

**MINUTES OF MEETING  
SUNGATE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Sungate Community Development District held a Public Hearing and Regular Meeting on August 16, 2023 at 9:30 a.m., at the offices of Cobb Cole, 149 S. Ridgewood Suite 700 Daytona Beach, Florida 32114.

**Present:**

Scott Bullock	Chair
Victoria Henige	Assistant Chair
Ethan S. Bullock	Assistant Secretary
Carl Lentz (via telephone)	Assistant Secretary

**Also present:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates LLC
Mark Watts	District Counsel
Nika Hosseini	Cobb Cole
Parker Mynchenberg (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:46 a.m.

Supervisors Scott Bullock, Henige, and Ethan Bullock were present. Supervisor Lentz attended via telephone. Supervisor Rentz was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Troy Rentz  
[Seat 5]; Term Expires November 2024**

Mr. Torres presented the resignation of Mr. Troy Rentz.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the resignation of Mr. Troy Rentz from Seat 5, was accepted.**

**FOURTH ORDER OF BUSINESS****Consider Appointment to Fill Unexpired Term of Seat 5**

- **Administration of Oath of Office (the following to be provided in a separate package)**
  - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
  - B. Membership, Obligations and Responsibilities**
  - C. Financial Disclosure Forms**
    - I. Form 1: Statement of Financial Interests**
    - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
    - III. Form 1F: Final Statement of Financial Interests**
  - D. Form 8B – Memorandum of Voting Conflict**

This item was deferred.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2023-36, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Torres presented Resolution 2023-36. The following slate was nominated:

Chair	Scott Bullock
Vice Chair	Victoria M. Henige
Assistant Secretary	Ethan S. Bullock
Assistant Secretary	Carl Lentz
Assistant Secretary	Vacant

No other nominations were made.

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

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2023-36, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS****Public Hearing on Adoption of Fiscal Year  
2023/2024 Budget****A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2023-35, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments and Providing an Effective Date**

Mr. Torres presented Resolution 2023-35. He reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. This is a Landowner-funded budget with expenses funded as they are incurred.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2023-35, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments and Providing an Effective Date, was adopted.**

Mr. Wrathell suggested granting authority to the Chair to execute an Agreement for a Grant Administrator.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, authorizing engagement of a Grant Administrator and authorizing the Chair to execute an Agreement, was approved.**

**SEVENTH ORDER OF BUSINESS****Consideration of Fiscal Year 2023/2024  
Funding Agreement**

Mr. Torres presented the Fiscal Year 2023/2024 Funding Agreement.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Fiscal Year 2023/2024 Funding Agreement, was approved.**

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2023-33,  
Designating Dates, Times and Locations for  
Regular Meetings of the Board of  
Supervisors of the District for Fiscal Year  
2023/2024 and Providing for an Effective  
Date**

Mr. Torres presented Resolution 2023-33. The consensus was to meet when needed.  
This item was deferred.

**NINTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of June 30, 2023**

Mr. Torres presented the Unaudited Financial Statements as of June 30, 2023.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.**

**TENTH ORDER OF BUSINESS****Approval of Minutes**

Mr. Torres presented the following:

- A. June 14, 2023 Regular Meeting
- B. July 5, 2023 Special Meeting

On MOTION by Scott Bullock and seconded by Ms. Henige, with all in favor, the June 14, 2023 Regular Meeting and the July 5, 2023 Special Meeting Minutes, as presented, were approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Cobb Cole
- B. District Engineer (Interim): Parker Mynchenberg & Associates, Inc
- C. District Manager: Wrathell, Hunt and Associates, LLC

There were no Staff reports.

- NEXT MEETING DATE: TBD
  - QUORUM CHECK

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

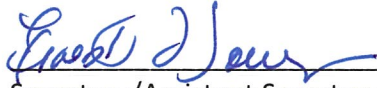
No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the meeting adjourned at 9:56 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

A handwritten signature in blue ink, appearing to read "Frank J. [unclear]", written over a horizontal line.

Secretary/Assistant Secretary

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke, written over a horizontal line.

Chair/Vice Chair