

**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 5, 2022** at 11:00 a.m. at the Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, Florida.

Present and constituting a quorum were:

Brian Walsh	Chairman
Milton Andrade	Vice Chairman
Steve Johnson	Assistant Secretary
Garret Parkinson	Assistant Secretary
Tim Jones	Assistant Secretary

Also, present were:

Jill Burns <i>via Zoom</i>	District Manager, GMS
Tricia Adams	District Manager, GMS
Tracy Robin <i>via Zoom</i>	District Counsel, Straley Robin Vericker
Clayton Smith	Field Services Manager
Tonya Stewart <i>via Zoom</i>	District Engineer
Residents	

The following is a summary of the discussions and actions taken at the April 5, 2022 Chapel Creek Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. There were five Supervisors present at the meeting constituting a quorum.

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 February 1, 2022 Board of Supervisors Meeting

Ms. Adams presented the February 1, 2022 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. Andrade, seconded by Mr. Walsh, with all in favor, the Minutes of the February 1, 2022 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-02 Setting a Public Hearing to Adopt Amended Amenity Policies and Rates

Ms. Adams stated this resolution sets a public hearing to adopt amended amenity policies and rates for the non-resident user fee and amenity card replacement. She noted the draft was in the agenda package for Board review and will be presented at the public hearing as well as the fee schedule. The schedule listed in the amenity policy is flexible for the Board to adjust at the hearing. She added the hearing will be scheduled for Tuesday, May 3, 2022 meeting at 11:00 a.m. Ms. Burns added that amenity rules are currently in place and the reason for the change is that the previous set of rules contemplated the code access and that has been replaced and the access fee for lost cards needs to be set. The amount was discussed, and the Board felt that \$30 would be appropriate to be set at the hearing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Resolution 2022-02 Setting a Public Hearing for Tuesday, May 3, 2022 to Adopt Amended Amenity Policies and User Rates, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-03 Directing Chairman and District Staff to File a Petition Amending District Boundaries

Ms. Adams stated this resolution allows the District Chairman and District staff to file a petition amending District boundaries. A handout was provided that is a copy of the survey that identifies the parcel. This would authorize all the necessary steps for this process. The Board members asked if this could be executed prior to getting the actual lien owner to say it's okay. Ms. Burns replied that they can, they just need the landowner consent. There was discussion about the attorney contact with the landowner and signing of the lands. Mr. Robin noted the

attorney indicated he would be telling them the documents they wanted reviewed. Mr. Robin added they had not completed the necessary documents but would forward this to the landowner when complete. He stated the county would not process the petition until they had consent.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2022-03 Directing the Chairman and District Staff to File a Petition Amending District Boundaries, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Approving the Boundary Amendment
Funding Agreement**

Ms. Adams stated the resolution is a funding agreement connecting to the boundary agreement and states that all costs will be responsibility of Highland Homes and all associated fees.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2022-04 Approving the Boundary Amendment Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Boundary Amendment
Funding Agreement**

Ms. Adams stated this is attached to the resolution just approved. This motion was approved with Resolution 2022-04.

EIGHTH ORDER OF BUSINESS

**Consideration of Change Order for
District Engineering Services to Include
Preparation of Required Stormwater
Legislation Report**

Ms. Stewart noted that the total of \$3,000 was for the work on the stormwater report. A separate proposal will be provided for the boundary work. Ms. Adams summarized the change order was for \$3,000 and includes the work the District Engineer has accomplished on this report and she noted that this price was very reasonable.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Change Order for \$3,000 for District Engineering

Services to Include Preparation of the Required Stormwater Legislation Report, was approved.

NINTH ORDER OF BUSINESS

Ratification of Fiscal Year 2021 Audit Services Agreement

Ms. Adams stated that all Florida Districts are required to submit an audit to the state by June 30th of each year. This is for the fiscal year ending September 30, 2021. She noted the Chairman had signed the agreement to start the project and it now needed ratification.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Fiscal Year 2021 Audit Services Agreement, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Robin noted that the northern most parcel is dedicated to the District by plat and another remnant parcel that was northwesterly had been requested by Supervisors to have this parcel conveyed to the District. Since then, he noted the Developer has expressed the desire to have that parcel conveyed to the Developer. He added this conveyance is in process currently.

B. Engineer

i. Presentation of Stormwater Management System Report

Ms. Stewart reviewed the stormwater report and she noted that updates were needed to the ownership map and the maintenance map. She added that Chapel Creek was one of the last communities where the rights of ways were accepted by Pasco County. Discussion was held on the stormwater requirements being tied to the fact that Pasco County will be responsible for the storm sewer and the right of way. In going through the process to get the county approval of improvements, they obtained copies of the memorandums from Engineering staff and Board of County Commission approvals for their records for backup to support when needed. She added that for the 20-year long term maintenance plan she recommended that \$20,000 every 5 years could be budgeted. She added she would update the report to include the new phase.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Acceptance of the Stormwater Management System Report, was approved.

C. Field Manager's Report

Mr. Smith presented the Field Manager's report included in the agenda package. Discussion ensued on the trash cans and issues with streetlights, pressure washing, touch-up painting, landscape enhancements, irrigation sodding, and St. Augustine placement around the community. He noted that there was \$35,000 in the budget.

i. Consideration of Proposal for Adding Gravel to Parking Lot

Mr. Smith discussed the proposal for adding gravel to the parking lot. He noted this includes ¾ inch gravel.

On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the Proposal for Adding Gravel to Parking Lot, was approved.

ii. Consideration of Proposal for Shade Structures

Mr. Smith presented proposal for shade structures including with or without the sides. Discussion ensued on the Sunbrella fabric and the length of time it would last. He added they were like the ones at Highland Meadows and felt these were the better ones he has seen. He recommended using the cabanas since they held up so well. He noted he could get other prices if needed. He added this does not include the install and that would need permitting. He asked the Board if they had someone on site that could go through the permitting. He noted they come with engineering drawings, but the vendor cost for install would be high. After discussion the Board decided to pursue the different possibility for install and getting permits. Budget was also included, and Ms. Burns noted that this should be included in the budget for the upcoming year. It was asked what was in the budget for amenity other than miscellaneous. Ms. Adams noted there was a miscellaneous contingency that has already been used some and only a few thousand left. She added there is no specific jobs identified at this point. She noted there is no easily identifiable source for funding this. Mr. Smith noted this was a topic they often heard about from the community. Ms. Adams summarized by asking the Board to direct staff to plan for more shade structures as part of the capital reserve planning for next year's budget. She wanted to

confirm the size of the 12x12 x 8. Ms. Burns recommended to include the amount for the larger and a 10% contingency for the fall and planning for the budget. Mr. Smith added the recommendation to include 4 and scale back if needed. Continued discussion on how many were needed for adequate shade. It was also asked to include funding for extra patio furniture.

The Board asked about repainting of the mailboxes. Discussion ensued on if they were maintained by the CDD or the HOA. Ms. Burns noted this was not clear. Mr. Smith commented that they would paint if the CDD was taking responsibility for them.

Mr. Smith noted he needed a map for completion of some landscaping. He would also get some additional pricing for completion. He added he would need pond numbers as well. Discussion ensued on trails and dog stations.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams noted the check register was included in the package and is through January 31st. The total amount for the general fund was \$21,579.49. Mr. Walsh noted that the check register for February also needed approval.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Check Register for \$21,579.49, was approved as amended to include the February Check Register.

ii. Balance Sheet & Income Statement

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

iii. Announcing General Election Qualifying Period (Starting 12:00 p.m. Monday, June 13, 2022 and Ending 12:00 p.m. Friday, June 17, 2022)

Ms. Adams stated the notice for the qualifying period for the Board of Supervisors seats that are coming up for election. She added the District will have two seats that will be part of the general election, Seat #4 and Seat #5. She reviewed the qualifying period. She added if no one chooses to run, then the seat will be declared vacant. She added after the 2nd Tuesday in November, the Board can appoint someone to fulfill the 4-year term.

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. A comment was made by Resident Tammy Cartwright about the mailbox and wanted confirmation if they would be moved or not. Ms. Burns replied that at this time there was no intention of moving the mailboxes. Discussion ensued on the issue with access to mailboxes. Another comment was made by a resident regarding the common area landscaping and she wanted to know if there would there be plans for side areas and some of the issues with overgrowth and weeds in the pond area and roadway. Mr. Smith responded these could be considered in the future and commented on the areas being addressed for cleanup now.

THIRTEENTH ORDER OF BUSINESS

Adjournment

The motion was made to adjourn the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman