

**MINUTES OF MEETING  
SPRING RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Spring Ridge Community Development District was held on Wednesday, December 13, 2017 at 11:05 a.m. at the Recreation Center, 14133 Sweet Shrub Court, Brooksville, Florida.

Present and constituting a quorum were:

Guillermo Velez (via phone)	Chairman
Jane Brekka	Vice Chairman
Alice Charoonsak	Assistant Secretary
Anthony Martino	Assistant Secretary
Merry-Lyn Orlando	Assistant Secretary

Also present were:

Mark Vega	District Manager
Sandra Manuele	Clubhouse Manager
Richard Matassa, P.E.	A Civil Design Group, LLC

*The following is a summary of the minutes and actions taken during the December 13, 2017 meeting of the Spring Ridge CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

On MOTION by Ms. Brekka seconded by Ms. Charoonsak with all in favor, Mr. Velez was authorized to participate and vote at the meeting telephonically. 4 - 0
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**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

None.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the September 27, 2017 Meeting
- B. Approval of Financial Statement Dated September 30, 2017
- C. Motion to Assign Fund Balance FO FY 2017
- D. Approval of Financial Statement Date October 31, 2017

Approved

On MOTION by Ms. Brekka seconded by Ms. Orlando with all in favor the consent agenda was approved. 5-0

**FIFTH ORDER OF BUSINESS**

**Engineer’s Report**

None.

**SIXTH ORDER OF BUSINESS**

**Attorney’s Report**

District Counsel will provide an update at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Fitness Center**

**i. Building Plans Survey**

A copy of the building plans survey was included in the agenda package.

**ii. Coastal Engineering Proposal**

The District’s Engineer submitted a proposal in the amount of \$13,500 plus an additional cost of \$4,875 for certification and an additional \$2,500 for the survey. The total proposal cost is \$20,875.

**iii. A Civil Design Group, LLC – Consultant Services Agreement**

A proposal was received from A Civil Design Group, LLC in the amount of \$11,880. There are no additional charges for the survey or construction certification; they are included in the total price. The selected contractor will be responsible for the final As Built drawing.

On MOTION by Ms. Orlando seconded by Ms. Brekka with all in favor the Consultant Services Agreement with A Civil Design Group, LLC (ACDG) in an amount not to exceed \$11,880 was approved. 5-0

**EIGHTH ORDER OF BUSINESS**

**Clubhouse Manager’s Report**

Ms. Manuele provided an update.

**NINTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Supervisor requests were recognized.

**TENTH ORDER OF BUSINESS**  
None.

**Audience Comments**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Brekka seconded by Ms. Charoonsak with all in favor the meeting was adjourned at 11:47 a.m. 5-0

  
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Guillermo Velez  
Chairman