
MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**MADEIRA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Madeira Community Development District was held on **Wednesday, May 25, 2016 at 2:00 p.m.** at the office of Rizzetta & Company, Inc., 2806 North Fifth Street, Suite 403, St. Augustine, Florida 32084.

Present and constituting a quorum:

Sally Hall	Board Supervisor, Chairman
Bill Lanius	Board Supervisor, Vice Chairman
Doug Maier	Board Supervisor, Assistant Secretary
John Kunkel	Board Supervisor, Assistant Secretary (via speakerphone)

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams, P.A.
Thomas Inman	District Engineer, Matthews Design Group

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 2:15 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Special Meeting
held February 11, 2016**

On a Motion by Mr. Maier, seconded by Ms. Hall, with all in favor, the Board approved the Minutes of the Board of Supervisors' special meeting held February 11, 2016 for Madeira Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for January
2016, February 2016, March 2016 and
April 2016**

On a Motion by Mr. Maier, seconded by Mr. Lanius, all in favor, the Board ratified the operation and maintenance expenditures for January 2016; in the amount of \$9,421.70, for February 2016; in the amount of \$14,701.27, for March 2016; in the amount of \$8,056.01 and for April 2016; in the amount of \$13,380.08 for Madeira Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No Report.
- B. District Engineer
No Report.
- C. District Manager
 - i.) Charles Aquatics Service Report
 - ii.) Update on Number of Registered Voters

Ms. Dobbins presented Resolution 2016-03, Designating the Date, Time and Location for the Landowner Election including copies of Instructions, Proxy, Sample Ballot and Advertisement (Exhibit A).

On a Motion by Mr. Lanius, seconded by Ms. Hall, with all in favor, the Board adopted Resolution 2016-03, and set the Landowner Election for November 2, 2016 at 3:00 p.m. at the offices of Rizzetta and Company located at 2860 N. Fifth Street, unit 403, St. Augustine, Fl 32084 for Madeira Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Proposal for District
Engineering Services**

It was noted, on the record, that the only proposal received for District Engineering Services was from Matthews Design Group

The Board deemed Matthew's Design Group as qualified and directed district staff to start negotiations and to bring back a contract at the next meeting.

On a Motion by Ms. Hall, seconded by Mr. Lanius, with all in favor, the Board deemed Matthew's Design Group as qualified and directed district staff to start negotiations and to bring back a contract at the next meeting for Madeira Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Charles Aquatics
Contract Services**

On a Motion by Mr. Maier, seconded by Ms. Hall, with all in favor, the Board approved Charles Aquatics pond Maintenance renewal at the same current rate of \$425, per month, for six (6) ponds for Madeira Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2016-02,
Approving the Fiscal Year 2016/2017
Proposed Budget and Setting the Public
Hearing**

The Board reviewed proposed general fund budget, but after further discussion regarding possible research on cost to operate gate entry system the Board directed staff to add an additional \$30,000.00 to miscellaneous contingency.

On a Motion by Mr. Maier, seconded by Ms. Hall, with all in favor, the Board adopted Resolution 2016-02, and set the Public Hearing for August 24, 2016 at 2:00 p.m. at the St. Johns County Airport Authority, Meeting Room Facility, located at 4730 Casa Cola Way, St. Augustine, FL. 32095 for Madeira Community Development District.

NINTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There was a request that CDD information be added to the new homeowner welcome packets

There were no supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Maier, seconded by Mr. Lanius, with all in favor, the Board adjourned the meeting at 3:33 p.m. for Madeira Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman

Exhibit A

RESOLUTION 2016-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MADEIRA COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Madeira Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of St. Augustine, St. Johns County, Florida; and

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the effective date of Rule 42CCC-1, Florida Administrative Code, adopted by the Florida Land and Water Adjudicatory Commission creating the District was the 6th day of June 2006; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MADEIRA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the _____ day of November, 2016, at _____ a/p.m. at _____, located at _____.

Section 2. The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its May 25, 2016 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Rizzetta & Company, Inc., located at 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 25th DAY OF May, 2016.

MADEIRA COMMUNITY DEVELOPMENT DISTRICT

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE MADEIRA COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to all landowners within Madeira Community Development District (the "District") the location of which is generally described as comprising a parcel or parcels of land containing approximately 1,006 acres, located on the east side of US 1 North between Ocean Boulevard to the north and Poinciana Avenue to the south in St Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District Board of Supervisors.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (904) 436-6270, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Melissa Dobbins
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
MADEIRA COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: _____, November __, 2016

TIME: _____ .M.

LOCATION: _____

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election in a landowner seat, two for a four year period and one for a two year period. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**MADEIRA COMMUNITY DEVELOPMENT DISTRICT
CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER ____, 2016**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Madeira Community Development District to be held at _____, on November ____, 2016 at ____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2015), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
MADEIRA COMMUNITY DEVELOPMENT DISTRICT
CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2016

For Election (3 Supervisors): The two candidates receiving the highest number of votes will receive a four (4) year term, the recipient of the next highest number of votes will receive a two year term, with the term of office for each successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Madeira Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____
(Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. _____	_____
2. _____	_____
3. _____	_____

Date: _____

Signed: _____
Printed Name: _____