

**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 1, 2022** at 11:01 a.m. at the Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, Florida.

Present and constituting a quorum were:

Brian Walsh
Milton Andrade *by Zoom*
Steve Johnson
Garret Parkinson
Tim Jones

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary (joined after roll call)

Also, present were:

Jill Burns
Tracy Robin *via Zoom*
Clayton Smith
Residents

District Manager, GMS
District Counsel, Straley Robin Vericker
GMS

The following is a summary of the discussions and actions taken at the February 1, 2022 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. Two Supervisors attended by phone with 1 joining the meeting after roll call.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 3, 2021 Board of Supervisors Meeting

Ms. Burns presented the August 3, 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 August 3, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Conveyance Documents for New Chapel Creek, LLC Parcel *(to be provided under separate cover)*

Ms. Burns stated this strip of land was in the old entity and was intended to be conveyed to the District. She noted they were trying to get a legal description of that parcel. She asked for Board approval and to allow Counsel to draft the deed documents that need to be drawn up in order for the CDD to accept conveyance. Mr. Robin added this parcel does not have an independent legal description. Ms. Burns asked about using a not to exceed number for surveyance for approval. The Board decided on a NTE of \$2,500.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Conveyance Documents for New Chapel Creek, LLC Parcel with a Not To Exceed of \$2,500 and Authorization for the Chairman to sign documents related to the conveyance, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-01 Re-Designating Registered Agent

Ms. Burns stated this resolution is an administrative item that needs approval for update to the new management agent.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2022-01 Re-Designating Registered Agent, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resident Request for
Additional Playground**

Ms. Burns stated a resident request had been received for an additional playground for smaller children under the age of 5. At this time there were no plans for one, and she noted there were funds available. Mr. Smith noted there was a larger multi use field on the north side of the current playground. The Board asked that staff get a playground quote and this be moved to a later date for budget consideration. Discussion ensued on the ideas for outdoor space and the development of landscaping and all of the following agenda items.

SEVENTH ORDER OF BUSINESS

**Consideration of Request to Add
Umbrella or Shade at the Amenity**
(requested by Supervisor Johnson)

Ms. Burns stated all of the requests were under discussion.

EIGHTH ORDER OF BUSINESS

**Discussion Regarding Additional Holiday
Decorations** *(requested by Supervisor Johnson)*

Ms. Burns stated this was under discussion with all improvements.

NINTH ORDER OF BUSINESS

**Consideration of Resident Request for
Additional Lighting at the Amenity**
(requested by Supervisor Johnson)

Ms. Burns stated this was under discussion with the above items. The Board decided to get quotes on all of the requests for playground, umbrellas, holiday decorations, and additional lighting and put it on a future agenda for budget discussion. Discussion ensued on expenditures on holiday lights, landscaping, and other shade needs. They wanted the focus to be at the amenity, cameras, security, and landscaping. Clayton will bring back shade options at the next meeting. All of the requests will be discussed during future budget meetings.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Robin commented on the District Engineer report upcoming and would make comments later. He added that there were some questions on the upcoming storm water reports

and what land was owned, access to parcels, and regulatory issues. This issue would be discussed at an upcoming meeting.

B. Engineer

Ms. Stewart was not in attendance.

C. Field Manager's Report

i. Consideration of Proposal for Security Cameras at Amenity

Mr. Smith presented the Field Manager's report. He noted the security access system, and the cards were up and running. He stated landscaping enhancements were completed but the frosts has had an impact. He noted the landscaper was coming out to review and they would get things back in shape. Playground mulch was added, streetlights are being repaired, lighting inspection has been completed, pressure washing, and tree pruning is in progress. The proposal for security cameras was a basic system in different locations. He added remote access is available, and it is cost effective. Ms. Burns noted there was a security line item for \$7,500 available for this expenditure.

On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the Proposal for Security Cameras at the Amenity, was approved.

ii. Consideration of Proposals for Amenity Pest Control Services

Mr. Smith presented the different proposals for pest control due to the current company no longer in service. He reviewed the areas that would be treated. Ms. Burns noted what was available in the budget. After discussion the Board decided to go with All American for the pest service.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Proposal for Amenity Pest Control Services with All American, was approved.

iii. Consideration of Proposal for Various Landscape Items

Mr. Smith presented the landscape proposal with various general clean up items to include brush clean up at different locations, plant removal of dead plants, trimming of plants,

and installing new plants. Ms. Burns noted the landscape budget for enhancements was at \$35,000. Discussion ensued on locations that needed attention and what could be omitted from the proposal. After discussion the Board decided to set a not to exceed amount of \$6,800.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Proposal for Various Landscape Items with a Not To Exceed Amount of \$6,800, 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 December 31st. The total amount for the general fund was \$349,450.21.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Check Register for \$349,450.21, was approved.

ii. Balance Sheet & Income Statement

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

iii. Ratification of QGS Change Orders #16 and #17

Ms. Burns stated that these were previously approved and needed to be ratified by the Board.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Change Orders #16, and #17, were ratified.

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


February 1, 2022

Chapel Creek CDD

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary



Chairman/Vice Chairman