

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, October 14, 2021 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS

The following is a summary of the actions taken at the October 14, 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 at 6:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Transfer of Client Matters to Kutak Rock, LLP

This item taken under staff reports.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the August 12, 2021 Meeting
- B. Balance Sheet as of August 31, 2021 and Statement of Revenues & Expenditures for the Period Ending August 31, 2021
- 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.

FIFTH ORDER OF BUSINESS Discussion of Maintenance of LDR-5, Phase 1

Mr. Berlin stated Bishop and I walked it and we figured maximum about \$4,000 per year to maintain Phase 1. It probably won't be that high, it is common areas, a large portion of it falls back into the pond that we haven't been doing much work on because Sandco has to clean that up. There is no irrigation, we won't use any fertilization, there are no trees that we are doing anything special for. It is mostly wooded they did clear out a few areas where they put drainage through large pipes and it is sodded over.

In the second phase there is about 8-acres, probably 2 1/2 times larger common area and that is a little over \$3,000 to do it, because they have a lot of wooded area. We would probably clear around the perimeter once a year just to keep the weeds from encroaching.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor LDR-5 was accepted into the district's maintenance program.

Ms. Sandy stated I believe the city is going to be looking for a letter from the CDD saying we will accept and maintain it and also the HOA will be looking for a similar letter. We will probably need to bring back a conveyance document, a deed or easement to be on the property to maintain it.

SIXTH ORDER OF BUSINESS Consideration of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank

On MOTION by Mr. Kelley seconded by Mr. Johnston with all in favor the engagement with Berger Toombs was approved.

SEVENTH ORDER OF BUSINESS Consideration of Dog Park Policies

Mr. Rojas stated the City of Tallahassee has a rule, I believe you have to be 18 years old and at least 56" tall and I would like our rules to reflect that. That is what Tom Brown has and I

feel it is needed. You are never going to get rid of liability, but we need to look ahead and try to control that. I think we should copy the Tom Brown rules and signage

On MOTION by Ms. Johnston seconded by Mr. deNagy with all in favor the dog park policies were approved as amended to mirror the policies and signage in place for Tom Brown Park.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Sandy stated the entire CDD practice group from Hopping Green & Sams is going to be joining a new firm Kutak Rock, effective November 15, 2021. The letter that was sent out gives the board the option of going with the practice group to Kutak Rock and that would transfer all your files or alternatively, the board would go out for legal services since Hopping Green & Sams will not be practicing law after November 15th. The rates will remain the same but there will be a new agreement.

Mr. Kelley stated Kutak Rock is a firm that handles lots of CDDs and Hopping Green is completely dissolving.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the transfer of client matters to Kutak Rock, LLP was approved.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the chairman was authorized to execute the new fee agreement with Kutak Rock, LLP prior to the next meeting.

B. Dantin Consulting

There being none, the next item followed.

C. 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.

D. Manager

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Rojas stated our next meeting is December 9th and typically we don't meet in December. Jim and I talked about moving that meeting up to November and that meeting would fall on Veteran's Day so we discussed moving it to November 4th instead.

On MOTION by Mr. deNagy seconded by Mr. Kelley with all in favor the December 9, 2021 meeting was moved to November 4, 2021.
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Mr. deNagy stated it is my understanding that the contract is coming up on the communications line that we pay about \$500 a month.

Mr. Oliver stated correct, we have to renew the contract that ran through September 30th so they are month to month right now.

Mr. deNagy stated I would like to find someone that is a little less expensive for the amount of work we are asking this company to do. If the board is agreeable, what steps do we have to take?

Mr. Rojas stated I feel the same way and would like to explore that as well.

Mr. Oliver stated I don't know if we own the website, but I believe the district pays for that domain. The other part of the services we pay for is maintaining that website and two emails a month are supposed to be sent out. I think the best approach is for Corbin and me to work offline on some type of scope to bring to the board and we can present that at the November meeting and once you have an opportunity to revise that we can go out for proposals.

TENTH ORDER OF BUSINESS

Audience Comments

A resident stated I wanted to thank you for accepting responsibility for LDR-5 maintenance. The HOA recently transitioned from a local website platform to a more broad platform and we are having great success with our website, the connectivity to our residents and the ability to go put documents on there that we need to and we have direct control over that. Also using Constant Contact for our communication that goes out to our community. If there is any information we can provide to help you we are happy to provide that information to you.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 4, 2021
at 6:30 p.m. at the Southwood Community
Center**

The meeting adjourned at 7:04 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman