

**MINUTES OF MEETING
FALLSCHASE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Fallschase Community Development District held a Public Hearing and Regular Meeting on September 23, 2024 at 10:30 a.m., at 2810 Remington Green Circle, Tallahassee, Florida 32308.

Present:

Richard Yates	Chair
Rick Singletary	Vice Chair
Lewis Singletary	Assistant Secretary
William Lamb	Assistant Secretary
Jeffrey "Jeff" Phipps	Supervisor-Elect

Also present:

Cindy Cerbone	District Manager
Kenza van Assenderp	District Counsel
Roger Wynn	District Engineer
Susan Platt	RMDC, Inc.
Jessica McGrew	RMDC, Inc.
Stephen McGill	Resident
Eddie Bass	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:33 a.m. The Oath of Office was administered to Mr. Jeff Phipps prior to the meeting.

All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor Jeff Phipps (the following to be provided in separate package)

Ms. Cerbone provided and explained the following to Mr. Phipps prior to the meeting:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligation and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B – Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

Ms. Cerbone reminded the Board Members to complete the required four hours of ethics training by December 31, 2024; completion of the requirement will be reported when filing Form 1 in 2025. She will email the links to free online courses.

FOURTH ORDER OF BUSINESS

Ratification of Resolution 2024-02, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-02 and read the slate of officers, as follows:

Richard Yates	Chair
Rick Singletary	Vice Chair
William Lamb	Assistant Secretary
Jeff Phipps	Assistant Secretary
Lewis Singletary	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Cindy Cerbone	Assistant Secretary

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Phipps and seconded by Mr. Rick Singletary, with all in favor, Resolution 2024-02, Designating Certain Officers of the District, and Providing for an Effective Date, was ratified.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-07. The proposed Fiscal Year 2025 budget is the same as the version presented at the last meeting.

On MOTION by Mr. Phipps and seconded by Mr. Rick Singletary, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Phipps and seconded by Mr. Lamb, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Rick Singletary and seconded by Mr. Phipps, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to

Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Discussion ensued regarding the decision to keep the Operations and Maintenance (O&M) assessment amount the same amount for every unit type, instead of calculating it on a front footage basis, which is the way it was done in the Debt Service Fund.

On MOTION by Mr. Lewis Singletary and seconded by Mr. Lamb, with all in favor, Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Presentation of Audited Financial Statements for Fiscal Year Ended September 30, 2023, Prepared by Lanigan & Associates, P.C.

Ms. Cerbone presented the Audited Financial Statements for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-09, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2023

On MOTION by Mr. Phipps and seconded by Mr. Lamb, with all in favor, Resolution 2024-09, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2023, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, 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

Ms. Cerbone presented Resolution 2024-06. The following change will be made to the Fiscal Year 2025 Meeting Schedule:

Delete October 7, 2024 Meeting

On MOTION by Mr. Phipps and seconded by Mr. Rick Singletary, with all in favor, Resolution 2024-06, 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.

TENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 – Special Districts Performance Measures and Standards Reporting]

Ms. Cerbone presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

Regarding Goal 2.1, it was noted that the minimum inspection of once per year does not limit the number of inspections of CDD infrastructure and facilities; additional inspections should occur when applicable.

Some Board Members voiced their opinion that the Auditor’s fees are higher than other firms. Whether to go through the Request for Proposals (RFP) process for Annual Audit Services was discussed.

On MOTION by Mr. Phipps and seconded by Mr. Rick Singletary, with all in favor, authorizing Mr. Yates to ask Lanigan & Associates, P.C., the current Auditor, to reduce its fees for the CDD’s Audits, was approved.

On MOTION by Mr. Phipps and seconded by Mr. Lamb, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2024

Discussion ensued regarding the revenue collection process, the tax certificate sale process to recover delinquencies and the criteria for imposing special assessments.

On MOTION by Mr. Lewis Singletary and seconded by Mr. Rick Singletary, with all in favor, the Unaudited Financial Statements as of August 31, 2024, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of June 3, 2024 Regular Meeting Minutes

On MOTION by Mr. Phipps and seconded by Mr. Lamb, with all in favor, the June 3, 2024 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. Attorney: van Assenderp Law**
- B. Engineer: Moore Bass Consulting, Inc.**

There were no reports from District Counsel or the District Engineer.

- C. Manager: Wrathell, Hunt and Associates, LLC**

Ms. Cerbone stated there are 96 registered voters residing within the CDD.

- **NEXT MEETING DATE: TBD**
 - **QUORUM CHECK**

The next meeting will likely be in 2025.

FOURTEENTH ORDER OF BUSINESS

Audience Comments/Supervisors Requests

Resident Stephen McGill asked for the CDD website address and a list of current and new infrastructure the CDD is or will be maintaining. He asked who is responsible for the street lights. Ms. Cerbone stated she will speak to him about the first two requests after the meeting. Regarding street lights, he was advised to contact the City of Tallahassee.

There were no Supervisors requests.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Phipps and seconded by Mr. Lamb, with all in favor, the meeting adjourned at 11:20 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair