



**SOLTERRA RESORT  
COMMUNITY DEVELOPMENT DISTRICT**

*Advanced Meeting Package*

*Landowner Meeting*

*Date/Time:*

*Friday*

*November 4, 2022*

*9:30 a.m.*

*Location:*

*Solterra Resort Amenity Center*

*5200 Solterra Blvd.,*

*Davenport, FL 33837*

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

# Solterra Resort Community Development District

c/o DPFM Management & Consulting LLC

250 International Parkway, Suite 208

Lake Mary, FL 32746

321-263-0132 x742

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Board of Supervisors  
Solterra Resort Community Development District

Dear Board Members:

The Landowner Meeting of the Board of Supervisors of the Solterra Resort Community Development District is scheduled for **Friday, November 4, 2022 at 9:30 a.m. at Solterra Resort Amenity Center – 5200 Solterra Blvd., Davenport, FL 33837.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 X 749 or [lkrause@dpfgmc.com](mailto:lkrause@dpfgmc.com). We look forward to seeing you at the meeting.

Sincerely,

*Larry Krause*

Larry Krause  
District Manager

Cc: Attorney  
Engineer  
District Records

# SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Friday, November 4, 2022  
Time: 9:30 a.m.  
Location: Solterra Resort Amenity Center  
5200 Solterra Blvd.,  
Davenport, FL 33837

Dial-in Number: 1-904-348-0776  
Phone Conference ID: 862 156 243#  
(Mute/Unmute: \*6)

## Agenda

*For the full agenda packet, please contact: [sconley@dpfgmc.com](mailto:sconley@dpfgmc.com)*

**I. Call to Order**

**II. Proof of Publication**

A. Business Observer (Polk) October 7, 2022 and October 14, 2022

[Exhibit 1](#)

**III. Election of Chair**

**IV. Election of Secretary**

**V. Determination of Number of Voting Units Present**

**VI. Nomination of Candidates**

**VII. Casting of Ballots**

A. Election Instructions, Proxy, and Ballot

[Exhibit 2](#)

**VIII. Ballot Tabulations**

**IX. Announcement of Results**

**X. Landowner Comments**

**XI. Adjournment**



# EXHIBIT 1



Serial Number  
22-01557K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Kathryn Caldwell who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Landowners' Meeting and Election and Meeting of the Board of Supervisors

in the matter of Notice of Landowners' Meeting and Election and Meeting of the Board of Supervisors November 4, 2022 at 9:30 am

in the Court, was published in said newspaper by print in the issues of 10/7/2022, 10/14/2022

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

  
Kathryn Caldwell

Sworn to and subscribed, and personally appeared by physical presence before me,

14th day of October, 2022 A.D.

by Kathryn Caldwell who is personally known to me.



Notary Public, State of Florida  
(SEAL)



Donna Condon  
Comm. #HH015747  
Expires: June 29, 2024  
Bonded Thru Aaron Notary

### NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Solterra Resort Community Development District ("District") the location of which is generally described as comprising a parcel or parcels of land containing approximately 637 acres, located east of Pine Tree Trail, south of Ronald Reagan Parkway and west of Highway 547 North, in Polk County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District's Board of Supervisors ("Board", and individually, "Supervisor"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 4, 2022

TIME: 9:30 a.m.

PLACE: Solterra Resort  
Amenity Center

5200 Solterra Boulevard  
Davenport, FL 33837

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, DPF Management and Consulting, LLC, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Ph: (321) 263-0132 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the

District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager  
October 7, 14, 2022

22-01557K

# EXHIBIT 2



**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Friday, November 4, 2022**

TIME: **9:30 A.M.**

LOCATION: **Solterra Resort Amenity Center, 5200 Solterra Boulevard, Davenport, Florida 33837**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.



**LANDOWNER PROXY**

**SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT  
POLK COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 4, 2022**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Solterra Resort Community Development District to be held at Solterra Resort Amenity Center, 5200 Solterra Boulevard, Davenport, Florida 33837 on Friday, November 4, 2022, at 9:30 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

| <u>Parcel Description</u> | <u>Acreage</u> | <u>Authorized Votes</u> |
|---------------------------|----------------|-------------------------|
| _____                     | _____          | _____                   |
| _____                     | _____          | _____                   |
| _____                     | _____          | _____                   |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes (2017)*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).





**OFFICIAL BALLOT**  
**SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT**  
**POLK COUNTY, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER 4, 2022**

The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Solterra Resort Community Development District and described as follows:

| <u>Description</u> | <u>Acreage</u> |
|--------------------|----------------|
| _____              | _____          |
| _____              | _____          |
| _____              | _____          |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

| SEAT # | NAME OF CANDIDATE | NUMBER OF VOTES |
|--------|-------------------|-----------------|
| 3      |                   |                 |
| 4      |                   |                 |
| 5      |                   |                 |

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

