

**MINUTES OF MEETING  
BRIGER COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Briger Community Development District was held on Monday, January 26, 2015 at 8:40 A.M. in the offices of Billing, Cochran et al, the Centurion Tower, 1601 Forum Place, Suite 400, West Palm Beach, Florida.

Present and constituting a quorum:

John Buxton	Vice Chairman
Calvin Lovelace	Assistant Secretary
Hyman J. Zacharia	Assistant Secretary

Also present:

Ken Cassel	District Manager
Gerry Knight	District Counsel

*The following is a summary of the minutes and actions taken at the January 26, 2015 Briger Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Cassel called the meeting to order and called the roll; a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oaths of Office – Joseph Powlis and John Buxton**

Mr. Cassel being a notary public of the State of Florida administered the oath of office to Mr. John Buxton; a copy of which is attached for the official record.

Mr. Powlis was not present and will be administered the oath of office at the next meeting.

**B. Election of Officers – Resolution 2015-1**

Mr. Cassel commented that at this time the Board can elect a slate of officers. Currently Joseph Powlis is Chairman; John Buxton is Vice Chairman; Kenneth Cassel is Secretary; Robert

Koncar is Treasurer; Stephen Bloom is Assistant Treasurer; and Hyman Zacharia and Calvin Lovelace are Assistant Secretaries.

On MOTION by Mr. Buxton seconded by Mr. Lovelace with all in favor the current slate of officers will remain as noted and Resolution 2015-1 electing and designating officers was adopted.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 10, 2014 Meeting**

Mr. Cassel stated each Board member received a copy of the minutes of the November 10, 2014 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Buxton seconded by Mr. Lovelace with all in favor the minutes of the November 10, 2014 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Manager's Report**

**A. Records Retention Policy – Resolution 2015-2**

Mr. Cassel noted a record retention policy is required and it is recommended the District adopt the State of Florida General Records Schedule GS1-SL and designate Severn Trent as the District's records custodian.

On MOTION by Mr. Buxton seconded by Mr. Zacharia with all in favor Resolution 2015-2 designating a records management liaison officer and adopting a records retention schedule was adopted.

**B. Engineer's Annual Report 2014**

Mr. Cassel noted the 2014 Engineer's Annual Report was included in the agenda package; a copy of which is attached for the record

On MOTION by Mr. Lovelace seconded by Mr. Buxton with all in favor the 2014 Engineer's Annual Report was accepted.

**C. Acceptance of FY 2014 Audit**

The audit will be provided at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Approval of Financials through December 31, 2014**

Mr. Cassel presented the financials through December 31, 2014.

On MOTION by Mr. Zacharia seconded by Mr. Buxton with all in favor the financial statements and check register through December 31, 2014 were approved.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Zacharia seconded by Mr. Lovelace with all in favor the meeting was adjourned.

~~Kenneth Cassel~~  
Secretary

*John Buxton*  
Vice Chair

~~Joseph Powlis~~  
Chairman

