

**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, **August 2, 2023** at 5:00 p.m. at the Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, Florida.

Present and constituting a quorum were:

Brian Walsh	Chairman
Garret Parkinson	Assistant Secretary
Nicole Wilkinson	Assistant Secretary
Timothy Fore	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Tracy Robin <i>via Zoom</i>	District Counsel, Straley Robin Vericker
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS

The following is a summary of the discussions and actions taken at the August 2, 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 four Supervisors present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the floor to the public comment period and noted that there will be a public hearing later in the meeting to address the budget items and that any questions pertaining to those should be held until that time. There being no public comments at this time, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

August 2, 2023

Chapel Creek CDD

A. Administration of Oath to Newly Appointed Supervisor Appointed to Seat #2 on April 5, 2023 (Nicole Wilkinson)

Ms. Burns stated that Ms. Wilkinson had been sworn before the start of the meeting so she would count for the quorum, so the next item followed.

B. Acceptance of Resignation from Timothy Jones, Sr.

Ms. Barns stated that Mr. Jones sent in his letter of resignation to the Board after the last meeting and that she would be looking for a motion from the Board to accept his resignation.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Accepting the Resignation from Timothy Jones, Sr., was approved.
--

C. Appointment to Fill the Vacant Board Seat #1

Ms. Burns stated that now seat #1 is vacant the Board has an opportunity to appoint somebody to that seat. She noted that this seat has transitioned to a resident controlled seat and has to be filled by someone who is a resident of the District. She took nominations from the Board, and they nominated Timothy Fore.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Appointment to Fill the Vacant Board Seat #1 with Timothy Fore, was approved.

Ms. Burns swore Mr. Fore into office and overviewed the Sunshine Law for him. As an elected official all Board business must take place at an advertised meeting, and he may not discuss Board business with other Board members outside of a meeting. She noted that any emails related to the CDD may be considered public records and if they ever receive a public records request, those emails may be subject to that. She suggested creating a separate email account or having a folder where all emails can be filed. She welcomed him to the Board and offered to answer any additional questions he may have after the meeting is adjourned. A resident asked how they may be elected to the Board and Ms. Burns explained the process.

D. Consideration of Resolution 2023-13 Appointing an Assistant Secretary

August 2, 2023

Chapel Creek CDD

Ms. Burns presented the resolution to the Board and asked for a motion of approval to appoint both Nicole Wilkinson and Timothy Fore as the Assistant Secretaries to the District.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-13 Appointing an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the April 5, 2023
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 5, 2023 Board of Supervisor's meeting and she asked for any questions, comments, or corrections. 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 April 5, 2023 Board of Supervisors 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. Ms. Burns asked for a motion to open the public hearing.

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

Ms. Burns summarized the budget process and the few changes that have been made for all of those in attendance in hopes to answer any questions people may have before turning it over to public comments. The Board approved a preliminary budget earlier in the year and if and when there is a proposed increase in assessments every property owner in the District will receive a mailed notice that is required by Florida statute.

Ms. Burns highlighted a majority of increases for the field items being related to the new phases coming online. This includes landscaping, streetlights, aquatic maintenance that have all

August 2, 2023

Chapel Creek CDD

been turned over to the CDD. In addition to that there were increased line items for the amenity. This includes janitorial services, dog waste stations at the walking trails that needed to be added, and an increase to the scope of the janitorial contract for the pool based on usage. The last item she mentioned was the increase for shade structures at the pool and playgrounds which were largely requested by the residents. In conclusion the amount for the proposed increase varies by lot size and can be anywhere from \$264 to \$321 per lot annually. She asked that the public comments be kept to a three-minute time limit to allow everyone an opportunity to speak if they wish.

Residents had several comments about different O&M and amenity concerns which the Board and staff took the time to hear their thoughts and concerns and answered them as they could. After answering all of the questions the residents had, Ms. Burns asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-14 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns presented the resolution to the Board and stated that a copy is provided in the agenda package. She previously gave a summary of line items that have changed and asked the Board if there were any questions, discussions, or changes that they were wanting to make. The Board continued to discuss the budget and the options that they had. After discussion, Ms. Burns asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-14 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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

Ms. Burns stated that the public hearing had been advertised in the paper and that all landowners within the District received a notice. She then asked for a motion to open the public hearing.

August 2, 2023

Chapel Creek CDD

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

Ms. Burns stated that because of Florida statute they have to have a separate hearing to adopt the amounts in the budget that was previously adopted. This will certify the amounts that were approved in the budget for collection. The assessment roll is sent to Pasco County tax collector's office who collect the assessments on the tax bill each November. She opened the floor for any public comment. There being none, she asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-15 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns noted that the resolution is include in the agenda package for review and offered to answer any questions. There being none, she asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-15 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-16
Authorizing Bank Signatories**

Ms. Burns noted that this resolution will appoint certain officers rather than people avoiding the need to pass another resolution in the result of a Board members resignation or a change in office.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-16 Authorizing Bank Account Signatories, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-17
Designation of a Regular Monthly**

August 2, 2023

Chapel Creek CDD

**Meeting Date, Time, and Location for
Fiscal Year 2024**

Ms. Burns noted that the proposed schedule will keep the meeting date, time, and location the same as it has been. She also stated the four meetings a year need to be scheduled for the evening required by Pasco County. She added that there is also a Zoom option for everyone's convenience. Hearing no objection, she asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-17 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration Resolution 2023-18
Appointing Treasurers**

Ms. Burns stated that this would appoint Darrin Mossing and Hannah Henry from the GMS office as Assistant Treasurers of the District and asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-18 Appointing Treasurers, was approved.

NINTH ORDER OF BUSINESS

**Acceptance of the Fiscal Year 2022 Audit
Report**

Ms. Burns noted that the District is required to get an independent audit each year and presented the report to the Board showing some prior findings from the default of the 2006 bonds that are listed that stay on as prior findings even though they have been rectified. The District is now current on all of its debt assessments. This report was submitted to the state by the required deadline and asked for a motion from the Board to accept the report.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Acceptance of the Fiscal Year 2022 Audit Report, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

August 2, 2023

Chapel Creek CDD

Mr. Robin had nothing further to report and offered to answer any questions the Board may have. Hearing no comments, the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

Mr. Smith presented the field manager's report to the Board which was also provided in the agenda package. Completed items include:

- GMS staff repaired a broken section of sidewalk by the playground.
- Instillation of Croton and Copper leaf at the first two medians on Clifton Down Dr. is complete.
- Amenity usage signs, access contact signs, and general prohibited amenities rules have been installed.
- GMS staff installed an informative amenities usage sign at the playground along with a Dog Par Rules sign at the dog park.
- Amenity shower was repaired.
- Two of the amenity palm trees had to be removed due to disease and staff is working with the vendor to find suitable replacements.
- The mailbox kiosk numbers on Arley Rd had faded and GMS staff replaced them with new numbers.
- Landscaping corrections and cleanups occurred.
- GMS staff placed a wildlife warning sign near the pond on Tract Y for resident safety.

i. Consideration of Proposals from Cardinal Landscaping Services of Tampa

Mr. Smith presented the quote summary which consisted of four quotes and summarized the proposals for the Board. The cost for all enhancements is approximately \$15,000 and within the budget for the year.

- a) Amenity Entrance Landscape Enhancement
- b) Replacement of Trees on Clifton Down Drive
- c) Replacement of Trees on Billington Boulevard

August 2, 2023

Chapel Creek CDD

d) Replacement of Jasmine Bed Area on Clifton Down Drive

On MOTION by Mr. Walsh, seconded by Mr. Fore, with all in favor, the Proposals from Cardinal Landscaping Services of Tampa, were approved.

ii. Consideration of Proposal for Playground Mulch form American Mulch & Soil, LLC

Mr. Smith noted that mulch was laid about a year and a half ago and overtime mulch will deteriorate, and this proposal will add approximately 65-yards of mulch totaling \$3,315. He believes that the cost of \$51 per yard is a good price and believes the playground needs the mulch and recommends approving this proposal.

On MOTION by Mr. Fore, seconded by Ms. Wilkinson, with all in favor, the Proposal for Playground Mulch from American Mulch & Soil, LLC, was approved.

iii. Consideration of Proposal for New Amenity Gate Latch System from Gate Tech, Inc.

Mr. Smith stated that they have been looking at gate repairs for some time. This is a more secure system that should help with some of the security issues they've been seeing at the amenity. The total cost is \$1,374.22.

On MOTION by Mr. Walsh, seconded by Mr. Fore, with all in favor, the Proposal for New Amenity Gate Latch System from Gate Tech, Inc., was approved.

D. District Manager's Report

i. Approval of Check Registers

- a) March 2023**
- b) April 2023**
- c) May 2023**
- d) June 2023**

Ms. Burns presented the check registers to the Board from March 2023 through June 2023 and noted that they were included in the agenda package for Board review. She offered to answer any questions. Hearing no comments, she asked for a motion of approval.

August 2, 2023

Chapel Creek CDD

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the March 2023 through June 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 and that there was no necessary action required from the Board.

iii. Presentation of Number of Registered Voters—682

Ms. Burns stated that the District is required to determine the number of registered voters withing the District each year.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

A resident asked about food trucks and asked if that is something the community will be having at the amenity center. Ms. Burns stated that it is not covered by the CDD. There is a resident that will be reaching out and coordinating so there are no miscommunications, and they can find that information on the Facebook page. Ms. Burns did add that some counties require vendors have licenses and insurance to be able to run on public property and a Board member assured her that the vendors comply with all regulations.

The question was asked about what material the mulch is that will be going into the playground. Mr. Smith answered that it is engineered cypress and is a bio mulch but not rubber. If the residents want rubber, it could be an option they can look into in the future, but the cost is much higher.

A resident asked if there is a number listed for issues that might arise at the pool. Ms. Burns noted that there is one on the front of the pool gate and Mr. Smith stated that they can add more signage.

The question was asked if there will be more development happening in the area or if it is complete. Ms. Burns stated that an additional phase of 148 lots is planned to be built.

August 2, 2023

Chapel Creek CDD

A question was asked about Christmas decorations. Ms. Burns stated that the District has purchased, at the request of resident's, wreaths and holiday lights for the entrance. She noted that creating a committee as requested comes with legal requirements and suggested the residents who are interested provide input at a meeting.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

Ms. Burns asked for a motion of adjournment.

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



Secretary/Assistant Secretary

DocuSigned by:



3928F13620F0476...

Chairman/Vice Chairman