

**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 25, 2017 at 5:15 p.m. at the South Miami-Dade Cultural Arts Center, 10950 S.W. 211th Street, Cutler Bay, Florida.

Present and constituting a quorum were:

Eric Martinez	Chairman
Janet Boue (via phone)	Vice Chairperson
Marisol L. Varela	Assistant Secretary
Nushine Hosseini	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Scott Cochran	District Counsel

*The following is a summary of the minutes and actions taken at the January 25, 2017 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 (2)**

**B. Consideration of Resolution 2017-01 Designating Officers**

Mr. Cassel being a notary public of the State of Florida administered the oath of office to Dr. Marisol Varela.

On MOTION by Ms. Boue seconded by Dr. Varela with all in favor Resolution 2017-01 electing officers of the District and retaining the current slate of officers as follows was adopted: Mr. Eric Martinez will serve as Chairman, Ms. Janet Boue, serves as Vice Chair, Ms. Nushine Hosseine and Dr. Marisol Varela serve as Assistant Secretaries, Mr. Ken Cassel is Secretary, Mr. Robert Koncar serves as Treasurer and Mr. Stephen Bloom serves as Assistant Treasurer.

**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 September 28, 2016 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 September 28, 2016 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**District Manager's Report**

- **Motion to Assign Fund Balance Reserves**

Mr. Cassel referred to the document included in the Board's agenda package regarding this item. The document indicates \$47,782 of the FY 2016 Reserves are assigned to Operating Reserves and \$5,000 is assigned to Reserves-Playground.

On MOTION by Mr. Martinez seconded by Dr. Varela with all in favor the assignment of fund balance reserves was accepted as presented.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Scott Cochran, covering for Ms. Ginger Wald, District Counsel, had nothing specific to report and offered to answer questions from the Board.

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests & Audience Comments**

There were none.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Financial Statements, Approval of the Check Register and Invoices as of December 31, 2016**

On MOTION by Mr. Martinez seconded by Ms. Hosseine with all in favor the financial statements were accepted and the check register and invoices were approved for the period ending December 31, 2016.

**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. Hosseine seconded by Ms. Boue with all in favor the meeting was adjourned.

  
\_\_\_\_\_  
Kenneth Cassel  
Secretary

  
\_\_\_\_\_  
Eric Martinez  
Chairman