

**MINUTES OF MEETING  
UNIVERSITY SQUARE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the University Square Community Development District held a Public Hearing and Regular Meeting on August 11, 2023 at 2:30 p.m., as soon as the matter could be heard, at the offices of Miromar Development Corporation, 10801 Corkscrew Road, Suite 305, Estero, Florida 33928.

**Present were:**

Jeffery Staner  
Mark Geschwendt  
Rich Pomeroy

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Chuck Adams  
Greg Urbancic (via telephone)  
Charlie Krebs (via telephone)  
Tammy Campbell

District Manager  
District Counsel  
District Counsel  
McDermitt Davis

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 3:06 p.m.

Supervisors Geschwendt, Pomeroy and Staner were present. Two seats were vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 2 [Term Expires November 2026] and Seat 4 [Term Expires November 2024]**

Mr. Geschwendt nominated Mr. Mark Battaglia to fill Seat 2. No other nominations were made.

**On MOTION by Mr. Geschwendt and seconded by Mr. Staner, with all in favor, the appointment of Mr. Mark Battaglia to Seat 2, was approved.**

• **Administration of Oath of Office**

As Mr. Battaglia was not present, the Oath of Office will be administered another time.

**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**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Adams presented Resolution 2023-06. Mr. Geschwendt nominated the following slate:

Chair	Jeffery Staner
Vice Chair	Rich Pomeroy
Assistant Secretary	Mark Geschwendt
Assistant Secretary	Mark Battaglia
Assistant Secretary	Craig Wrathell

No other nominations were made.

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

**On MOTION by Mr. Geschwendt and seconded by Mr. Stamer, with all in favor, Resolution 2023-06, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2022; Prepared by McDirmit Davis**

Ms. Campbell presented the Audited Financial Report for the Fiscal Year Ended September 30, 2022 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

Regarding the Required Supplementary Information and Other Reporting Required by Government Auditing Standards, on Page 2 of the Independent Auditor’s Report, Ms. Campbell stated the format of the audit report changed in the past year but the content is primarily the same. The Required Supplementary Information is the management discussion and analysis, which gives an overview and a summary of the financial statements.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022**

Mr. Adams presented Resolution 2023-07.

**On MOTION by Mr. Geschwendt and seconded by Mr. Staner, with all in favor, Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08, Ratifying the Action of the District Manager in Re-Setting the Date of the Public Hearing on the Proposed Budget for Fiscal Year 2023/2024; Amending Resolution 2023-03 to Reset the Hearing**

**Thereon; Providing a Severability Clause;  
and Providing an Effective Date**

Mr. Adams presented Resolution 2023-08.

**On MOTION by Mr. Geschwendt and seconded by Mr. Staner, with all in favor, Resolution 2023-08, Ratifying the Action of the District Manager in Re-Setting the Date of the Public Hearing on the Proposed Budget for Fiscal Year 2023/2024; Amending Resolution 2023-03 to Reset the Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2023/2024 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2023-09, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Adams presented Resolution 2023-09 and reviewed the proposed Fiscal Year 2024 budget; the assessments will be on roll.

Mr. Adams discussed the changes in assessment roll preparation, why the Trustee fee has doubled to \$4,080, what services are included in the \$4,000 "Repairs and maintenance" item and if any extraordinary charges are anticipated.

**Mr. Adams opened the Public Hearing.**

No affected property owners or members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Mr. Pomeroy and seconded by Mr. Geschwendt, with all in favor, Resolution 2023-09, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Adams presented Resolution 2023-10.

**On MOTION by Mr. Geschwendt and seconded by Mr. Staner, with all in favor, Resolution 2023-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Amendment No. 01 to the District Management Services Agreement for Lien Roll Services**

Mr. Adams presented Amendment No. 01 to the District Management Services Agreement; the Amendment is related to the addition of Lien Roll Services. Management will take over the lien roll services from AJC Associates (AJC), at the same fee that AJC charged the CDD for the past 15+ years.

**On MOTION by Mr. Pomeroy and seconded by Mr. Geschwendt, with all in favor, Amendment No. 01 to the District Management Services Agreement for Lien Roll Services, was approved.**

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2023**

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

The financials were accepted.

**TWELFTH ORDER OF BUSINESS**

**Approval of May 11, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Geschwendt and seconded by Mr. Pomeroy, with all in favor, the May 11, 2023 Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Coleman Yovanovich Koester**

Mr. Urbancic discussed the newly-passed legislation that requires CDD Board Members to undergo four hours of annual ethics training commencing in January 2024. He responded to questions about the topics that the online courses will cover.

**B. District Engineer: Hole Montes, Inc.**

There was no report.

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

- **NEXT MEETING DATE: May 9, 2024 at 11:30 A.M.**
  - **QUORUM CHECK**

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There were no Supervisors' requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Staner and seconded by Mr. Geschwendt, with all in favor,  
the meeting adjourned at 3:25 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chair/Vice Chair