

**MINUTES OF MEETING
SPRING RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Spring Ridge Community Development District was held Monday, October 17, 2022 and called to order at 1:19 p.m. at the Spring Ridge Recreation Center, located at 14133 Sweet Shrub Court, Brooksville, Florida 34613.

Present and constituting a quorum were:

Guillermo Velez	Chairman
Jane Brekka	Vice Chairperson
Anthony Martino	Assistant Secretary
Merry-Lyn Orlando	Assistant Secretary
Alice Charoonsak	Assistant Secretary

Also present were:

Mark Vega	District Manager
Sandra Manuele	Clubhouse Manager
Members of the Public	

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

**Audience Comments (Limited to 3
Minutes Per Person)**

There being none, the next order of business followed.

The record shall reflect Ms. Orlando exited the meeting.

FOURTH ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of the August 10, 2022 Meeting**
- B. Acceptance of Financial Report as of September 30, 2022**
- C. Approval of Fiscal Year 2022 Audit Engagement Letter**
- D. Ratification of FY 2023 Insurance Coverage Proposal from Egis Insurance & Risk Advisors**

Mr. Vega requested any additions, corrections or deletions to the items under the Consent Agenda.

There being none,

On MOTION by Mr. Velez seconded by Ms. Brekka, with all in favor, the Consent Agenda, consisting of the items as listed above, was approved as presented. (4-0)

FIFTH ORDER OF BUSINESS

Engineer’s Report

There being no report, the next order of business followed.

SIXTH ORDER OF BUSINESS

Attorney’s Report

There being no report, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Manager’s Report

- A. Consideration of Resolution 2023-01 – Adopting a Records Retention Schedule**
 - *Two boxes are permanent records, and they cannot be scanned. As such, the monthly invoice for records storage is \$30.00 per month/\$360.00 per year.*

On MOTION by Mr. Velez seconded by Ms. Brekka, with all in favor, Resolution 2023-01 Adopting a Records Retention Schedule was adopted. (4-0)

EIGHTH ORDER OF BUSINESS

Clubhouse Manager’s Report

- Ms. Manuele discussed a proposal for a projector and the Board decided to stay with the tablets.
- Ms. Manuele updated the Board on FHP and HCS patrols.
- Ms. Manuele discussed the December 10th holiday event.
- Discussion ensued on trees.

On MOTION by Ms. Brekka seconded by Ms. Charoonsak, with all in favor, Panzers Tree Service to lifting of Oak Tree canopies at the entrance and removal of two Sweet Gum Trees in the amount of \$3,100 was approved. (4-0)

- Ms. Manuele reported she is waiting on a quote for the LED marquee sign.
- Ms. Deltoro's 15-year anniversary is November 12th.

NINTH ORDER OF BUSINESS

Supervisors' Requests

- Ms. Brekka requested Ms. Manuele obtain pool heater quotes.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Brekka seconded by Mr. Velez with all in favor, the meeting was adjourned at 2:39 p.m. (4-0)

Mark A. Vega

Mark Vega, Secretary