

**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 Wednesday, **April 5, 2023** at 11:34 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
Garret Parkinson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Tracy Robin <i>joined late via Zoom</i>	District Counsel, Straley Robin Vericker
Tonja Stewart <i>via Zoom</i>	District Engineer, Stantec
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the April 5, 2023 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 that there were no public members present or on the Zoom line so the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Steven Johnson**

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Ms. Burns stated that they had a letter of resignation from Steven Johnson because he moved out of state and is no longer able to fill that seat because it needs to be filled by a resident who lives within the District.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Accepting the Resignation from Steven Johnson, was approved.

**B. Appointment to Fill the Vacant Board Seat #2**

Ms. Burns stated that this seat must be filled by a resident of the District. She asked for a nomination to fill the seat. Mr. Walsh nominated Ms. Nicole Wilkinson.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Appointing Ms. Nicole Wilkinson to the Board of Supervisors, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

*\*Tracey Robin joined the meeting at this time.*

Ms. Burns stated that Ms. Wilkinson was not present today, so they will administer her oath when she attends the next meeting.

**D. Consideration of Resolution 2023-08 Appointing an Assistant Secretary**

Ms. Burns recommended that the Board appoint Nicole Wilkinson as an Assistant Secretary.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Appointing Nicole Wilkinson as an Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 1,**

**2023 Board of Supervisors Meeting and Audit Committee Meeting**

Ms. Burns presented the minutes from the February 1, 2023 Board of Supervisor's meeting and Audit Committee meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Minutes of the February 1, 2023 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Public Hearings****A. Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

Ms. Burns stated that this public hearing was advertised in the paper, and they sent a mailed notice to the property owner of those lands as well.

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

Ms. Burns stated that there were no members of the public present or joining via Zoom.

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

**i. Presentation of Master Report of the District Engineer – Expansion Area dated January 27, 2023**

Ms. Burns stated that the only thing that changed in this report since the Board saw it last time was what Mr. Andrade pointed out during the meeting, which was that the lot count changed from 47 to 48. Ms. Stewart updated that. Ms. Burns noted a possible clarification on the sewer. Ms. Burns stated that she would be happy to answer any questions that the Board has. Hearing none,

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Master Report of the District Engineer – Expansion Area dated January 27, 2023, was approved.

**ii. Presentation of Master Assessment Methodology for the Series 2023 Assessment Area dated February 1, 2023**

Ms. Burns noted the same change to this report since they saw it last, which was the update to the unit count. She briefly reviewed the tables. Table 1 shows the update to the development plan with 148 single family units in this assessment area. Table 2 shows the

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infrastructure cost estimates that are outlined in the engineer's report, and it is \$7,379,033. Table 3 shows the bond sizing of \$9,790,000. Table 4 shows the allocation of benefit for the single family product type. Table 5 shows a par debt per unit of \$66,149, and she explained that this would be the most amount of debt that they could place on those lots. Table 6 breaks down the net and gross annual debt assessment per unit. The net annual debt assessment is \$4,986 and the gross annual debt assessment when collected on the Pasco County tax bill would be \$5,304. Table 7 shows the preliminary assessment roll and there is a single property owner, Clayton Properties Group, Inc. She stated that she would be happy to answer any questions.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Master Assessment Methodology for the Series 2023 Assessment Area Dated February 1, 2023, was approved.

**iii. Consideration of Resolution 2023-09 Levying Special Assessments**

Ms. Burns presented Resolution 2023-09 and stated that this was included in the agenda package for the Board's review. She explained that this resolution had several findings that were outlined in the report. She noted that it states that the allocation and the benefits were reasonable, proper and just and right to assess the cost of the project against the properties that were benefited by the District and that the project will constitute a special benefit to all the parcels in the boundary amendment area. She further noted that those would benefit from the assessments and the liens that is being placed against the property. She stated that she would be happy to answer any questions. Hearing none,

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-09 Levying Special Assessments, was approved.

**B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection & Enforcement of Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns stated that this public hearing was advertised in the paper.

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



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a couple of line items that they could discuss lowering or removing if they were interested in doing that. One line-item security, which they have \$10,000. There is \$7,500 in the budget for the current year. She explained that when Mr. Smith gets to his report, he would review a proposal to add some access card swipes to the bathrooms that are by the playground. They are currently locked because there are no access cards, so residents are not able to use those. Ms. Burns recommended that they go forward with adding those in the budget this fiscal year. She stated that they included \$10,000 for the next year because the bathrooms on the pool deck also do not have access cards. Normally, when the facility closes at 8:00 p.m. this time of year, those bathrooms close in this facility. If someone jumps the fence, they will have access to those bathrooms. She further explained that they have a lot of janitorial issues and damage issues as a result. She noted that they left the \$10,000 and Mr. Smith will have more information to present to the Board when he gets to his report.

Ms. Burns stated that they have had some requests for other things like shade or cabana type shade options for the pool deck. She noted that they were showing a capital reserve transfer of \$50,000. If the Board wanted to move forward with those in the next fiscal year, they could pull from the reserve transfer. She would not recommend reducing that because it would give them a little bit of options and would be a low reserve transfer. Mr. Walsh suggested to leave it the way it is and then put another \$50,000 for next years budget. Ms. Burns recommended putting a line item that says shade structure \$50,000 and then keep the reserve, so if they want to do them both, they can use the other one. It would show the shade structure as a capital project, which would list as shade structure \$45,000. The Board agreed to add \$50,000 for the shade structure pool and leave the reserve transfer.

<p>On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Resolution 2023-11 the Proposed Budget, Setting the Public Hearing for August 2, 2023 at 5:00 p.m., and the Public Hearing on Imposing O&amp;M Assessments for the Increase based on the Budget that was included with the Amendment to Add \$50,000 for the Shade Structure as a Capital Project and Send Notice of that Amount, was approved as amended.</p>
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**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2023-12  
Setting a Public Hearing to Amend the**

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### **Parking and Towing Policies for the District**

Ms. Burns presented Resolution 2023-12 and stated that they would update this resolution from setting the hearing to the resolution that adopts the parking policy to amend it with the additional map that shows that area. A hearing is not needed for this item. The sign is up, but they just don't have a policy yet to cover it.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-12 Amending the Parking and Towing Policies for the District, was approved as amended.

### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Special Warranty Deed for Conveyance of Common Area Tracts in Villages Phases 7 and 8**

Ms. Burns stated that area has been completed and they did a field walkthrough for those items. They are ready to officially have those tracts conveyed to the CDD for maintenance. Mr. Robin's office has prepared the deed to that. She stated that she would be happy to answer any questions.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Special Warranty Deed for Conveyance of Common Area Tracts in Villages Phases 7 and 8, was approved.

### **NINTH ORDER OF BUSINESS**

#### **Staff Reports**

#### **A. Attorney**

Mr. Robin had nothing further to report.

#### **B. Engineer**

There being no comments, the next item followed.

#### **C. Field Manager's Report**

Mr. Smith introduced Mr. Allen Bailey to the Board. Mr. Bailey helps work at Chapel Creek. Mr. Smith presented the field manager's report starting with the new wildlife and fishing signs that were approved. He noted that since they installed them, they have not received any more complaints about people fishing. They cleared around some wetland signage that was

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buried at the edges to make sure that they were clear. He explained that in the newer areas, the county has said that because of the transition of the road, it is still the CDD's responsibility to make sure that the signs are maintained. He noted that he tried to report these, and they came back and said that it was not theirs yet. In this case, they went ahead and repaired the signs. He noted that the amenity gate was having some issues. The vendor tried to resolve the issue a couple of times and it didn't work. Finally, the vendor came back out and replaced everything, so now the gate is working properly. They also replaced the bulbs and streetlights. He reviewed the playground benches stating that they became loose in the ground causing them to wobble. The benches were reset into the ground and are now stable. He stated that solar lights were installed at the mail kiosk. Trail rules signs were placed at both trail head entrances. They added the no overnight parking sign was installed to the new amenity parking lot area. The holes in the dog park were filled in for the safety of patrons and their pets. There was some general maintenance completed around the pool. He briefly reviewed the budget items. He reviewed the chairs around the pool deck. He explained that there was only a very small handful of chairs on the pool deck. He noted that they were seeking quotes for 15-20 new chaise lounges, 4-8 chairs, and 2-3 new tables. He also noted they were seeking to repair the damages chairs. He briefly reviewed the shade structure. It was noted that the pricing for one shade structure over the playground was similar in cost to two structures on the pool deck. The next item he reviewed was restroom access, which Ms. Burns already explained earlier in this meeting.

Mr. Smith added a few notes to his report stating that it was dry, and the landscaper was working on the irrigation to make sure that everything has full coverage. A lot of the frost damaged plants were trimmed down and appear to be coming back. He predicted that by the rainy season, they will all look good again. He noted that they were going to look at replacing the other ones, but it should just be a small amount of stuff to replace from the frost killing it all.

**i. Consideration of Proposals for Amenity Bathroom Access Options**

Mr. Smith presented the proposal for the amenity bathroom access from Gate Tech, Inc. He explained that this proposal had three options. The first option is the full deal for \$20,320.70, which is to add all the doors inside the amenity center and add the two doors on the outside. The second option is the same doing a slightly different method. The third option is for adding



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freestanding restrooms and it totals \$9,732.40. After Board discussion, it was decided to go with the proposal totaling \$9,732.40 for the playground area.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Proposal for Amenity Bathroom Access from Gate Tech, Inc. Totaling \$9,732.40, was approved.

**ii. Consideration of Proposal for Chair Repairs** *(to be provided under separate cover)*

Mr. Bailey presented the proposal for the chair repairs. He stated that he contracted two different vendors for chairs and prices. He stated that George's Patio proposed a total of \$14,964 and Florida's Patio proposed a total of \$13,738. After Board discussion, it was decided that the pool chairs were more of a priority than bathroom access.

**iii. Consideration of Proposal for Additional Amenity Furniture** *(to be provided under separate cover)*

Mr. Bailey presented the proposal for additional amenity furniture. He stated that he contracted two different vendors for chairs and prices. He stated that George's Patio proposed a total of \$14,964 and Florida's Patio proposed a total of \$13,738. After Board discussion, it was decided that the pool chairs were more of a priority than bathroom access.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Rescinding Approval of Bathroom Access by the Playground and Accepting Proposal of \$14,964 from George's Patio, was approved.

**D. District Manager's Report**

**i. Approval of Check Registers**

**a) January 2023**

**b) February 2023**

Ms. Burns presented the check registers to the Board. She stated that they had a couple of months since they didn't meet last month, so this check register includes January and February. She stated that she would be happy to answer any questions. Hearing none,

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On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the January and February 2023 Check Registers, were approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns noted that the financial statements were included in the agenda package for review. She stated that these were through February.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

*Brian Walsh*

Chairman/Vice Chairman