmittal and Posting**
- 226 **Requirements; Addressing Severability and Effective Date**

227 Ms. Cerbone presented Resolution 2025-24. She reviewed the proposed Fiscal Year
228 2025 budget and discussed the line items. This is a Developer-contribution budget. The
229 following change will be made to Resolution 2025-24:

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

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

234 Ms. Cerbone presented Resolution 2025-25. She reviewed the proposed Fiscal Year
235 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year
236 2025 budget, and explained the reasons for any changes. This is a Developer-contribution
237 budget. The following change will be made to Resolution 2025-25:

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

239

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

246

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

253

254

255 **TWELFTH ORDER OF BUSINESS**

Approval of January 14, 2025 Landowners'
Meeting Minutes

256

257

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

261

262

263 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**

264

265 **A. District Counsel: Kutak Rock LLP**

266 There was no report.

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

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

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

270

271 **FOURTEENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

272

273 There were no Board Members' comments or requests.

274

275 **FIFTEENTH ORDER OF BUSINESS** **Public Comments**

276

277 No members of the public spoke.

278

279 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

280

281 **On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor,**
282 **the meeting adjourned at 12:21 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

289
290
291
292

Secretary/Assistant Secretary

Chair/Vice Chair