MINUTES OF MEETING
JUNIPER COVE
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Juniper Cove Community Development District held a Regular Meeting on April 15, 2024 at 10:30 a.m., at the offices of Alvarez Engineers, 8935 NW 35th Lane, Suite #101, Doral, Florida 33172.

Present were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Maria Camporeale	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Ginger Wald	District Counsel
Juan Alvarez	District Engineer
Zach Griffin (via telephone)	Forestar (USA) Real Estate Group Inc.
Keith Leonard	Forestar (USA) Real Estate Group Inc.
Rebecca Cortes	Supervisor-Appointee
David Tello	Supervisor-Appointee

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Rom called the meeting to order at 10:32 a.m. Supervisors Cotter, Camporeale and Moulton were present. Supervisor Albertson was not present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Acceptance of Lauren Martin's Declination of Appointment [Seat 4]; Term Expires November 2024**

Mr. Rom presented Ms. Lauren Martin's Declination of Appointment.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Ms. Lauren Martin's Declination of Appointment to Board Seat 4, was accepted.

FOURTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 4**

Mr. Cotter nominated Ms. Rebecca Cortes to fill Seat 4.

No other nominations were made.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the appointment of Ms. Rebecca Cortes to Seat 4, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Cortes. The following were provided and briefly explained:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Mr. Rom stated the Florida Commission on Ethics (FCOE) will email the Supervisors about the registration process. Supervisors must file Form 1 electronically no later than July 1, 2024, on the FCOE website, rather than with the Supervisor of Elections. He presented a Memorandum and discussed the annual requirement for Supervisors to complete four hours of ethics continuing education. The electronic version of the agenda provides links to free courses offered by the FCOE, the Office of the Attorney General and others.

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

FIFTH ORDER OF BUSINESS **Acceptance of Resignation of Karl Albertson [Seat 3]; Term Expires November 2024**

Mr. Rom presented Mr. Albertson's resignation letter.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Mr. Albertson from Seat 3, was accepted.

SIXTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 3**

Ms. Moulton nominated Mr. David Tello to fill Seat 3.

No other nominations were made.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the appointment of Mr. David Tello to Seat 3, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Tello.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-01. Mr. Cotter nominated the following slate:

Chair	Rebecca Cortes
Vice Chair	David Tello
Assistant Secretary	Christian Cotter
Assistant Secretary	Mary Moulton
Assistant Secretary	Maria Camporeale

No other nominations were made.

This Resolution removes Mr. Javier Tavel and Mr. Karl Albertson from the Board. Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer, and Assistant Secretary Daniel Rom, remain unaffected by this Resolution.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-01, Appointing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-02. He reviewed the proposed Fiscal Year 2025 budget, which is a Landowner-funded budget, with expenses paid as they are incurred. Updated insurance projections were received and the expense will be adjusted accordingly.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 1, Insurance line item: Change "6,600" to "5,720"

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for July 15, 2024 at 10:30 a.m., at the offices of Alvarez Engineers, 8935 NW 35th Lane, Suite #101, Doral, Florida 33172; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Designating a Date, Time and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date**

Mr. Rom presented Resolution 2024-03. Seats 3, 4 and 5, currently held by David Tello, Rebecca Cortes and Mary Moulton, respectively, will be up for election at the November 2024 Landowners' Election. Mr. Rom will serve as Proxy for the Landowners' Election.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-03, Designating a Date, Time and Location of November 5, 2024 at 10:30 a.m., at the offices of Alvarez Engineers, 8935 NW 35th Lane,

Suite #101, Doral, Florida 33172 for a Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-04.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

November 5, 2024 meeting time: Insert "10:30 AM"

DATE: Delete February meeting

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Ratification of Letter Regarding Jinama Farms Drainage Maintenance Entity**

Mr. Rom presented the Letter Regarding Jinama Farms Drainage Maintenance Entity, previously executed by the Chair.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the letter regarding the Jinama Farms Drainage Maintenance Entity, was ratified.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2024-05, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Mr. Rom presented Resolution 2024-05.

On MOTION by Mr. Cotter and seconded by Ms. Cortes, with all in favor, Resolution 2024-05, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Consideration of Resolution 2024-06, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-06.

On MOTION by Mr. Cotter and seconded by Mr. Tello, with all in favor, Resolution 2024-06, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date, was adopted.

FOURTEENTH ORDER OF BUSINESS **Update: Financing**

Discussion ensued regarding the possibility of further discussions related to bond issuance in June or July 2024.

FIFTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of February 29, 2024**

Mr. Rom presented the Unaudited Financial Statements as of February 29, 2024.

On MOTION by Mr. Cotter and seconded by Ms. Cortes, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

SIXTEENTH ORDER OF BUSINESS **Approval of July 17, 2023 Public Hearing and Regular Meeting Minutes**

Mr. Rom presented the July 17, 2023 Public Hearing and Regular Meeting Minutes.

On MOTION by Mr. Cotter and seconded by Mr. Tello, with all in favor, the July 17, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey, P.A

B. District Engineer: Alvarez Engineers, Inc.

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: May 20, 2024 at 10:30 AM**
  - **QUORUM CHECK**

The May 20, 2024 meeting will likely be cancelled. If so, the next meeting will likely be held on July 15, 2024.

EIGHTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Cotter and seconded by Mr. Tello, with all in favor, the meeting adjourned at 10:46 a.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair