

**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, **March 6, 2024** at 11:30 a.m. at the Quality Inn Zephyrhills-Dade City, 6815 Gall Blvd, Zephyrhills, Florida.

Present and constituting a quorum were:

Brian Walsh  
Milton Andrade *via Zoom*  
Garret Parkinson  
Timothy Fore

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Monica Virgen  
Tracy Robin *via Zoom*  
Allen Bailey  
Clayton Smith

District Manager, GMS  
District Manager, GMS  
District Counsel, Straley Robin Vericker  
Field Manager, GMS  
Field Manager, GMS

*The following is a summary of the discussions and actions taken at the March 6, 2024 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 no members of the public were present nor joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 4,  
2023 Board of Supervisors Meeting**

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Chapel Creek CDD

Ms. Burns presented the minutes from the October 4, 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 October 4, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-02  
Adopting the Final Terms of the Series  
2024 Bonds**

Ms. Burns stated the District just recently closed on the Series 2024 bonds on February 14<sup>th</sup> for the next expansion area to the north of the District. This resolution ratifies and confirms and approves all of the actions taken by District staff in coordination with the closing of that series of bonds.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2024-02 Adopting the Final Terms of the Series 2024 Bonds, was approved.

**FIFTH ORDER OF BUSINESS****Ratification of Security Services  
Agreement with Securitas**

Ms. Burns stated the Board approved the agreement with Securitas to do the cameras that are monitored in the hours that the pool is closed as well as have some guard services starting in March. That agreement has been signed by the chair. It is not included in the agenda as most of the information is exempt from public records request. Securitas matched the lower rate that was requested. Those cameras are installed and up and running.

On MOTION by Mr. Fore, seconded by Mr. Walsh, with all in favor, Security Services Agreement with Securitas, was ratified.

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## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Robin stated that he had nothing to report.

#### **B. Engineer**

Ms. Burns stated Tonya is not on the line today.

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

Mr. Bailey presented the field manager's report which included straightened signage, buffer area toward wetland cut back to be clear, irrigation mainline repaired, landscaping recovering with irrigation/ increased rainfall, sod installed, pressure washed amenity overhang and various fences, streetlights serviced, and debris cleared from ponds.

##### **i. Consideration of Proposals for Pool Furniture**

###### **a) Admiral Furniture**

###### **b) Florida Patio Furniture**

###### **c) Leader's Furniture**

Ms. Burns updated the Board on the patio furniture approved last summer. Due to failed attempts on getting a delivery date, they consulted with Brian and asked the vendor for a refund. A Board member noted they would give the vendor until the end of March to refund the deposit before having Counsel get involved.

Mr. Bailey presented the proposals for pool furniture: Admiral came in at \$16,210.09 with 50% deposit. Ship time is 4-6 weeks. Florida Patio Furniture had a lead time of 8-10 weeks and came in at \$14,195. Leaders came in at \$11,375.73 with 8–10-week lead time. Leaders had one issue in that the metal didn't match the sandy color on the existing furniture. A Board member asked Allen if he had any information about Admiral's quality. Mr. Bailey noted their amenity director has used them before and they have done well.

On MOTION by Mr. Walsh, seconded by Mr. Fore, with all in favor, NTE \$16,210 and Delegate Authority to Staff to go with the Vendor Who has the Quickest Turnaround Time, was approved.
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**ii. Consideration of Landscape Contract from Cardinal Landscaping Services of Tampa, Inc. to Include New Phases**

Mr. Bailey stated this is to add all of the current areas on the map that have been dealt out to their contract. They have been maintaining 7 & 8. Ms. Burns noted they would approve this and do an amended contract for the full contract.

Mr. Burns asked for anymore questions on field items. A Board member noted light placement at the monument was addressed and is being looked at. There is a section with no lights from the old to new phase. Mr. Parkinson noted he will follow up with the designer as there may be a new design for the new phase to the North and replace all of the CDD owned fixtures with Duke fixtures. The last item is the shade structures keeping in mind with regards to budget. Playground shade structure is priority.

On MOTION by Mr. Walsh, seconded by Mr. Fore, with all in favor, the Landscape Contract from Cardinal Landscaping Services of Tampa, Inc. to Include New Phases, was approved.

**D. District Manager's Report**

**i. Approval of Check Registers**

- a) September 2023**
- b) October 2023**
- c) November 2023**
- d) December 2023**
- e) January 2024**

Ms. Burns presented the check registers to the Board from September 2023 through January 2024 included in the agenda package for review. She offered to answer any questions.

On MOTION by Mr. Fore, seconded by Mr. Walsh, with all in favor, the Check Registers, were approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns noted that the financial statements were included in the agenda package for review. There is no action necessary from the Board.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

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**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

Ms. Burns noted no one is on the Zoom line for public comment.

**NINTH 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.
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*Jill Burns*

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Secretary/Assistant Secretary

DocuSigned by:

*Brian Walsh*

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Chairman/Vice Chairman