

MINUTES OF MEETING
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held Thursday, February 7, 2019 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Brian Kelley	Chairman
Jennings DePriest	Vice Chairman
John Ray	Supervisor
April Johnston	Supervisor
Kyle Rojas	Supervisor

Also present were:

James Oliver	District Manager
Joe Brown	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant
Several Residents	

The following is a summary of the actions taken at the February 7, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Kelley called the meeting to order.

SECOND ORDER OF BUSINESS

The Pledge of Allegiance

Mr. Kelley led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

A resident stated plants are growing and the line of sight is obscured and that along with the speeding issue is a dangerous situation on Salinger, Biltmore and other areas.

Mr. Kelley stated if it is a homeowner tree you need to let the HOA know and they will take care of that.

A resident stated I had to ask three people the location of Catfish Pond. In the future I would like to know exactly what you are talking about.

Mr. Kelley stated we will ask Robert to help with that.

FOURTH ORDER OF BUSINESS **Approval of Consent Agenda**

- A. Approval of the Minutes of the January 10, 2019 Meeting**
- B. Balance Sheet as of December 31, 2018 and Statement of Revenues & Expenditures for the Period Ending December 31, 2018**
- C. Treasury Report – January 31, 2018**
- D. Allocation of Assessments**
- E. Check Register**

On MOTION by Mr. Ray seconded by Mr. Rojas with all in favor the consent agenda items were approved.

FIFTH ORDER OF BUSINESS **Update Regarding Traffic Analysis**

Mr. Dantin provided a detailed update regarding the traffic analysis. Use a map as a reference tool, he described the proposed design for maneuverability and transition utilizing the existing asphalt and painting and striping for the proposed parking spaces in the roundabout. He reviewed the advantages and disadvantages of providing the parking spaces.

On MOTION by Mr. Rojas seconded by Mr. Ray with all in favor staff was directed to present the proposed parking plan for the roundabout to the City of Tallahassee.

Presentation of Plaques

Mr. Kelley presented plaques in appreciation of their service to former Supervisors Glenda Herrera-Gray and Eli Nortelus.

Item eight taken out of order.

EIGHTH ORDER OF BUSINESS **SouthWood House Parcel**

Mr. Kasper gave an overview of the layout of the SouthWood House parcel along with roadway changes resulting from discussions with the city with ingress and egress being off of Faulkner and off Biltmore.

A. Update Regarding Possible Sale of Common Area

Mr. Brown stated the first item is possible sale of a small district owned green space, a little less than ¼ acre. There are no existing district improvements in it, it was just a sodded area that was left over as the big house property was platted that couldn't accommodate a lot. They would like to purchase it to facilitate access with the driveway to one of the lots they are trying to get platted as part of the big house property. At the last meeting you authorized me to work with Josh and work with Jennings on a potential purchase and sale agreement. We have gotten an appraisal and it came back appraised at \$7,000. Josh, Jennings and I have not had yet had a chance to discuss terms for a proposed purchase and sale agreement.

B. Update Regarding Stormwater Evaluation

Mr. Brown stated we talked about this at prior meetings and Keith has been working with the developer's engineer to ensure that additional stormwater from the added impervious area wouldn't overwhelm the district owned facilities.

C. Consideration of Debt Service Assessments**1. Consideration of Resolution 2019-03 Declaring Assessments**

Mr. Brown stated we talked previously about levying debt assessments on that property. They have already been assessed for O&M, the debt assessment process will involve a public hearing and the two resolutions will formally start that process. After that hearing there will be two more resolutions, one will finalize a master lien assessment and the other resolution will apply an actual assessment that will be certified for collection based on the bonds that have been issued that apply to the debt assessment area, which will be the 2018 A-1 or A-2 Bonds, the last series of bonds issued by the district and that assessment amount is going to be in the range of \$3,000 to \$4,000 a year based on the current existing use of that property. At the time that they get this property re-platted we will receive that plat and the property will be reassessed. Each of those new little lots will get an assessment equivalent to your house if you own a lot of the same size. In addition, the property will retain the assessment that is already there for commercial.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor Resolution 2019-03 was approved.

2. Consideration of Resolution 2019-04 Setting a Public Hearing to Impose Assessments

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor Resolution 2019-04 was approved, setting the public hearing for April 11, 2019 at 6:30 at the SouthWood Community Center.

SIXTH ORDER OF BUSINESS

St. Joe Update (John Curtis)

Mr. Kelley gave an overview of a meeting held with John Curtis of St. Joe of their future plans for SouthWood including future platting, extension of certain roadways and proposed timeline for changes to take place.

SEVENTH ORDER OF BUSINESS

Update Regarding DRI Matters

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Update Regarding City Park

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney - Report

Mr. Brown stated I would like the board to approve an extension of Atkins work authorization. We don't use them for a lot for engineering services, they did provide support services to Robert and Keith. We have hit the not to exceed amount of \$5,000 and this is a work authorization 13 for another \$5,000.

On MOTION by Mr. Ray seconded by Ms. Johnston with all in favor work authorization no. 13 with Atkins in an amount not to exceed \$5,000 was approved.

Mr. Brown stated in November for Unit 31 Phase 3 the city requested St. Joe to get a letter from the district indicating that based on our current understanding of what St. Joe plans

the district intended to accept common areas and the right of way for ownership and maintenance after development. It is an existing plat, a replat, they are not changing a whole lot of the layout. St. Joe realized when they sent the request to us they forgot to include a pond and they would like to give to the district and they are asking for an updated letter that includes the open space, right of way and the pond.

On MOTION by Mr. DePriest seconded by Ms. Johnston with all in favor staff was authorized to send an updated letter regarding Unit 31 Phase 3 that the district will accept after development the common area, right of way and pond.

B. Engineer

There not being any, the next item followed.

C. Dantin Consulting

Mr. Dantin stated in the LSF-5 Phase 2 development they are going to build the trails to the Heritage Trail standards. The city will make sure it is a 10-foot trail and that it is paved not mulched. The future plan is once St. Joe builds Biltmore all the way through they will create another trail that is the actual Heritage Trail to that configuration and use those trails as secondary trails to interconnect throughout the subdivision. That was approved at a DRC meeting and the plan hasn't been updated yet.

The other item was a flood amendment for Florida High. They are taking about 89,000 square feet of industrial entitlement and converting it into 82,000 square feet of school entitlements. They are doing a lot of swapping back and forth as they change the land uses.

D. Communications Consulting

There being none, the next item followed.

E. Property Management Report

1. All Pro Reports

A copy of the All Pro reports was included in the agenda package.

2. Operations Memorandum

A copy of the operations memorandum was included in the agenda package.

3. Variance Report

A copy of the variance report was included in the agenda package.

4. Consideration of All Pro Proposals

Mr. Berlin stated I have a proposal for carp for Lake Madura that was requested at the last meeting. Mr. Van Dyke's suggestion was that it has to be done now.

Mr. Kelley stated we gave Robert permission to purchase the carp at the last meeting.

F. Manager

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests

Mr. Randy Smith stated since I volunteered for security I had a discussion with Mayor Dailey about the new police station that is going to be built in Southside once the city commission approves it. They are going to build a \$60 million police station and it will be relatively close to SouthWood, which will help improve the police presence in this area.

TWELFTH ORDER OF BUSINESS Audience Comments

A resident asked is there a point at which SouthWood is built out and St. Joe is out of the picture?

Mr. Kelley stated St. Joe as the major landowner will continue to develop until the last parcel is sold. When they are 70% built out there will be more residents on the HOA board.

**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – March 7, 2019 at
6:30 p.m. at the SouthWood Community
Center**

Mr. Kelley stated the next meeting is March 7, 2019.

The meeting adjourned at 9:03 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman