

**MINUTES OF MEETING  
CHAPEL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on Tuesday, **February 2, 2021** at 11:00 a.m. at the Hampton Inn – Dade City, 13215 US Hwy 301, Dade City, Florida.

Present and constituting a quorum were:

Brian Walsh	Chairman
Milton Andrade	Vice Chairman
Garret Parkinson	Assistant Secretary
Tim Jones <i>via Zoom</i>	Assistant Secretary
Steve Johnson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Tracy Robin <i>via Zoom</i>	District Counsel, Straley Robin Vericker
Clayton Smith	GMS
Baron Hoffmeister	GMS
Tonja Stewart <i>via Zoom</i>	District Engineer

*The following is a summary of the discussions and actions taken at the February 2, 2021 Chapel Creek Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order. There were four members present at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted there were no public comments at this time and the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 5,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the January 5, 2021 Board meeting minutes and asked for questions, comments, or corrections on the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Johnson, with all in favor, the Minutes of the January 5, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07  
Adopting a Policy for the District  
Regarding Parking and Towing**

Ms. Burns noted the Board had had a previous conversation about cars parked over night at the amenity facility. This parking policy would allow for no overnight parking for 10:00 p.m. to 6:00 a.m. Any cars parked in the amenity facility building during that timeframe will be towed. Signage is not yet in place but once it is approved by the Board a sign will be implemented and the policy will be enforced.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-07 Adopting a Policy for the District Regarding Parking and Towing, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Property Towing and  
Impound Agreement with 813 Towing  
Service, LLC**

Ms. Burns presented the agreement for towing services to the Board. There is no fee, it is just a form of agreement which gives 813 Towing Services, LLC the ability to tow cars breaking the parking policy. Mr. Walsh asked if there would be additional correspondence to the residents to announce the new policy. Ms. Burns reported they could do a mail out, but because it is just at the amenity center, they typically would not incur the cost of a mailed notice. Posting on the website and the signage that will be in place should be enough. If the Board prefers, they will send a mailed notice. Mr. Jones suggested because this is a new policy, they should leave a copy of the notice on any vehicles that are currently parked at the amenity center to allow a few days before the towing is enacted. Ms. Burns added that it would take a few weeks to get the signage

in place, so that would give them time to get the word out of the new policy and when the towing will begin.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Property Towing and Impound Agreement with 813 Towing Services, LLC, was approved.

Ms. Burns then asked for a motion to approve moving forward to get signage purchased and installed which Mr. Smith will take care of.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Signage Purchase and Installation, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Presentation of Supplemental Engineer's Report for Phases 7 and 8**

Ms. Stewart, District Engineer, presented the Supplemental Engineer's Report for Phase 7 and 8 to the Board. The report describes the scope of the 2021 project and the construction cost estimate of the improvements. It includes water management and control, water supply, District roads, amenity center, landscape irrigation, and undergrounding of electric. The total estimated cost of the 2021 project cost is \$15,685,000. There being no questions, there was no further action required.

#### **SEVENTH ORDER OF BUSINESS**

#### **Presentation of Master Assessment Methodology**

Ms. Burns noted this is for the Series 2021 assessment area and it allocates the debt to certain properties based on the special benefits each receives from the 2021 project. This will not impact existing residents, only future residents in areas 7 and 8. Table 1 shows that there will be 390 units in this area. They are all similar in size and have been assigned the same ERU of 1. Table 2 is the capital improvement plan, and the total cost of the improvements is \$15,685,000. Table 3 is the bond sizing that shows the amount that is necessary in order to generate the construction fund. It includes debt service reserve, capitalized interest, underwriters' discounts, and the cost of issuance for the bonds. Table 4 shows the improvement cost per unit, totaling \$40,218. It is the capital improvement plan allocated across all 390 units. Table 5 shows the par

debt per unit, totaling \$50,038. Table 6 shows the net and gross and annual debt assessment per unit. The net amount is \$3,255 annually and the gross amount is \$3,463. Table 7 is the preliminary assessment role. There is one property owner for the assessment area and that is Clayton Properties. It shows the total amount of debt allocated to that 157.11 acres. It is important to note that this is the most they could issue, and this sets the cap, and they will use this amount for the mail notice that will go out to the property owners effected by the assessments. There being no questions, there was no other action required.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2021-08  
Declaring Special Assessments**

Ms. Burns noted this resolution would find that the Board believes it is in the best interest of the District to pay for the project by imposing and levying and collecting non-ad valorem assessments as allowed by Florida statute. It states the Engineer's Report and amount presented by Ms. Stewart and it states that the assessment report for the area notes the total amount being \$19,515,000. This will set the time manner and place of how the assessments get levied by incorporating all the other documents as well.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-08 Declaring Special Assessments, was approved.

**NINTH ORDER OF BUSINESS****Consideration of Resolution 2021-09  
Setting a Public Hearing on the  
Imposition of Special Assessments**

Ms. Burns noted the date for the public hearing will be April 6, 2021 at 11:00 am. The Boards regular April meeting date and a mail notice will have to be sent so they will need at least 30 days to do so.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-09 Setting a Public Hearing on the Imposition of Special Assessments for April 6, 2021 at 11:00 a.m., was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Memorandum from  
Straley Robin Vericker Regarding E-  
Verify System**

**A. Consideration of E-Verify Memorandum of Understanding for Employers**

Ms. Burns noted that this includes a consideration of Memorandum of Understanding of the E-Verify system. Mr. Robin noted that as of January 1, 2021 there was a change in state law that requires all contractors and subcontractors of the District to certify that their employees have been E-Verified. The District also has to register with the department of Homeland Security and execute the memorandum that can be found in the agenda packet which serves to register the District and set forth the District's responsibilities with respect to the department and inquiries for E-Verification of employees that they are not illegal immigrants.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Memorandum from Straley Robin Vericker Regarding E-Verify System, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Underwriter Services  
Agreement with FMS Bonds – ADDED**

Ms. Burns noted this was provided by John Kessler's office and it is their form of agreement for underwriting services and the Rule G17 disclosure that they are required for the Series 2021 Bonds.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Underwriter Services Agreement with FMS Bonds, was approved.

**TWELTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Robin had nothing further to report.

**B. Engineer**

Ms. Stewart had nothing further to report.

**C. Field Manager's Report**

Mr. Smith presented the Field Manager's Report. Completed items include holiday decoration removal and two dog stations were installed. Upcoming projects include landscape enhancements and playground mulching. He continues to work with the pool access control company. Originally the contractor believed that cell service could be used but it looks like it will need to use Wi-Fi.

**i. Consideration of Purchase and Installation of Dog Waste Stations**

Mr. Smith stated this would be for 4 more dog stations. Ordering and installation cost totals \$1,525. The landscape contract will now cover the removal of the waste.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Purchase and Installation of Dog Waste Stations, was approved.

**D. District Manager's Report**

**i. Discussion Regarding May Meeting Date**

Ms. Burns noted that the adopted schedule for the meeting is off for the month of May. They typically meet the first Monday of the month, but the May meeting is scheduled for the second Monday of the month. She is wondering if the Board would like to keep it as scheduled or move it to the first Monday in May to coincide with the rest of the meetings. The Board decided to keep it on the 11<sup>th</sup> of May.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

February 2, 2021

Chapel Creek CDD

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman