

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

The Board of Supervisors of The Oak Hill Town Center Community Development District held 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.

**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 11:10 a.m.

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.

**THIRD ORDER OF BUSINESS**

**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)**

This item was deferred.

**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**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-26, Electing Certain Officers of the District, and Providing for an Effective Date**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**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**

Ms. Cerbone presented Resolution 2025-27 and stated the proposed Fiscal Year 2025 budget is a Developer-contribution budget, with expenses funded as they are incurred.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, 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, was adopted.**

**SIXTH ORDER OF BUSINESS**

**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**

Ms. Cerbone presented Resolution 2025-28 and reviewed the proposed Fiscal Year 2026 budget.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, 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, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**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**

Ms. Cerbone presented Resolution 2025-22. The following will be inserted into the Fiscal Year 2026 Meeting Schedule:

DATES: Second Tuesday of each month

TIME: 1:00 PM

LOCATION: Storch Law Firm, 420 S Nova Rd, Daytona Beach, Florida 32114.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, 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, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Cerbone presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. Regarding Infrastructure and Facilities Maintenance, Staff will remove Goal 2.1, which states that a “District Engineer will conduct an annual inspection of the District’s infrastructure and related systems,” since the District does not yet have a District Engineer or own any infrastructure.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Ms. Cerbone noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Goals and Objectives Reporting for Fiscal Year 2026, as amended, and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.**

**NINTH ORDER OF BUSINESS**

**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**

Ms. Cerbone presented Resolution 2025-07 and read the title.

Ms. Rigoni stated that this Resolution was presented at the previous meeting and is being revisited because there was a change to the noticing provision recently; the 14-day notice was changed to 30 days, which is a more typical noticing timeline.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, 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, was adopted.**

**TENTH ORDER OF BUSINESS**

**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**

Ms. Cerbone presented Resolution 2025-09.

Ms. Rigoni stated the only update made to the Resolution is to ensure that the electronic record could be considered original.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-09, Providing for the Appointment of a Records Management Liaison Officer to be the offices of Wrathell Hunt and Associates LLC; 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Resolution 2025-11, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District**

Ms. Cerbone presented Resolution 2025-11.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-11, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District, was adopted.**

**TWELFTH ORDER OF BUSINESS**

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

Ms. Cerbone presented Resolution 2025-20.

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, Resolution 2025-20, Designating Newkirk Engineering, 1230 North US Highway 1, Suite 3, Ormond Beach, Florida 32174, as the Location of the Local District Records Office and Providing an Effective Date, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2025**

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted.**

**FOURTEENTH ORDER OF BUSINESS**

**Approval of June 10, 2025 Organizational Meeting Minutes**

The following change was made:

Line 81: Remove “Justin Payne” and “Assistant Secretary”

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the June 10, 2025 Organizational Meeting Minutes, as amended, were approved.**

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

There was no report.

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

- **Property Insurance on Vertical Assets**
- **NEXT MEETING DATE: TBD**

Ms. Cerbone stated meetings will automatically be cancelled two weeks prior to their scheduled date unless a Board Member asks for the meeting to be held.

**SIXTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

Discussion ensued regarding Board Member compensation, the Florida Commission on Ethics and the ethics training requirement.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Bauknecht and seconded by Mr. Payne, with all in favor, the meeting adjourned at 11:33 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair