

Magic Reserve Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

www.magicreservecdd.com

The following is the proposed agenda for the Board of Supervisors' Meeting for the Magic Reserve Community Development District ("District"), scheduled to begin at 10:00 a.m. on February 3, 2020 in the offices located at the Historic Courthouse, 3 Courthouse Square, 3rd Floor Conference Room #315, Kissimmee, Florida 34741. If you have questions or comments on the Board Meeting, please contact the District Manager's office at (407) 723-5900. A quorum consisting of at least three of the five Board Members will be confirmed prior to the start of the Board Meeting.

For those unable to attend in person, you may participate by telephone:

Call in number: 1-844-621-3956 (New)

Passcode: 790 562 990 # (New)

BOARD OF SUPERVISORS' MEETING PROPOSED AGENDA

Organizational Matters

- Roll call to confirm a quorum
- Public Comment Period (*During which time any member of the public may speak on a specific agenda item before the item is considered by the Board of Supervisors.*)

General Business Matters

1. Administer Oath of Office to Newly Appointed Board of Supervisor Sue Legentil for Seat 4
2. Consideration of Minutes of the January 6, 2020 Board of Supervisors' Meeting
3. Consideration of Payment Authorization 25
4. Review of District Financial Statements (*under separate cover*)

Other Business

- Staff Reports
 - District Counsel
 - District Manager
 - District Engineer
- Audience Comments
- Supervisor Requests

Adjournment



**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Administer Oath of Office to Newly Appointed
Board of Supervisor Sue Legentil for Seat 4

**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MAGIC RESERVE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF OSCEOLA

The foregoing oath was administered before me this ___ day of _____, 2020, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Magic Reserve Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Minutes of the January 6,
2020 Board of Supervisors' Meeting

MINUTES OF MEETING

**MAGIC RESERVE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

Monday, January 6, 2020 at 10:00AM

**Historic Courthouse, 3 Courthouse Square,
3rd Floor Conference Room 315,
Kissimmee, Florida 34741.**

Board Members present at roll call:

Hector Lizasuain	Chairperson
Nayara Longaray	Assistant Secretary
Dennis Swick	Assistant Secretary

Also Present:

Vivian Carvalho	District Manager- PFM Group Consulting, LLC	
Mike Woods	District Counsel - Cobb Cole	(via phone)
Steve Boyd	District Engineer - Boyd Civil Engineering	(via phone)
Kevin Plenzler	PFM Financial Advisors, LLC	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Carvalho called the Magic Reserve Community Development District Board of Supervisors meeting to order at 10:22 a.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present at this time.

**Acceptance of Resignation from
Cedric Pas for Seat 4**

Mr. Woods explained that the District has a situation where a current Board Member has missed at least two previous Board Meetings and has not attended the meeting today. The likelihood of further attendance is very low. The District looked for a resignation letter and it has not yet been provided. The action for this Board to take today is to make a motion to find that the position has been vacated or abandoned by Mr. Pas due to the lack of attendance at the October 2019, November 2019, and January meetings.

On Motion by Ms. Longaray, second by Mr. Swick, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District found that Cedric Pas has vacated or abandoned his Seat 4 due to the lack of attendance at the October 2019, November 2019, and January meetings.

**Consideration of Replacement for
Cedric Pas, Seat 4 Expires
November 2022**

Ms. Carvalho asked the Board if they had a replacement for Seat 4. The term expires November 2022.

On Motion by Mr. Lizasuain, second by Ms. Longaray, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District appointed Sue Legentil to Seat 4.

**Administer Oath of Office to Newly
Elected Board of Supervisors for
Seat 4**

Ms. Legentil was not present therefore management will administer the oath of office prior to the next Board Meeting.

**Consideration of Minutes of the
August 5, 2019 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the August 5, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Lizasuain, second by Mr. Swick, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District approved the Minutes of the August 5, 2019 Board of Supervisors' Meeting.

**Consideration of Resolution 2020-
01, Electing Officers**

Ms. Carvalho noted that the current officers slate are as follows; Hector Lizasuain as Chairman, Rodrigo Cunha as Vice-Chairman, the remaining Board as Assistant Secretary, Venessa Ripoll as Assistant Secretary, Vivian Carvalho as Secretary, Jennifer Glasgow as Treasurer, and Amanda Lane as Assistant Treasurer. Ms. Carvalho asked if the Board wanted to make any adjustments to the slate of officers.

On Motion by Ms. Longaray, second by Mr. Swick, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District approved Resolution 2020-01, Electing Officers as follows; Hector Lizasuain as Chairperson, Rodrigo Cunha as Vice-Chairperson, Vivian Carvalho as Secretary, Venessa Ripoll, Nayara Longaray, Dennis Swick, and Sue Legentil as Assistant Secretaries, Jennifer Glasgow as Treasurer, and Amanda Lane as Assistant Treasurer.

**Review and Consideration of the
ADA Compliance Agreement for
Auditing Services**

Ms. Carvalho stated that when the Board initiated the budget they approved a proposal for quarterly human and technical audits to be done to the District website in conjunction with ADA compliance. This agreement memorialize that proposal. Ms. Carvalho requested approval of the ADA Compliance Agreement for Auditing Services.

On Motion by Mr. Lizasuain, second by Ms. Longaray, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District approved the ADA Compliance Agreement for Auditing Services.

**Consideration of Payment
Authorizations 19 - 24**

The Board reviewed Payment Authorizations 19 – 24.

On Motion by Ms. Longaray, second by Ms. Swick, with all in favor, the Board of Supervisors for the Magic Reserve Community Development District ratified Payment Authorizations 19 – 24.

**Review of District's Financial
Position**

The Board reviewed the District's financial position through November 30, 2019. There was no action required by the Board.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel - No Report

District Manager - Ms. Carvalho noted that the next meeting is scheduled for February 3, 2020.

District Engineer - No Report

FOURTH ORDER OF BUSINESS Supervisor and Audience Comments

There were no Supervisor requests and there were no members of the public present.

FIFTH ORDER OF BUSINESS Adjournment

There was no further business to discuss. Ms. Carvalho requested a motion to adjourn.

On Motion by Mr. Lizasuain, second by Mr. Swick with all in favor, the January 6, 2020 Meeting of the Board of Supervisors for the Magic Reserve Community Development District was adjourned at 10:29 AM.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Payment Authorization 25

**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 25
12/19/19

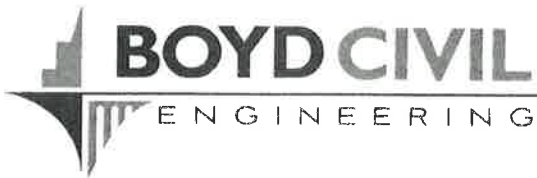
Item No.	Payee	Invoice	General Fund FY19	General Fund FY20
1	Boyd Civil Engineering Engineering services 10/28-12/01	2501		\$ 92.50
2	Cobb Cole District counsel thru 10/31/19 District counsel thru 11/30/19			\$ 170.00 \$ 170.00
3	PFM Group Consulting LLC District Management Fee Nov 2019	DM-11-2019-0040		\$ 2,083.33
SUBTOTALS			\$ -	\$ 2,515.83

TOTAL

\$2,515.83

Secretary / Asst. Secretary

Chair / Vice Chairman



INVOICE

December 12, 2019

Contract: 01061.001

Invoice: 02501

Magic Reserve CDD
 12051 Corporate Blvd.
 Orlando, FL 32817

Email: Rachel Greshes: greshesr@pfm.com

Re: Master Agreement for District Engineer
 Magic Reserve CDD
 Miscellaneous Hourly Tasks as Requested
 October 28, 2019- December 1, 2019

Professional Hourly Services as Requested:

Date	Description	Hours	Hourly Rate	Total Fee
11/04/19	S. Boyd- Call into CDD Meeting	0.5	\$ 185.00	\$92.50
Total		0.5		\$92.50

Reimbursable Expenses:				
Date	Description			Amount
Mileage:				
Date	Description	Miles	Rate	Amount
			0.58	\$0.00
Total Reimbursables:				\$0.00

Total Amount Due:

\$ 92.50



Cobb Cole

Post Office Box 2491
Daytona Beach, FL 32115
(386) 255-8171
Fax (386) 258-5068
Tax ID No. 59-3415054
www.CobbCole.com

Magic Reserve Community Development District
12051 Corporate Boulevard
Orlando, FL 32817

November 19, 2019
Invoice Number 158551

CLIENT: 044785 - Magic Reserve Community Development District
MATTER: 001 - General Work in Progress

RECEIVED NOV 21 2019

The enclosed bill is for services rendered for the period ending October 31, 2019
The breakdown of this bill by matter is as follows:

Matter	Services	Disbursements	Total
001 - General Work in Progress	170.00	0.00	170.00
Total for Services and Disbursements			\$170.00

Client Ref: 044785 - 001
Invoice Number 158551

November 19, 2019
Page 1

Re: 001 General Work in Progress

Legal Services

Date	Services	Hours	
10/07/19	MAW Participated in Board of Supervisors meeting via phone.	0.50	
Total for Services		<u>0.50</u>	<u>\$170.00</u>
	Total for Services and Disbursements		<u><u>\$170.00</u></u>

Please return this page with remittance

to
Cobb Cole
Post Office Box 2491
Daytona Beach, FL 32115

Invoice Number 158551
Bill Date: November 19, 2019
Client Code: 044785
Client Name: Magic Reserve Community Development District
Matter Code: 001
Matter Name: General Work in Progress

Total for Services and Disbursements

\$170.00

Amount enclosed: _____

Cobb Cole
Post Office Box 2491
Daytona Beach, FL 32115
(386) 255-8171
Fax (386) 258-5068
Tax ID No. 59-3415054
www.CobbCole.com

RECEIVED DEC 11 2019

Magic Reserve Community Development District
12051 Corporate Boulevard
Orlando, FL 32817

December 10, 2019
Invoice Number 159201

CLIENT: 044785 - Magic Reserve Community Development District
MATTER: 001 - General Work in Progress

The enclosed bill is for services rendered for the period ending November 30, 2019
The breakdown of this bill by matter is as follows:

Matter	Services	Disbursements	Total
001 - General Work in Progress	170.00	0.00	170.00
	Total for Services and Disbursements		<u><u>\$170.00</u></u>
	Past Due Balance		<u><u>\$170.00</u></u>
	Amount Due		<u><u>\$340.00</u></u>

Client Ref: 044785 - 001
Invoice Number 159201

December 10, 2019
Page 1

Re: 001 General Work in Progress

Legal Services

Date	Services	Hours	
11/04/19	MAW Participated in Board of Supervisor's meeting via phone.	0.50	
Total for Services		0.50	\$170.00
Total for Services and Disbursements			\$170.00
Past Due Balance			\$170.00
Amount Due			\$340.00

Open Invoices for this Matter

Date	Invoice No.	Amount Billed	Amount Paid	Amount Due
11/19/19	158551	170.00	0.00	170.00
Outstanding Amount Due:				170.00

Current and Outstanding Amount Due: **\$340.00**

Please return this page with remittance

to
Cobb Cole
Post Office Box 2491
Daytona Beach, FL 32115

Invoice Number: 159201
Bill Date: December 10, 2019
Client Code: 044785
Client Name: Magic Reserve Community Development District
Matter Code: 001
Matter Name: General Work in Progress

Total for Services and Disbursements \$170.00

Past Due Balance \$170.00

Amount Due \$340.00

Amount enclosed: _____



Date	Invoice Number
November 29, 2019	DM-11-2019-0040
Payment Terms	Due Date
Upon Receipt	November 29, 2019

Bill To:
Magic Reserve Community Development District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100
Federal Tax ID: 81-1642478

Remittance Options:

Via ACH (preferred):

PFM Group Consulting LLC
Bank Name: M&T Bank
ACH# (ACH): 031302955
Account #: 9865883822

Via Wire:

Bank Name: M&T Bank
ABA# (Wire): 022000046
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: District Management Fee: November 2019

Total Amount Due

\$2,083.33

RECEIVED DEC 04 2019

**MAGIC RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements
(under separate cover)