

**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, **August 3, 2021** at 5:00 p.m. at the Hampton Inn – Dade City, 13215 Hwy US 301, Dade City, Florida.

Present and constituting a quorum were:

Steve Johnson	Assistant Secretary
Garret Parkinson	Assistant Secretary
Tim Jones	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 August 3, 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 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 July 6, 2021 Board of Supervisors Meeting

Ms. Burns presented the July 6, 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. Jones, seconded by Mr. Parkinson, with all in favor, the Minutes of the July 6, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget

Ms. Burns stated that the public hearing was advertised in the paper as well as in a mailed notice that was sent to all property owners. She then asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2021-16 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds

Ms. Burns stated that the financials were included in their packet. She noted that the financials had not changed since when the Board saw the preliminary amount that was approved in May. Ms. Burns stated that the increased items were landscape improvement related. Ms. Burns asked if the public had any comments on the budget. A resident asked what the District management fees covered. Ms. Burns replied that it was a contract with her firm and stated that they were the District Manager and that they provide services for all of the administrative day-to-day operations in the District. She elaborated that this entailed the accounting, checks, homeowner calls, record keeping, field services coordination, etc. The resident also asked about the builder, and Ms. Burns explained that the builder was a separate entity. The resident also asked about how the Board was chosen. Ms. Burns explained that the seats transition and that the Board would be resident controlled in November 2022.

Another resident asked about the increase amount on the fees. Ms. Burns elaborated that the fee/assessment amount varies by lot size and directed the resident to see the gross per unit assessment or total Operations & Maintenance assessment in the packet. To answer another resident's question, Ms. Burns explained that the assessment is on the land and the developer is paying for the lots they own, even if there is not a home on them. She stated this is different than an HOA because the assessments are on the land and not the home.

There was also a question by a resident regarding a piece of land in the community. He asked if there would be construction on it. The resident stated that the location was to the right of the office. The Board responded that they did not know what would be built there by the builder.

Another resident asked where the “dry retention pond” item was in the community. Ms. Burns stated that this item was from the previous year budget and was not included on the 2022 budget. Ms. Burns and the Board also stated that those funds were not used.

Another resident asked about facility maintenance items. Ms. Burns responded that the CDD does not own the roads, therefore they cannot patrol them. She also pointed out the security line item that was still in effect. A discussion ensued about the lighting in the community.

Another resident asked if the items listed in the budget that were not used due to Covid-19 would be taken into consideration for 2022 and carried over. Ms. Burns replied that it would carry over, but that a lot of it was used for landscaping improvements.

On MOTION by Mr. Parkinson, seconded by Mr. Johnson, with all in favor, Resolution 2021-16 Adopting Fiscal Year 2022 Budget, was approved.

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

ii. Consideration of Fiscal Year 2021-2022 Budget Funding Agreement with Clayton Properties Group, Inc.

Ms. Burns stated that this was for the developer entity. She elaborated that since the assessment is on the land, even if there was not a home on the land the developer would still pay that portion. The amount of developer funding is listed as \$140,000.

On MOTION by Mr. Parkinson, seconded by Mr. Johnson, with all in favor, the Fiscal Year 2021-2022 Budget Funding Agreement with Clayton Properties Group, Inc., was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated that the public hearing was advertised in the paper as well as in a mailed notice that was sent to all property owners. She then asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2021-17 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that this public hearing was for imposing the assessments based on the budget that the Board just adopted. She offered to answer any questions. Seeing none,

On MOTION by Mr. Parkinson, seconded by Mr. Jones, with all in favor, Resolution 2021-17 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-18
Designation of Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2022**

Ms. Burns stated that this was included in the package and that it was essentially the same as the current year. She stated that they could change it if the Board wished. She suggested that they keep the same location.

On MOTION by Mr. Jones, seconded by Mr. Parkinson, with all in favor, Resolution 2021-18 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022, was approved.

SIXTH ORDER OF BUSINESS

**Discussion Regarding Termination of
Dissemination Agent**

Ms. Burns stated that there were reports required for the Trust Indenture for the bonds and they are required to do quarterly reports. They get this information from the developer. The previous dissemination agent for the Series 2006 bonds was different than the dissemination agent for the 2021 bonds and Ms. Burns stated that they did not need two dissemination agents. GMS was selected as the 2021 bonds dissemination agent.

On MOTION by Mr. Jones, seconded by Mr. Parkinson, with all in favor, Termination of Dissemination Agent Lerner and Engaging GMS, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

Ms. Stewart asked if Mr. Smith was able to follow up with the weir repair. Ms. Burns stated that Mr. Smith was up next and that he would have his update on the repair then.

C. Field Manager's Report

Mr. Smith presented the Field Manager's report. He stated that the internet installation has been completed and added that there was now a hot spot at the pool. Mr. Smith discussed the new access cards and how they would be reaching out to the residents. There were two dead palms that were replaced that Mr. Smith discussed along with lights that were replaced. Mr. Smith added that the weir repair was underway. He stated that they had to get all of the parts together to finalize that. He estimated that it would be complete in the next 30 days.

Mr. Smith had a proposal that he brought to the Board concerning trashcans. He stated that he did not think they had enough trashcans at the amenity. His idea was to put two trashcans on the pool deck and two under the cover. They are 42-gallon trashcans. The quote total was \$1,075.16.

On MOTION by Mr. Jones, seconded by Mr. Parkinson, with all in favor, the GMS Quote for Trashcans, 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 June 30th. The total amount for the general fund was \$20,363.03. The total amount on the utility bills was \$4,949.75. The Board had no questions so there was a motion of approval.

On MOTION by Mr. Jones, seconded by Mr. Johnson, with all in favor, the Check Register, was approved.

i. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements were included in the package and there was no action required.

ii. Ratification of Change Orders #1, #3-4, and #10-11

Ms. Burns stated that these were change orders for QGS which was the site contractor for the new Phase 7 & 8. There were previously approved and needed to be ratified by the Board.

On MOTION by Mr. Parkinson, seconded by Mr. Jones, with all in favor, Change Orders #1, #3-4, and #10-11, were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There were no Supervisor requests so Ms. Burns opened the floor to audience comments.

A resident asked how many phases there would be developed. Ms. Burns replied that they were not sure how many official phases there was going to be.

A resident asked what a "weir" was. Mr. Smith explained what the repair was and what a weir was used for.

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Chapel Creek CDD

Another resident asked about the progress on adding chairs to the pool deck. Ms. Burns stated that they did increase some of the miscellaneous line items and they can work on getting those added.

TENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman