

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 11, 2021 at 6:30 p.m. at the Southwood Information & Sales Center/The Naumann Group, 3196 Merchants Row Boulevard, Suite 120, Tallahassee, Florida.

Present and constituting a quorum were:

Kyle Rojas	Chairman
April Johnston	Vice Chairperson
Brian Kelley	Supervisor
Corbin deNagy	Supervisor
Andrew Wiggins	Supervisor

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel (via phone)
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant
Rhonda Mossing	MBS Capital Markets LLC (via phone)

The following is a summary of the actions taken at the February 11, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Rojas called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the December 10, 2020 Meeting
- B. Balance Sheet as of December 31, 2020 and Statement of Revenues & Expenditures for the Period Ending December 31, 2020
- C. Allocation of Assessments
- D. Check Register

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

**FOURTH ORDER OF BUSINESS**                      **Consideration of Matters Regarding Refunding of Series 2011A-1 Bonds**

**A. Presentation of MBS Capital Markets, LLC Regarding Refunding Term Sheets**

Ms. Mossing stated in your agenda package is a presentation as well as term sheets that we received from two banks. We sent out a credit package to ten different banks two packages came in January 8<sup>th</sup> and we compiled the results from Bank United and Hancock/Whitney.

**B. Consideration of Refunding Term Sheet (Private Placement)**

- 1. Bank United**
- 2. Hancock/Whitney**

Ms. Mossing summarized the results of the two term sheets, the outstanding debt and stated the term sheet from Bank United gives the district the most savings at an interest rate of 2.50% and the savings per unit type on the low end goes from \$38.88 to \$183.33 per unit on the high end. The Bank United term sheet does have better terms. With regard to additional expectations that the bank has from the district. The Hancock/Whitney term sheet requires the district to move its account and its trustee services to Hancock/Whitney and since you already have several other bond issues to move trustee services for this bond issue to a different bank would be difficult; they all fall under the same trust indenture.

Based on the information I'm providing you we believe the better term sheet is the one from Bank United. If the board approves the term sheet tonight, we will begin preparing all the documents that we need for closing and we anticipate we will be able to close this by mid-March and the refunding bond funds would be put into escrow from March 15<sup>th</sup> to May 1 to pay off the existing debt and refund it on May 1, the call date.

Mr. Oliver stated staff discussed the same analysis that Rhonda gave during a conference call and we agree with it. Back in 2015 when we did some bank deals with Hancock/Whitney they simply wanted the operational account but subsequent to that they started demanding also to provide trustee services. Then if you are dealing with multiple bond issues you are dealing

with multiple trustees, which doesn't make sense. Her recommendation is good and when you are ready to make a decision you could make a motion to contract with Bank United.

On MOTION by Mr. Kelley seconded by Mr. Wiggins with all in favor the term sheet from Bank United was approved in substantial form.

**C. Authorization to Proceed with Closing Documents**

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the financing team was authorized to proceed with the financing and prepare the closing documents with Bank United for the estimated cost of issuance of \$140,000.

**FIFTH ORDER OF BUSINESS**

**Presentation from City of Tallahassee Regarding Micromobility/Use of Electric Scooters in Southwood**

Representatives of the City of Tallahassee reviewed the background of an electric scooter program in the City of Tallahassee that was very successful then outlined a proposed test program by an outside vendor for the use of electric scooters in SouthWood if it could be supported by the CDD and the HOA boards.

After discussion of liability concerns, safety record within the city, minimum age of drivers the board will get community input and more discussion with district counsel and address this item at the March meeting.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Recreational Improvements**

**A. Swings (Eagle Scout Project)**

Mr. Berlin stated the Eagle Scout project was supposed to happen on Saturday and I sent him an email to ask him to reconsider pouring concrete with 95% chance of rain. If there is no rain, they can pour the footers, spread a little mulch around the perimeter, come back the next day and hang the swings. We will keep the swings closed for seven days and the following weekend he could have a grand opening.

**B. Volleyball Courts**

Mr. Berlin outlined the plan for the volleyball courts with drainage being a key element. This project will commence after the completion of the Eagle Scout project.

**C. Dog Park**

The board and staff discussed possible locations for the dog park.

**SEVENTH ORDER OF BUSINESS                      Update Regarding Golf Course PUD  
Amendment (Notice for Request for Relief)**

Mr. Dantin stated the county has an administrative judge appointed for this, they do not have a hearing date yet and once I know the date, I will give the information to Jim.

Mr. Kelley stated I have a draft letter I would like to propose to supervisors that the CDD send to the special magistrate as well as the City of Tallahassee indicating the CDD's original position that we were against the improvement of those parcels in and around the golf course for any kind of development. They are talking about the one parcel, but we are concerned about the other parcels. Mr. Kelley read the draft letter out to the Board and residents. Mr. Rojas requested comments from the Board and residents.

On MOTION by Mr. Kelley seconded by Mr. Wiggins with three in favor and Mr. Rojas and Mr. deNagy opposed the letter was approved in substantial form pending review by counsel and execution by the chair.

Mr. Rojas stated the past three meetings we have had to vote on something that has not been on the agenda. I don't think that is fair to the people in Southwood. We voted to spend close to \$18,000 and I would like to see these things be put on the agenda ahead of time so people who live in the neighborhood can come and speak on it. It was a good letter, but I would like to have reviewed it more than five minutes before the meeting.

**EIGHTH ORDER OF BUSINESS                      Ratification of Conveyance of Faulkner Lane  
Parcel to Ball House Properties**

- A. Quit Claim Deed**
- B. Closing Statement**

Ms. Sandy stated the district previously approved selling a small common area that was needed by Ball House as part of their platting and zoning process. We had the parcel appraised

and it came to \$7,000. Included in the agenda package is a quit claim deed as well as closing statement, which shows the district was paid \$7,000 for the parcel.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the quit claim deed and closing statement related to conveyance of the Faulkner Lane Parcel to Ball House Properties were ratified.

**NINTH ORDER OF BUSINESS**

**Consideration of Partial Release of Temporary Construction Easement**

Ms. Sandy stated this is a small piece of property that is encumbered by the blanket construction easement that the district has over much of the property in the district that remains undeveloped. Once those areas are developed we basically release that temporary construction easement. This parcel was previously identified as common area so it never received an assessment, it also does not have, nor is there intended to be on it, any kind of infrastructure that the district needs access to or needs to maintain. We recommend authorizing district counsel to draft a partial release of the temporary construction easement in relation to this parcel.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the partial release of temporary construction easement on Parcel IC: 3110200120001 was approved, subject to District Counsel drafting the same.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney - Report**

**1. E-Verify Memo and Memorandum of Understanding**

Ms. Sandy stated the legislature last year adopted a new statute that requires all special districts that either have employees or hire contractors to register with the E-Verify System. There is a memorandum of understanding that we would have to enter into in order to register for the E-Verify System. It won't have a huge impact on Capital Region because we don't have any direct employees, however we will be including language in all of our contracts moving forward that says the contractor is aware of this requirement and certifies that they are registered in the E-Verify System.

It was the consensus of the board to direct staff to register in the E-Verify System.

Ms. Sandy stated I will be going on maternity leave soon. Joe Brown will stay involved with the district and the various issues. I will be out from March through June.

**B. Dantin Consulting**

Mr. Dantin stated I will continue to monitor and update you on the situation on the golf course.

As it relates to the scooters and potential safety issues, the anomaly of this development as it relates to anywhere else is that you have alleys. I think the biggest potential safety issue is people on scooters riding in alleys and people backing out of those driveways.

As to the dog park issue, it would be great if we had some stormwater ponds like the county built at Bannerman and the county put a fence around it and they just let them go crazy. It has been the most successful dog park in the county.

Also, if you need another set of eyes on the drainage for your volleyball, I will be happy to help you.

**C. Property Management Report**

Mr. Berlin stated right now St. Joe is in the process of trying to get what is known as an EMP, environmental management permit. They have not put this job out for bid yet, they have final engineering drawings, we supplied them with a letter recently saying the district would take over the stuff as long as it was built the way we wanted.

The other thing they are doing, which is a little more advanced is they sold a piece of property that is not shovel ready yet, but another piece is (the Lake Mary project) and they didn't get a letter from the district on that one because they didn't plat that, they did a site plan review on it. No one goes to that side of town but those are two projects you may see popping. They have requested bids on the Lake Mary project and I'm working on the irrigation for that. There is a pond there with a fence around it the only problem is it is going to be wet because it is in the 100-year flood. They call that work force housing.

Effective April 17<sup>th</sup>, I will be gone for three weeks.

**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.

**D. Manager**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 11, 2021 at  
6:30 p.m. at the same location**

Mr. Rojas stated the next meeting is scheduled for March 11, 2021 at 6:30 p.m.

The meeting adjourned at 7:57 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman