

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, June 9, 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
Brian Kelley	Supervisor
Kyle Rojas	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 June 9, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Wiggins 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 May 12, 2022 Meeting**
- B. Balance Sheet as of April 30, 2022 and Statement of Revenues & Expenditures for the Period Ending April 30, 2022**
- C. Allocation of Assessments**
- D. Check Register**

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

June 9, 2022

Capital Region CDD

FOURTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2021 Audit Report

Mr. Oliver stated it is a clean audit and they found no material weaknesses in internal controls and there were no recommendations to cure from last year and no recommendations this year.

On MOTION by Mr. Rojas seconded by Mr. Kelley with all in favor the fiscal year 2021 audit was accepted.

FIFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2023 Approved Budget

Mr. Oliver stated there will be mailed notice of the budget hearing because there is an increase in assessments. A big part of the increase is you are growing your capital reserve fund from \$135,000 to \$175,000 and a new line item to consider bringing on an assistant manager; that position will be phased out when Robert retires. We would like to hire Nancy Marciniak for no more than 20-hours a week to start learning the position and have a review at 6 or 8 weeks to see if it is going to be a good fit for everybody.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Consideration of City of Tallahassee Temporary Construction Easement

Ms. Sandy stated the city is planning a sanitary sewer project at the intersection of Capital Circle and Blairstone and have requested an access easement.

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the request of the City of Tallahassee for a temporary construction easement at the intersection of Capital Circle and Blairstone was approved.

B. Dantin Consulting

There being none, the next item followed.

C. Property Management Report

1. All Pro Reports

June 9, 2022

Capital Region CDD

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.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

Other items discussed: Status of crosswalk, no benches by volleyball court, HOA request to have a joint meeting to talk about SouthWood and gave board direction to schedule a workshop with the HOA board.

EIGHTH ORDER OF BUSINESS

Audience Comments

Other items discussed: In favor of having joint meeting with the HOA board, reason for joint meeting is to discuss future direction of the neighborhood, CDD responsible for maintenance of trees by the pavers.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – July 14, 2022 at 6:30 p.m. at the Southwood Community Center

Mr. Wiggins stated the next meeting will be held July 14, 2022 at 6:30 p.m.

The meeting adjourned at 7:26 p.m.

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Andrew Wiggins

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Chairman/Vice Chairman

June 9, 2022

Capital Region CDD