

**MINUTES OF MEETING
SUN TERRA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of Sun Terra Lakes Community Development District was held on January 20, 2026, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 10:00 a.m., at the Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940.

Present:

Dan Edwards	Chair
Richard Jerman	Vice Chair
Trina Dziewior	Assistant Secretary

Also present:

Daniel Rom	District Manager
Raymond Passaro	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel
Andrew Ives	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:04 a.m. Supervisors-Elect Richard Jerman, Dan Edwards and Trina Dziewior, who will be sworn in during the Third Order of Business, were present. Two seats were vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)

Mr. Passaro, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Richard Jerman, Dan Edwards and Trina Dziejwior. As experienced Board Members, all are familiar with the following:

- A. **Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. **Membership, Obligations and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners’ Meeting; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2026-01.

On MOTION by Mr. Edwards and seconded by Ms. Dziejwior, with all in favor, Resolution 2026-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners’ Meeting; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Rom presented Resolution 2026-02. The results of the Landowners’ Election were as follows:

Seat 1	Dan Edwards	1,080 votes	Four-year Term
Seat 2	Trina Dziejwior	600 votes	Two-year Term
Seat 3	Richard Jerman	1,080 votes	Four-year Term
Seat 4	N/A		
Seat 5	N/A		

On MOTION by Mr. Edwards and seconded by Mr. Jerman, with all in favor, Resolution 2026-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2026-03, Electing the Officers of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2026-03. Mr. Jerman nominated the following slate:

Chair	Dan Edwards
Vice Chair	Richard Jerman
Secretary	Craig Wrathell
Assistant Secretary	Trina Dziewior
Assistant Secretary	Raymond Passaro
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, Resolution 2026-03, Electing the Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Consent Agenda Organizational Items:

The following Consent Agenda Items were presented and discussed:

- A. Resolution 2026-04, Appointing and Fixing the Compensation of the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date**
 - **Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**

The District Management Services Fee will be changed to \$2,000 per month until bond issuance and the Agreement will be amended, accordingly.

- B. Resolution 2026-05, Appointing Legal Counsel for the District, Authorizing Compensation and Providing for an Effective Date**

 - **Fee Agreement: Kutak Rock LLP**
- C. Resolution 2026-06, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date**
- D. Resolution 2026-07, Appointing and Fixing the Compensation of the Interim District Engineer and Providing an Effective Date**

 - **Interim Engineering Services Agreement: Pape-Dawson Consulting Engineers, LLC**
- E. Authorization of Request for Qualifications (RFQ) for Engineering Services**
- F. Board Member Compensation: 190.006 (8), F.S.**

The Board Members declined compensation.
- G. Resolution 2026-08, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**
- H. Resolution 2026-09, Setting Forth the Policy of the Sun Terra Lakes Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, Officers, and Staff; and Providing for an Effective Date**

 - **Authorization to Obtain General Liability and Public Officers' Insurance**
- I. Resolution 2026-10, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

Discussion ensued regarding meeting dates and times, dates for the upcoming public hearings, and potential meeting dates for the remainder of Fiscal Year 2026.
- J. Resolution 2026-11, Providing for the Appointment of Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**
- K. Resolution 2026-12, Granting the Chairperson or in His or Her Absence, the Vice Chairperson, the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the**

District’s Improvements; Approving the Scope and Terms of Such Authorization;
Providing for Severability and an Effective Date

- L. Resolution 2026-13, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the Sun Terra Lakes Community Development District and Providing an Effective Date
- M. Authorization of Request for Proposals (RFP) for Annual Audit Services
 - Designation of Board of Supervisors as Audit Committee
- N. Strange Zone, Inc., Quotation #M26-004 for District Website Design, Maintenance and Domain Web-Site Design Agreement
- O. Resolution 2026-14, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date
- P. Performance Measures and Standards Reporting
- Q. Consideration of E-Verify Memorandum

BANKING ITEMS

EIGHTH ORDER OF BUSINESS

**Consideration of the Following Consent
Agenda Banking Items:**

The following Consent Agenda Items were presented and discussed:

- A. Resolution 2026-15, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date
- B. Resolution 2026-16, Authorizing the District Manager or Treasurer to Execute the Public Depositor Report; Authorizing the Execution of Any Other Financial Reports as Required by Law; Providing for an Effective Date

BUDGETARY ITEMS

NINTH ORDER OF BUSINESS

**Consideration of the Following Consent
Agenda Budgetary Items:**

The following Consent Agenda Items were presented and discussed:

- A. Fiscal Year 2026 Budget Funding Agreement

- B. Resolution 2026-17, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date
- C. Resolution 2026-18, Authorizing the Disbursement of Funds of the District Without Prior Approval of the District’s Board of Supervisors (“Board”); Setting Certain Monetary Thresholds; and Providing for Severability and an Effective Date
- D. Resolution 2026-19, Authorizing the Chairperson and Vice Chairperson to Take the Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and Providing an Effective Date
- E. Resolution 2026-20, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- F. Resolution 2026-21, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date
- G. Resolution 2026-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the Consent Agenda Items listed in the Seventh, Eighth and Ninth Orders of Business, as presented or as amended as stated, were approved, adopted, ratified and/or accepted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

- A. Resolution 2026-23, Designating the Location of the Local District Records Office and Providing an Effective Date
This item was deferred.
- B. Resolution 2026-24, Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices of Rule Development and Rulemaking

Mr. Rom presented Resolution 2026-24 and the accompanying Exhibits.

Discussion ensued regarding bond issuance, assessments and public hearings.

On MOTION by Mr. Edwards and seconded by Ms. Dzewior, with all in favor, Resolution 2026-24, to Designate Date, Time and Place of May 20, 2026 at 10:00 a.m., at the Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940, for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

C. Resolution 2026-25, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Mr. Rom presented Resolution 2026-25. The following will be inserted into the Fiscal Year 2026 Meeting Schedule:

DATES: Third Wednesday of the month.

TIME: 10:00 AM

LOCATION: Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, Resolution 2026-25, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

BANKING ITEMS

ELEVENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Banking Item:

A. Resolution 2026-26, Designating a Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, Resolution 2026-26, Designating Bank United as a Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver

Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

TWELFTH ORDER OF BUSINESS

Consideration of the following Non-Consent Agenda Budgetary Items:

- A. Resolution 2026-27, Approving the Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing for an Effective Date**

Mr. Rom presented Resolution 2026-27 and the proposed Fiscal Year 2026 budget, which is a partial-year Developer-contribution budget, with expenses funded as they are incurred.

On MOTION by Mr. Edwards and seconded by Ms. Dziejwior, with all in favor, Resolution 2026-27, Approving the Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law for May 20, 2026 at 10:00 a.m., at the Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940, and Providing for an Effective Date, was adopted.

PART 4: BOND FINANCING RELATED MATTERS

BOND FINANCING RELATED MATTERS

THIRTEENTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Items:

- A. Bond Financing Team Funding Agreement (to be deferred)**
- B. Engagement of Bond Financing Professionals (to be deferred)**
 - I. Underwriter/Investment Banker: _____**
 - II. Bond Counsel: _____**
 - III. Trustee, Paying Agent and Registrar: _____**

These items were deferred.

- C. Resolution 2026-28, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date**

Mr. Rom presented Resolution 2026-32. This enables the CDD to utilize the Uniform Method of levying and collecting special assessments using the services of the County Property Appraiser and Tax Collector.

On MOTION by Mr. Edwards and seconded by Mr. Jerman, with all in favor, 2026-28, Designating a Date, Time, and Location of May 20, 2026 at 10:00 a.m., at the Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date, was adopted.

D. Presentation of Master Engineer's Report (to be deferred)

This item was deferred.

E. Presentation of Master Special Assessment Methodology Report (to be deferred)

This item was deferred.

F. Resolution 2026-29, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid by Assessments, and the Manner and Timing in Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing For An Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date (to be deferred)

This item was deferred.

G. Resolution 2026-30, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Del Webb Explore North River Ranch Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes (to be deferred)

It was noted that the title of Resolution 2026-30 needs to be updated, as follows:

Change "Del Webb Explore North River Ranch" to "Sun Terra Lakes"

This item was deferred.

H. Resolution 2026-31, Authorizing the Issuance of Bonds (to be deferred)

This item was deferred.

PART 5: PROJECT/CONSTRUCTION RELATED MATTERS

FOURTEENTH ORDER OF BUSINESS

Consideration of the Following Project/Construction Related Items:

- A. Resolution 2026-32, Authorizing Issuance of Competitive Solicitations for Implementation of the District’s Capital Improvement Program; Approving Evaluation Criteria for Requests for Qualifications and Requests for Proposals; Establishing a Construction Evaluation Committee; Appointing Initial Members of the Construction Evaluation Committee and Providing for Removal and Replacement; Defining the Duties of the Construction Evaluation Committee; Providing a Severability Clause; and Providing an Effective Date**

This item was deferred.

- B. Resolution 2026-33, Authorizing the District Engineer, or Another Individual Designated by the Board Of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2026-33.

On MOTION by Mr. Jerman and seconded by Ms. Dziejwior, with all in favor, Resolution 2026-33, Authorizing the District Engineer, or Another Individual Designated by the Board Of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of

Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

C. Consideration of Resolution 2026-34, Authorizing the Filing of a Public Facilities Report and Providing an Effective Date

Mr. Rom presented Resolution 2026-34.

On MOTION by Mr. Edwards and seconded by Mr. Jerman, with all in favor, Resolution 2026-34, Authorizing the Filing of a Public Facilities Report and Providing an Effective Date, was adopted.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): Pape-Dawson Consulting Engineers, LLC

There were no District Counsel or District Engineer reports.

C. District Manager: Wrathell, Hunt and Associates, LLC

The next meeting will be scheduled for May 20, 2026 at 10:00 a.m., at this location.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

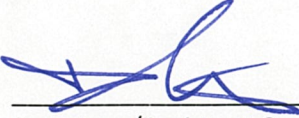
Public Comments

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Jerman and seconded by Mr. Edwards, with all in favor, the meeting adjourned at 10:27 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair