

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, September 5, 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
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS
John Curtis	St. Joe

The following is a summary of the actions taken at the September 5, 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 and called the roll.

**SECOND ORDER OF BUSINESS**

**The Pledge of Allegiance**

Mr. Ray led the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Price stated there is a slash pine tree that is adjacent to our property on CDD property that is invaded by Virginia Creeper and is leaning toward our property and could cause damage if it were to fall in a high wind. I believe you have a report from the arborist on this tree.

Mr. Berlin stated this one is not dead, the one adjacent to it is and the arborist wants it out so we are scheduled to take that pine out. Kim is going to take care of the vine. I made the city aware that we may be asking them to come out and do an inspection. My recommendation is that Kim and I monitor the tree since we are here every day and look for any kind of shifting in the bottom especially after a storm and revisit this. The Board directed Mr. Berlin to reach out to the City to see if a permit to remove the tree would be granted if applied for. The Board did not approve removal at this time.

Mr. DePriest joined the meeting during this item.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the July 11, 2019 Meeting**
- B. Balance Sheet as of June 30, 2019 and Statement of Revenues & Expenditures for the Period Ending June 30, 2019**
- C. Allocation of Assessments**
- D. Check Register**

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

**FIFTH ORDER OF BUSINESS**

**Update Regarding St. John Paul II Catholic High School**

Dr. McCarron stated I am the advisor for advancement and outreach at St. John Paul II and I am here on behalf of Joanna Copenhaver, our principal. She is very appreciative of the invitation to come here and wanted to express appreciation for the fact that since 2012 we have been enjoying a waiver on the O&M assessment and it has been helpful. She is a resident of SouthWood as are members of the staff, 25% of our students come from 32311 and eight of our ten board members are also residents and 55% of our students have some type of financial aid.

It was the consensus of the board all supported the waiver of the O&M assessment for St. John Paul II Catholic High School for FY 2019-2020, as granted at the August meeting. The waiver for FY 2020-2021 will be considered by the Board next year.

**SIXTH ORDER OF BUSINESS**

**Fiscal Year 2019/2020 Budget and Assessments**

Mr. Oliver gave an overview of the budget process and stated the per unit O&M assessments will remain the same as last year and there is no increase in O&M assessments.

**A. Public Hearing to Consider the Adoption of the Fiscal Year 2020 Budget**

On MOTION by Mr. Rojas seconded by Mr. Ray with all in favor the public hearing was opened.

Mr. Kelley stated our security contract expires September 30<sup>th</sup> and because of Halloween and everything we were going to ask Robert to extend the contract by one month. That will allow the HOA to have their discussions as well.

Mr. Oliver stated even though you adopt the budget tonight you can amend the budget after the fact.

Mr. Curtis stated there has been internal discussions and based on the conversation the board had on security coming out of the CDD's budget. I do believe security and monitoring of the community is an HOA function because the homeowners are the ones they are protecting not the streets, open space, not the stormwater, it is the function of the HOA to protect the citizens the best they can.

Mr. Kelley requested comments from the public. There being no further comments or questions from the board or public the board took the following action.

On MOTION by Mr. DePriest seconded by Mr. Rojas with all in favor the public hearing was closed.

**1. Consideration of Resolution 2019-08 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020**

Ms. Sandy stated the blanks in section 2 will be filled in with the budget amounts attached to the Resolution, since the Board did not change the budget.

On MOTION by Ms. Johnston seconded by Mr. Ray with all in favor Resolution 2019-08 was approved.

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the contract with Barkley was extended for one month.

Mr. Berlin stated this is contingent on Barkley Security agreeing to the extension and we need to keep our agreement with TPD open also.

**B. Public Hearing to Consider the Levy of Fiscal Year 2020 O&M Assessments**

On MOTION by Mr. Rojas seconded by Mr. Ray with all in favor the public hearing was opened.

There being no comments or questions from the board or public the board took the following action.

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the public hearing was closed.

**1. Consideration of Resolution 2019-09 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020**

On MOTION by Ms. Johnston seconded by Mr. Ray with all in favor Resolution 2019-09 was approved.

**C. Consideration of Direct Collection Agreement with St. Joe Company**

Mr. Kelley stated St. Joe pays their assessments directly and each year we need to adopt this agreement.

On MOTION by Mr. DePriest seconded by Mr. Rojas with all in favor the direct collection agreement with St. Joe Company was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Ms. Sandy stated you have a redline version of the rules of procedures to update the rules due to legislative changes. We have to set a public hearing in order to make these changes.

On MOTION by Mr. DePriest seconded by Ms. Johnston with all in favor the public hearing to consider adoption of the revised rules of procedure was scheduled for December 12, 2019.

**EIGHTH ORDER OF BUSINESS                      Park Update**

Mr. Ray stated according to the email construction will resume in March.

**NINTH ORDER OF BUSINESS                      St. Joe Update (John Curtis)**

Mr. Curtis updated the board on construction of the Biltmore Extension, talks with city staff to move the town center; the PUD and DO will be modified and open space to the north of Unit 1.

**TENTH ORDER OF BUSINESS                      Update Regarding DRI Matters**

Mr. Curtis stated I talked briefly to Keith and the plan from St. Joe's perspective is that we are going to do our big fix, get that approved and hopefully by mid-January we are going to have approval.

**ELEVENTH ORDER OF BUSINESS                      Discussion of Scope of Services for Communication Services**

Mr. Oliver stated the District's contract with Bulldog Strategy for communications services expires effective September 30, 2019. Sandi Poreda has offered to continue to maintain the District website at a cost of \$6,000 per year, for the website, communications, eblasts and updates. One current service to be carved out of the Bulldog Strategy agreement is the development and publication of content. That was added to the contract last year.

Ms. Sandy stated you can approve a contract with Bulldog for website services for \$6,000 with a 30-day termination clause without cause.

Mr. Rojas stated it should be individual board members to communicate to their constituents not the CDD's responsibility.

On MOTION by Mr. Ray seconded by Mr. Rojas with all in favor staff was authorized to enter into a contract with Bulldog for website services in the amount of \$6,000 for one year with a 30-day termination clause.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney - Report**

There being none, the next item followed.

**B. Dantin Consulting**

There being none, the next item followed.

**C. Communications Consulting**

There being none, the next item followed.

**D. 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. Campout Request**

Mr. Berlin outlined a request from a resident who wanted to have a father/son camp out in Central Park and after discussion the board took the following action.

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the request for a campout in Central Park was approved subject to obtaining indemnifications waivers from participants, and no open fires.

**5. COT Tree Replacement at 3255 Belle Meade Trail**

Mr. Berlin stated this is a vacant lot currently under construction. That gentleman met with the city and John Curtis and they struck a deal to satisfy the NOV, and paid the late permit fees. He is putting in 15 type C trees or 12 type D trees or a combination thereof.

Mr. Curtis stated we are also working with every house being built in the future that one tree will get planted in future open space and rebuild our area.

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor Mr. Berlin was authorized to work with Mr. Curtis and the city on the tree replacement relating to the NOV's for the two lots on Belle Meade Trail.

**6. Water Monitoring**

Mr. Berlin outlined a proposal to sample three times a year leaving out the cold months.

**E. Manager Discussion of the Fiscal Year 2020 Meeting Schedule**

On MOTION by Mr. DePriest seconded by Mr. Ray with all in favor the fiscal year 2020 meeting schedule reflecting meetings on the second Thursday of the following months: October, December, February, April, June and August.

**THIRTEENTH ORDER OF BUSINESS      Supervisor's Requests**

Mr. Kelley stated historically as a board of supervisors brought in a new chairman and reallocated community interests at the November meeting. Since we are not meeting in November I recommend we do that at the October 10<sup>th</sup> meeting.

Mr. DePriest stated he will likely not be at the October meeting.

Ms. Johnston stated like Supervisor DePriest who will not be here in October, I will not be here in October.

Mr. Rojas stated on the leaning pine we are going to see what the city says first and if we can remove it, can we put the cost of the permits and tree removal on the homeowner since it is his request or split the cost with him. At the end of the day he is saving money if it does fall.

Mr. Kelly stated Robert can tell us at the October meeting what his thoughts are on that.

**FOURTEENTH ORDER OF BUSINESS      Audience Comments**

A resident asked would you meet the ADA standard if you have a notice at the bottom saying if you can't read this call the office?

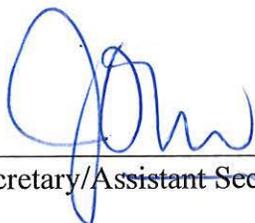
Ms. Sandy stated no.

A resident stated I live on the village pond and we are so pleased with how the pond is holding up and it looks great now.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – October 10, 2019  
at 6:30 p.m. at the Southwood Community  
Center**

Mr. Kelley stated the next scheduled meeting is October 10, 2019 at 6:30 p.m.

The meeting adjourned at 8:33 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman