

**MINUTES OF MEETING  
LIBERTY COVE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Liberty Cove Community Development District held Multiple Public Hearings and a Regular Meeting on September 29, 2021, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 1:00 P.M., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034.

**Present at the meeting were:**

Gregory Matovina	Chair
Chris Wood	Vice Chair
Matt Roberts	Assistant Secretary
Brendan Moran	Assistant Secretary
Billy Howell	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC (WHA)
Wes Haber	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 1:11 p.m. He recapped the results of the Landowners' Election held just prior to the meeting, as follows:

Seat 1	Gregory Matovina	312 votes	4-Year Term
Seat 2	Matt Roberts	311 votes	2-Year Term
Seat 3	Chris Wood	312 votes	4-Year Term
Seat 4	Brendan Moran	311 votes	2-Year Term
Seat 5	Billy Howell	1 vote	2-Year Term

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Board of Supervisors *(the following will be provided in a separate package)***

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Matovina, Mr. Roberts, Mr. Wood, Mr. Moran and Mr. Howell. He discussed public records procedures and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. 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**
- E. Form 8B: Memorandum of Voting Conflict**

Mr. Haber discussed email procedures. Mr. Wrathell discussed electronic filing procedures.

All Supervisors were present, in person.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-29, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-29.

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, Resolution 2021-29, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-30, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-30. Mr. Matovina nominated the following slate of officers:

Greg Matovina	Chair
Chris Wood	Vice Chair
Craig Wrathell	Secretary
Matt Roberts	Assistant Secretary
Brendan Moran	Assistant Secretary
William Howell	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, Resolution 2021-30, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

**A. Affidavit/Proof of Publication**

The proof of publication was included for informational purposes.

**B. Consideration of Resolution 2021-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which**

**May Be Levied by the Liberty Cove Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 20200-31 and stated that this Resolution sets forth the CDD’s intent to utilize the Uniform Method of levying and collecting special assessments using the services of the Property Appraiser and Tax Collector.

**On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the Public Hearing was opened.**

There were no public comments.

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, Resolution 2021-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Liberty Cove Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

These items occurred below.

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Mailed Notice to Property Owner(s)**

The Mailed Notice was included for informational purposes.

**C. Master Engineer's Report *(for informational purposes)***

The Master Engineer's Report was included for informational purposes.

**D. Master Special Assessment Methodology Report *(for informational purposes)***

The Master Special Assessment Methodology was included for informational purposes.

**On MOTION by Mr. Matovina and seconded by Mr. Roberts, with all in favor, the Public Hearing was opened.**

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*

Mr. Wrathell stated that no members of the public were present. Mr. Matovina is the affected property owner and he did not wish to comment.

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the Public Hearing was closed.**

- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

Mr. Wrathell asked if the Board, sitting as the Equalizing Board, wished to make any changes to the assessments, based on any Board or public comments.

The Board, sitting as the Equalizing Board, did not make any changes.

- E. Consideration of Resolution 2021-32, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190 and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds;**

**Making Provisions for Transfers of Real Property to Homeowners Associations, Property Owners Association and/or Governmental Entities; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date**

Mr. Wrathell presented Resolution 2021-32.

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, Resolution 2021-32, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190 and 197, Florida Statutes; Confirming the District’s Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Homeowners Associations, Property Owners Association and/or Governmental Entities; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date**

This item was deferred.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2021/2022 and Providing for an Effective Date**

This item was deferred.

**TENTH ORDER OF BUSINESS**

**Approval of August 18, 2021 Organizational Meeting Minutes**

Mr. Wrathell presented the August 18, 2021 Organizational Meeting Minutes.

On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the August 18, 2021 Organizational Meeting Minutes, as presented, were approved.

**ELEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: *Hopping Green & Sams, P.A.***

Mr. Haber discussed the bond validation hearing scheduled for October 20, 2021, at 9:30 a.m., via Zoom.

**B. District Engineer (Interim): *Prosser, Inc.***

There was no report.

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

- **NEXT MEETING DATE: November 2, 2021 at 1:00 P.M.**
  - **QUORUM CHECK**

The next meeting was scheduled for November 2, 2021.

**TWELFTH ORDER OF BUSINESS****Board Members' Comments/Requests**

Mr. Matovina noted that Mr. Howell is entitled to Board Member compensation. Mr. Wrathell stated that Board Members are entitled to receive compensation of \$200 per meeting, if they wish to accept it. Mr. Howell accepted compensation.

**THIRTEENTH ORDER OF BUSINESS****Public Comments**

There were no public comments.

- **Adjournment**

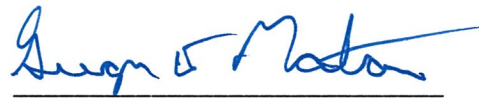
**This item was an addition to the agenda.**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the meeting adjourned at 1:38 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair