

**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, **April 6, 2021** at 11:04 a.m. at the Hampton Inn – Dade City, 13215 US Hwy 301, Dade City, Florida.

Present and constituting a quorum were:

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

Also, present were:

| | |
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| Jill Burns | District Manager, GMS |
| Tracy Robin <i>via Zoom</i> | District Counsel, Straley Robin Vericker |
| Clayton Smith | GMS |
| Tonja Stewart <i>via Zoom</i> | District Engineer |
| Bob Gang | Greenberg |
| Ashton Bligh | Greenberg |

The following is a summary of the discussions and actions taken at the April 6, 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 three members present at the meeting constituting a quorum. Mr. Andrade and Mr. Jones participated by Zoom.

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 February 2, 2021 Board of Supervisors Meeting

Ms. Burns presented the February 2, 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. Parkinson, with all in favor, the Minutes of the February 2, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted this notice was mailed to all property owners affected and there was also a published a notice. Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted as stated at the last meeting, these assessments will not impact the current homeowners who have closed on their homes, it is only for future Phases 7 & 8. There were no public comments and she asked for a motion to close the Public Hearing. Mr. Gang asked that the Public Hearing stay open until after the Engineer's Report and Assessment Methodology are presented.

i. Presentation of Engineer's Report

Ms. Stewart presented the Engineer's Report dated 12/17/2020. This was a new report issued yesterday. The bond issuance is planned for funding public improvements and community facilities for water management control, District roads, sewer and water management, water supply, new amenity project, irrigation, undergrounding of electrical power, professional services and permitting fees. Total estimated cost will be \$15,685,000. Mr. Gang noted the report is still being tweaked on tax issues. He asked that this be approved subject to final comments from Greenberg.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Engineer's Report pending final comments from Greenberg, was approved.

ii. Presentation of Assessment Methodology

Ms. Burns noted this Assessment Report allocates to the property's benefits outlined in the Engineer's report and will be supplemented with a Supplemental Methodology that will outline actual terms and conditions at the time of issuance of the Series 2021 bonds. Development program includes 390 single family units all based on similar product types and have the same ERU with a total ERU of 390. Bond sizing is \$19,515,000, and that is needed to generated construction funds. The par debt per unit is \$50,038. Net and gross annual debt assessment per unit, the net amount is \$3,255. The amount of collection cost will be \$3,463. There is a total of 157.11 acres. The amount issued will not exceed reviewed amount.

Mr. Robin asked that public comment be taken. There were no public comments.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, of the Assessment Methodology, was approved.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Closing the Public Hearing, was approved.

iii. Consideration of Resolution 2021-10 Levying Special Assessments

Mr. Burns noted the updated version had been distributed to Board members prior to the meeting. Mr. Robin noted the only change was the date on Ms. Stewart's report. Ms. Stewart added an update will be sent to the District manager following the meeting. Ms. Burns added this resolution shows the bonds issued serve a proper and valid public purpose and the amount of the cost outlined in the Engineer's Report and Assessment Methodology are reasonable and proper. The project will constitute a special benefit to all parcels listed on the final assessment roll. This levies the lien on the master property subject to bond issuance.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2021-10 Levying Special Assessments, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2021-11
Delegation Resolution**

Ms. Bligh presented the Delegation Resolution. She stated they will supply pages to the Delegation Resolution as the Engineer's Report is updated. She noted this was the supplemental resolution which was contemplated when the Board adopted the original in January of 2006. It contains documents as exhibits on one series of bonds referred to as the Series 2021 bonds. She further explained the contents of this resolution. Section 4 outlines the findings and Section 5 included the parameters for the bonds which include any optional redemption provisions will be determined at pricing. The principal amount of the Series 2021 bonds shall not exceed \$10,000,000. The Series 2021 bonds have a final maturity of no later than the maximum of 30 years amortization.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2021-11 Delegation Resolution as amended, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Ancillary Financing
Documents**

Ms. Burns noted these will be finalized at the time of closing and these would be approved in substantial form. Amounts will be filled in once we have final pricing. Mr. Robin added these are all collateral documents to secure the bonds. He further outlined the specifics of payment by the Developer. This approval will authorize the Chair or Vice Chair to execute at or prior to closing. Mr. Robin stated these could all be approved in one motion.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Ancillary Financing Documents in substantial form and Authorization for the Chairman or Vice Chairman to Execute at or prior to closing, was approved.

- A. Conveyance Agreement**
- B. Funding and Completion Agreement**
- C. Acquisition Agreement**
- D. True-Up Agreement**
- E. Collateral Assignment Agreement**

SEVENTH ORDER OF BUSINESS

**Consideration of Partial Assignment and
Assumption of Site Development
Agreement with QGS Development**

Ms. Burns noted this is included in the packet. The Developer of Clayton Properties previously entered into the site contract agreement with QGS. This assigns this contract to the District. Mr. Robin noted the contract that the Developer entered include both the public infrastructure as well as private improvements that benefit the developed lots, which are not subject to the financing. Therefore, this is a partial agreement relates to the public. This will be effective immediately so that material purchases can be ordered. This will also authorize the Chair or Vice Chair to sign the partial assignment.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Partial Assignment and Assumption of the Site Development Agreement with QGS Development, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2021-12
Direct Purchase Resolution**

Ms. Burns noted since the District is tax exempt there are significant savings if materials are directly purchased. This will also appoint the Chair or Vice Chair as the District's purchasing agents and allow them to sign purchase orders that allows the District to directly purchase materials.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2021-12 Direct Purchase Resolution, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2021-13
Appointing Treasurer and Assistant
Treasurer**

Ms. Burns noted Mr. Lovera will be retiring, and she asked that the Board appoint George Flint as the Treasurer and Katie Costa as Assistant Treasurer

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2021-13 Appointing Treasurer as George Flint and Assistant Treasurer as Katie Costa, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Robin had nothing further to report.

B. Engineer

Ms. Stewart had a question about the clarification of portions in Clayton's report, which he will cover. Nothing further from the Engineer.

C. Field Manager's Report

i. Consideration of Proposal from Smith Contracting for Wier Wall Repair

Mr. Smith presented the Field Manager's Report. He reported the replacement of lights and fixtures. Installment of 6 dog stations is complete. The wier repair had major issues and the contractor quoted \$18,209. It was suggested the Board look at more options to complete this project before spending the amount. It was clarified it was an older system not a newer one. Mr. Andrade suggested getting a quote from QGS.

Mr. Smith noted there were needed landscape maintenance improvements, irrigation repair, and treatment of palms. He noted that some warranty items like some palms installed have died already, and a magnolia died. The company, Cardinal, needed to be asked about replacement with warranty. Discussion ensued about the landscaping issues.

Mr. Smith further noted the access control at the pool has been installed and they are looking into adding some extra components to the bathrooms. He answered a concern about replacement of lighting in an area and stated it would be the District's responsibility to replace. Discussion ensued about costs.

He also discussed landscaping enhancements and presented plan drawings for several areas and options. A quote was presented for plant replacement for \$7,156. Discussion ensued about options and getting a proposal for entrance and other areas for upgrading landscaping. Mr. Smith added the savings with the new landscaper but added concerns about costs. The budget was discussed about adding some monuments and availability for these.

Mr. Andrade outlined the specifics on the passive parks and walking trails that will be added.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, of the Proposal from Cardinal for Entrance Landscaping, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns noted the Check Register was for the month of February at a total for the general fund of \$172,928.20. The total with the ACH utilities was \$178,507.56.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Check Register for \$172,928.20, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements were through February are included. She added they were fully collecting for assessments. No action is necessary.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There were no Supervisors Requests.

Audience Comments included a comment on the light pole that was hit. Also, the light pole in front of her house needed dirt. She further commented that most all new lights dirt had been washed away.

Mr. Robin wanted to further discuss partial assignment and get signatures.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman