

**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, October 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	Chairman
Janet Boue	Vice Chairperson
Nushine Hosseini	Assistant Secretary
Marisol L. Varela	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 October 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**

**Audience Comments on Agenda Items**

There being no audience, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 31, 2015 Meeting**

Mr. Cassel stated each Board member received a copy of the minutes and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Martinez seconded by Ms. Boue with all in favor the minutes of the August 31, 2015 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**District Manager’s Report**

**A. Motion to Assign Fund Balances as of 9/30/15**

A motion from the Board approving this assignment will move three months of Reserve funds to Operating Reserves, which is done each year.

On MOTION by Ms. Boue seconded by Mr. Martinez with all in favor the suggested assignment of fund balance as of 9/30/15 as indicated in the document provided by the District Accountant was approved.

**B. Discussion and Possible Action on Direct Charge Service Fees**

Mr. Cassel and Ms. Wald explained the amendment regarding the direct charge and service fees, which were for estoppel letters and public records requests.

On MOTION by Ms. Boue seconded by Mr. Martinez with all in favor amending the current agreement with Severn Trent Environmental Services regarding an addition to the contract regarding estoppel letters and payoff charges enabling Severn Trent to direct bill the requestor \$75 and allowing public records requests to be direct charged and collected by District Management was approved.

**FIFTH ORDER OF BUSINESS**

**Attorney’s Report**

District Counsel had nothing additional to report.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests & Audience Comments**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Financial Statements, Approval of the Check Register and Invoices as of September 30, 2015**

On MOTION by Mr. Martinez seconded by Ms. Boue with all in favor the financial statements were accepted and the check register and invoices were approved for the period ending September 30, 2015.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

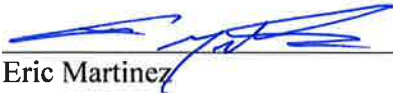
**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further questions or comments,

On MOTION by Mr. Martinez seconded by Dr. Varela with all in favor the meeting was adjourned.

  
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Kenneth Cassel  
Secretary

  
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Eric Martinez  
Chairman