

**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, **July 6, 2021** at 11:00 a.m. at the Hampton Inn – Dade City, 13215 Hwy US 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

Also, present were:

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

The following is a summary of the discussions and actions taken at the July 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 Supervisors present at meeting the and one joining via Zoom 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 May 11, 2021 Board of Supervisors Meeting

Ms. Burns presented the May 11, 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. Andrade, with all in favor, the Minutes of the May 11, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Presentation of Supplemental Engineer's Report**

Ms. Burns gave Ms. Stewart an opportunity to present the engineer's report to the Board. There were no changes made since the Board saw it at the last meeting. Ms. Stewart said in summary, they have Phases 7 and 8 as part of the 2021 project with a total estimated cost of \$15,680,000. The Board had no questions for the engineer and motioned to approve the engineer's report.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Supplemental Engineer's Report, was approved.

FIFTH ORDER OF BUSINESS**Presentation of Supplemental Assessment Methodology**

Ms. Burns noted that the only change to this since the Board saw it last was an update to reflect the final pricing for the bond issuance. The tables listed have the engineer's report for table two and staff issued \$8,890,345 worth of bonds. The improvement cost per unit is listed on table four. Table five shows a par debt per unit of \$22,385 which would have a gross annual debt assessment of \$1,329 which is shown on table six. It is a net assessment of \$1,250 per unit. Table seven is the preliminary assessment roll that allocates the debt by acre to the property owners. There is a single property owner, Clayton Properties Group. The Board had no questions.

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

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2021-05
Supplemental Assessment Resolution**

Ms. Burns reported that Resolution 2021-05 can be found in the agenda package, and it outlines the actual terms of the bonds issuance and adopts the methodology and engineer's report that the Board previously approved and outlines the terms for the 2021 issuance. The Board had no questions for staff so there was a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-05 Supplemental Assessment Resolution, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Request for Shade Structure at Playground *(to be provided under separate cover)*

Staff has been working on this action item and Mr. Smith is still waiting on quotes from the vendor. This item was tabled to the August meeting.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Enhancements

Mr. Smith presented a few different proposals to the Board and provided handouts under separate cover. He went through the whole property with the landscaper to see where enhancements were needed and to plan ahead with project that they will address now and in the near future. Board and staff discussion followed in deciding which direction they plan to move forward with at the time. The Board decided to approve the landscaping proposals for a not to exceed amount of \$28,000 which does not include tree pruning to be paid out of bond funds.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Installation of all Presented Landscape Improvements, Excluding the Tree Pruning, with a not to Exceed Amount of \$28,000 to be paid from Bond Funds, was approved.

The Board discussed tree pruning and paying for that out of the O&M fund. Mr. Smith will negotiate with the landscaper and work with them for a price the Board is comfortable with and a not to exceed amount of \$7,750.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Tree Pruning with a Not to Exceed Amount of \$7,750, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2020 Audit Report – ADDED

Ms. Burns noted that page 24 starts the management letter which summarizes the report. There are some findings in the audit and corrective actions have been taken to address those

findings, which are not a surprise to the staff. The District did meet some of the conditions for a detreating financial condition. Ms. Burns believes all of them have been corrected during Fiscal Year 2020 and on the next audit report they will be removed.

(District Counsel transcription is verbatim)

Mr. Robin: This goes back to the default of the District of the original developer of the bonds following the great recession and throughout the entire period of the redevelopment, the SPE was getting the project reoriented to be remarketed and reactivated. A lot of these provisions continue to exist, but they were cured, as Jill said, at the point and time where the final closeout and sale of the last villages were made to Highlands. It is a historical issue. The Board is not being asked to approve of it or disapprove of it, only to accept the audit for filling in the District's records and as she indicated, next year as the current 2021 audit is completed, that audit will reflect that these issues have been rectified. It closes the chapter on that book going forward.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Acceptance of the Fiscal Year 2020 Audit Report, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Robin stated that he didn't have anything further for the Board.

B. Engineer

Ms. Stewart reported that there is a weir that is still outstanding and after going through the master drainage plan, that it might be possible to consider using the construction funds to replace the structure and they will investigate other options considering staff evaluations.

C. Field Manager's Report

Mr. Smith presented the Field Manager's report. The issue of the damaged weir from the engineer's report flowed into the field managers' report. Mr. Smith added that the weir has been undermined but believes it does not need replacing. Looking at the budget, he suggests that there is money in a management contract that is not being utilized and suggests that there is room to repair it instead of replacing it. Mr. Smith estimates it may cost approximately \$8,200. His main

concern is the travel to and from the weir and making sure the land does not get torn up in the process. The Board agreed to let Mr. Smith and his team with GMS to repair the weir.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Proposal from GMS to Repair the Weir for \$8,200, was approved.

Two pole fixtures need to be replaced and Mr. Smith presented a proposal for replacement. He is working with the original contractor who installed them, and although they may not match exactly, they are working on getting them as close to the original as possible. There were a couple of different options, and the Board approved a not to exceed amount of \$8,500 with final approval from the Vice Chair.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, Authorizing Milton Andrade to Work with Clayton Smith to Finalize Fixture Selections with a Not to Exceed Amount of \$8,500, was approved.

Mr. Smith noted that the playground drastically needs mulch and staff received a quote for 40 yards which will give them several more inches of depth.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Purchase of Playground Mulch, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns noted the check register was included in the package and is through May 31st. The Board had no questions so there was a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Check Register for \$24,965.60, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements were through the end of May and there is no action required.

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 Supervisor requests so Ms. Burns opened the floor to audience comments.

- Tammy Carwright: the parking lot at the amenity center is gravel in some areas and she wondered if there is a plan to pave that area. The Board answered that there are no plans to pave the gravel and it was done that way for permitting purposes. The other question pertained to bugs in the pool area because they have been experiencing a lot of issues with ants. Mr. Smith said that they do not to his knowledge and that he'll get someone out there as soon as possible.
- Steve Fisher: the easement behind the houses on Long Island Court, who is supposed to keep that maintained? Staff believes that area is owned by the church, but they will look at it to see if there is any responsibility by the CDD.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Chairman/Vice Chairman