

**MINUTES OF MEETING
SPICEWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Spicewood Community Development District was held on Wednesday, January 28, 2015 at 5:15 p.m. at the South Miami-Dade Arts Center, 10950 S.W. 211th Street, Cutler Bay, Florida.

Present and constituting a quorum were:

Eric Martinez	Vice Chairman
Ivette Bermudez	Assistant Secretary
Janet Boue (via telephone)	Assistant Secretary
Nushine Hosseini	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Ginger Wald	District Counsel

The following is a summary of the minutes and actions taken at the January 28, 2015 meeting of the Spicewood Community Development District Board of Supervisors.

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

Organizational Matters

**A. Oath of Office for Newly Elected Supervisors Elected by General Election 2014
(3)**

The oath of office was previously administered to Ms. Bermudez and Mr. Martinez. Mr. Cassel being a Notary Public of the State of Florida administered the oath of office to Ms. Nushine Hosseini at this time. A copy of each signed oath is attached hereto and made a part of the public record.

B. Election of Officers – Resolution 2015-1

Mr. Cassel explained the Board can consider restructuring its slate of offices at this time. Currently Mr. Martinez serves as Vice Chairman, Mr. Robert Koncar serves as Treasurer, Mr. Stephen Bloom serves as Assistant Treasurer and Mr. Cassel serves as Secretary. The following motion was made regarding the officer structure.

On MOTION by Mr. Martinez seconded by Ms. Boue with all in favor Mr. Martinez will serve as Chairman, Ms. Boue will serve as Vice Chairperson, Ms. Hosseini and Ms. Bermudez serve as Assistant Secretaries, Mr. Robert Koncar serves as Treasurer, Mr. Stephen Bloom serves as Assistant Treasurer and Mr. Cassel serves as Secretary as memorialized in Resolution 2015-01 as adopted.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There being no audience, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 22, 2014 Meeting

- o Mr. Cassel stated each Board member received a copy of the minutes of the October 22, 2014 meeting and requested any additions, corrections or deletions.
- o Ms. Boue reported she did not receive a copy of the minutes and requested that the approval of the minutes be tabled to the next meeting.
- o Consensus of the Board was to table the approval of the minutes to the next meeting.

FIFTH ORDER OF BUSINESS

District Manager’s Report

A. Records Retention Policy – Resolution 2015-02

- o Mr. Cassel briefly explained the District’s need for a records retention policy. The Board was asked to consider adoption of Resolution 2015-02 which requires the District’s records custodian to designate a Records Management Liaison Officer and adopts the State of Florida General Records Schedule GS1-SL as its records retention schedule.

On MOTION by Mr. Martinez seconded by Ms. Bermudez with all in favor Resolution 2015-02 establishing the District’s records retention policy was adopted.

SIXTH ORDER OF BUSINESS

Attorney’s Report

District Counsel had nothing additional to report.

SEVENTH ORDER OF BUSINESS

Supervisor Requests & Audience Comments

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

**Acceptance of Financial Statements,
Approval of the Check Register and
Invoices for December 31, 2014**

There being no questions or comments,

On MOTION by Mr. Martinez seconded by Ms. Bermudez with all in favor the financial statements were accepted and the check register and invoices were approved for the period ending December 31, 2014.

NINTH ORDER OF BUSINESS

Audience Comments

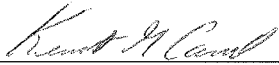
There not being any, the next item followed.

TENTH ORDER OF BUSINESS

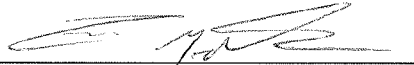
Adjournment

There being no further questions or comments,

On MOTION by Ms. Bermudez seconded by Mr. Martinez with all in favor the meeting was adjourned.



Kenneth Cassel
Secretary



Eric Martinez
Chairman