

**MINUTES OF MEETING  
GRIFFIN LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Griffin Lakes Community Development District was held Thursday, November 10, 2016 at 12:30 p.m. in the City of Dania Beach, Department of Parks & Recreation; Frost Park Recreational Complex; 300 NE 2<sup>nd</sup> Street; Dania Beach, Florida 33004. Present and constituting a quorum were:

Teresa West	Chairperson
Linda Armstrong	Vice Chairperson
Benny Barak	Assistant Secretary
Madeline DiComo	Assistant Secretary
Peter Marocco	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Ginger Wald	District Counsel

*The following is a summary of the discussions and actions taken at the November 10, 2016 Griffin Lakes Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

There being no public present, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**District Manager's Report**

**A. Dissemination Agent – Prager & Co., LLC**

- Prager & Sealy will no longer provide dissemination services to the District. As indicated in their termination letter, it states the District Manager is capable of providing these services.
- After discussion with district counsel, Mr. Cassel will prepare an amendment document adding the scope of service to the existing Severn Trent Management contract. The cost for this service will be a \$1,000 per year.

On MOTION by Ms. Armstrong seconded by Ms. DiComo with all in favor the termination letter from Prager & Co., LCC and the amendment to the scope of service provided by Severn Trent was approved.

**B. Motion to Assign Fund Balance as of September 30, 2016**

On MOTION by Ms. Armstrong seconded by Mr. Marocco with all in favor Motion to Assign Fund Balance as of September 30, 2016 was approved.

**C. Resolution 2017-01 – Amending Fiscal Year 2017 Budget**

- Additional cleaning of the catch basins was an unanticipated cost, which exceeded the budget as the funds had to be taken out of the fund balance. The budget had to be amended to reflect this.

On MOTION by Ms. West seconded by Mr. Marocco with all in favor Resolution 2017-01, Amending Fiscal Year 2017 Budget was approved.

**D. Commercial Tree Removal**

- Cutters Edge original proposal was considerably high. A new proposal was provided for the installation of the grey wood Royal Palms at a cost of \$850 and \$350 for the removal of the Royal Palm on Griffin Road.

On MOTION by Ms. Armstrong seconded by Mr. Marocco with all in favor for Cutters Edge to replace the Royal Palm on Griffin Road for \$1,200 was approved.

**E. Addendum to Engagement Letter from Berger, Toombs, Elam, Gaines and Frank**

- The new stature requires the auditor to add this addendum to be part of the engagement letter. There is no additional cost to the District.

On MOTION by Mr. Barak seconded by Ms. West with all in favor Addendum to the Engagement Letter from Berger, Toombs, Elam, Gaines and Frank was approved.

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**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Supervisors' Requests**

- Ms. Armstrong questioned if an agreement was received from the HOA about the lighting, as the lightings have been placed on CDD property. No agreement had been received, and Mr. Cassel will follow-up with Rick.
- Discussion ensued regarding cameras. Mr. Cassel provide the name of the company Tyrone Electric used for another District.

**SIXTH ORDER OF BUSINESS**

**Audience Comment Period**

There being no audience, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Approval of Financial Report, Check Register and Invoices as of September 30, 2016**

On MOTION by Ms. DiComo seconded by Ms. West with all in favor, the Financial Report, Check Register and Invoices as of September 30, 2016 were approved.

**EIGHTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 15, 2016 Meeting**

On MOTION by Ms. Armstrong seconded by Mr. Marocco with all in favor the Minutes of September 15, 2016 Meeting were approved as amended.


**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. West seconded by Mr. Marocco with all in favor the meeting was adjourned.

  
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Kenneth Cassel  
Secretary

  
~~Teresa West~~ LINDA ARMSTRONG  
Chairperson