

**MINUTES OF MEETING
BROWNWOOD COMMUNITY
DEVELOPMENT DISTRICT**

A Meeting of the Board of Supervisors of Brownwood Community Development District was held on Thursday, January 17, 2019 at 11:00 a.m. in the District Office Large Conference Room, 984 Old Mill Run, The Villages Florida, 32162.

Board members present and constituting a quorum:

Jim Sprung	Vice Chairman
Chad Ritch	Supervisor
Ken Stoff	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Lewis Stone	District Counsel
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Anne Hochsprung	Finance Director
Brittany Wilson	Director, Technology and Board Support Services
Jennifer McQueary	District Clerk
Julie Kulas	Administrative Assistant

FIRST ORDER OF BUSINESS:

Call to Order

A. Roll Call

Vice Chairman Sprung called the meeting to order at 11:02 a.m. and stated for the record that three (3) Supervisors were present representing a quorum. Lester Coggins and Gerry Andrews were absent.

B. Pledge of Allegiance

Vice Chairman Sprung led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Board observed a moment of silence for those who have served our Country and their community.

D. Welcome Meeting Attendees

The Board welcomed all those residents in attendance.

E. Audience Comments

No audience comments were received.

SECOND ORDER OF BUSINESS: Approval of the Minutes

On MOTION by Ken Stoff, seconded by Chad Ritch, with all in favor, the Board approved the Minutes from the Meeting held on January 17, 2019.

THIRD ORDER OF BUSINESS: Acceptance of Audit Report for Fiscal Year 2017/2018

Anne Hochsprung, Finance Director, advised that Purvis Gray & Company, the District's Auditor, has completed the audit report for Fiscal Year 2017/2018 and reviewed the Statement of Activities as well as the Balance Sheet of Governmental Funds with the Board. The following items were highlighted from the Fiscal Year 2017/2018 audit:

- The assets of the District exceeded its liabilities as of September 30, 2018 by \$15,882,008 (net position). A total 85.6% of the net position is currently invested in capital assets. Unrestricted net position totals \$2,295,156.
- The increase in net position was \$24,208, bringing the total net position to \$15,882,008, up from \$15,857,800 in the previous year.
- Revenues for the year were \$1,797,984, consisting primarily of the maintenance assessment. Expenses for the year were \$1,773,776, comprised primarily of physical environment charges and depreciation expenses.
- At the close of the Fiscal Year, the District's governmental fund reported a fund balance of \$2,295,156, an increase of \$441,253 over the prior year.

Helen Painter with Purvis & Gray, the District's Auditors, advised an unmodified opinion has been issued and believes that the financial statements are fairly presented in accordance with generally

accepted accounting principles and are free from material mistakes. Ms. Painter thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. Ms. Painter responded to the inquiries of the Board.

The Board thanked the auditors for the report provided.

On MOTION by Chad Ritch, seconded by Ken Stoff, with all in favor, the Board accepted the Brownwood Community Development District Fiscal Year 2017/2018 Audit.

FOURTH ORDER OF BUSINESS: Approval of Fiscal Year 2019/2020 Budget Calendar

Barbara Kays, Budget Director, provided the Board with the Fiscal Year 2019/2020 Budget Calendar and advised that approval of the Proposed Budget will occur during the Board's regular meeting to be held on June 6, 2019 in the District Large Conference Room and a Public Hearing to adopt the Final Budget is scheduled to occur at the Board's regular meeting to be held on September 5, 2019 in the District Large Conference Room.

On MOTION by Ken Stoff, seconded by Chad Ritch, with all in favor, the Board approved the Fiscal Year 2019/2020 Budget Calendar.

FIFTH ORDER OF BUSINESS: Operating Policies and Procedures

Brittany Wilson, Director of Technology and Board Support Services, advised that a draft of the Operating Policies and Procedures was provided to the Board via email and as an attachment to the agenda package. Staff has conducted a review of the District's existing Policies and Procedures, Statutory requirements, Operating Policies and procedures of other governmental entities and existing policies that the Board has adopted throughout the years, which have been incorporated into the document presented. Ms. Wilson advised that Staff has highlighted those areas where options have been provided to the Board for consideration and are requesting that the Board review the document and provide comments to Staff to be incorporated prior to the March Board Meeting. Once the Operating

Policies and Procedures have been finalized, Staff will move forward with the advertisement process for the Board to hold a Public Hearing to adopt the Rule.

SIXTH ORDER OF BUSINESS: Financial Statements

The Financial Statements as of December 31, 2018 were provided as information to the Board.

SEVENTH ORDER OF BUSINESS: District Manager Reports

Mr. Baier advised there will be a public meeting set up in April for the Supervisors and Committee members, as well as the public, for a District update to be provided regarding all activities that are occurring.

EIGHTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

NINTH ORDER OF BUSINESS: Supervisor Comments

There were no Supervisor Comments.

TENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 11:16 a.m.

On MOTION by Ken Stoff, seconded by Chad Ritch, with all in favor, the Meeting was adjourned.
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Richard J. Baier
Secretary

Lester Coggins
Chairman