

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, January 13, 2022 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant

The following is a summary of the actions taken at the January 13, 2022 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**

Items of concern raised by the residents: request for the board to review solutions for additional parking for residents living near traffic circle at Blair Stone, it was determined it is a City of Tallahassee responsibility and not a CDD responsibility. Other issues raised were speeding through the neighborhood and compliance with the noise ordinance.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2022-02 Election of Officers**

Mr. Johnston nominated Mr. Wiggins as chairman.

January 13, 2022

Capital Region CDD

Mr. deNagy nominated Ms. Johnston as vice chairperson.

On MOTION by Ms. Johnson seconded by Mr. deNagy with all in favor Resolution 2022-02 was approved reflecting the Andrew Wiggins chair, April Johnston vice chair, the remaining Supervisors as Assistant Secretaries and all other officers remaining the same.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the November 18, 2021 Meeting**
- B. Balance Sheet as of November 30, 2021 and Statement of Revenues & Expenditures for the Period Ending November 30, 2021**
- C. Allocation of Assessments**
- D. Check Register**

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

The next item taken out of order.

**SIXTH ORDER OF BUSINESS**

**Review of Proposals for CDD Website Maintenance Services**

Mr. Oliver stated I worked with Supervisor deNagy on this and at the last meeting staff was directed to seek proposals for a reduced scope for the website.

On MOTION by Mr. deNagy seconded by Mr. Kelley with all in favor the proposal from GMS for website maintenance services in the amount of \$1,700 for the first year and \$100 per month thereafter was approved.

**FIFTH ORDER OF BUSINESS**

**Review of Atkins Proposal to Conduct Stormwater System Needs Analysis**

Mr. Oliver stated Robert obtained a proposal from Atkins to conduct the stormwater system needs analysis and it came in a little under \$35,000. We think we can value engineer that with most of the information that Robert already has and he can work with the engineer to scale down the work authorization that would meet all the requirements but at less cost to the district.

January 13, 2022

Capital Region CDD

**SEVENTH ORDER OF BUSINESS**

**Ratification of Work Authorization No. 11 with Dantin Consulting, LLC for General Professional Engineering, Development, and Construction Consulting Services**

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor work authorization no. 11 from Dantin Consulting for fiscal year 2022 services in an amount not to exceed \$25,000 was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of First Amendment to Landscape & Irrigation Maintenance Services Agreement**

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the first amendment to the landscape & irrigation maintenance services agreement with All Pro Landscape & Irrigation was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Sandy stated since our last meeting GMS was contacted by St. Joe to provide an estoppel letter for the sale of some additional lots to the Classical School. Ultimately, they closed without receiving the estoppel letter from us. I think there was a bit of a question mark on these additional lots whether or not they would be used for school purposes. I think it was noted at one point there would be a daycare there so we just need to monitor and make sure that whether the assessments would be allocated to those lots or not. We will be watching that.

**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**

January 13, 2022

Capital Region CDD

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.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Other items brought up and discussed: owners of dogs should pick up their dog waste at the dog park, Dr. Chambers has invited the board to visit FSU to see all the things they are doing and planning, that meeting will be noticed in the paper.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

Other items brought up: condition of bench by small lake, requested that All Pro take care of the mistletoe that has overtaken the trees, lily pads, the board should do what they are supposed to do and to not continually discuss adding parking spots for the townhouses.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 10, 2022  
at 6:30 p.m. at the Southwood Community  
Center**

Mr. Wiggins stated the next meeting is scheduled for February 10, 2022 at 6:30 p.m. and possibly have a tour beforehand.

The meeting adjourned at 7:45 p.m.

DocuSigned by:

*James Oliver*

D1BA5E5E7410418

Secretary/Assistant Secretary

DocuSigned by:

*Andrew Wiggins*

A8DE16AA4D8F4D3...

Chairman/Vice Chairman