

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, November 17, 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
Keith Dantin	Engineering Consultant

The following is a summary of the actions taken at the November 17, 2022 meeting.

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 September 8, 2022 Meeting**
- B. Balance Sheet as of September 30, 2022 and Statement of Revenues & Expenditures for the Period Ending September 30, 2022**
- C. Allocation of Assessments**
- D. Check Register**

November 17, 2022

Capital Region CDD

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

FOURTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2022

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor execution of the engagement letter with Berger Toombs to perform the fiscal year 2022 audit was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with Zomad Bakeries – Dog Bakery

Ms. Sandy stated a few meetings ago the owners of Zomad Bakeries asked the board for a license agreement so they could sell baked goods at the dog park. We drew up the license agreement and there was a delay because she didn't meet the insurance requirements, but she has since gotten a policy.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the license agreement with Zomad Bakeries was ratified.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney - Report

Ms. Sandy stated Metronet came into the community, there was about \$13,000 of damage as a result of the installation. Robert has been trying to get them to cover that.

Mr. Berlin stated I spoke with the VP and the person handling the claim and rather than waiting another 6 months All Pro had already given them an amount, but we added some since that time. We are making more progress but give us a little more time.

Ms. Sandy stated if Robert runs into more delays, I can write a letter.

B. Dantin Consulting – Work Authorization No. 1 for General Consulting Services

Mr. Oliver stated we will get a new proposal have it executed and ratify it at the next meeting.

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On MOTION by Ms. Johnston seconded by Mr. Kelley with all in favor staff was authorized to move forward with work authorization for general consulting services with Dantin.

C. Property Management Report

Mr. Berlin discussed the proposed crosswalk near the amenity center and the board gave direction to move forward with the homeowners’ association and the city, installation of children’s sandbox near the tot lot, mail kiosk allegedly not ADA compliant, and reviewed the monthly report, copy of which was included in the agenda package.

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. Proposal from All Pro Landscaping

This item tabled.

4. Variance Report

A copy of the variance report was included in the agenda package.

D. Manager

Mr. Oliver stated at our next meeting we will have organizational matters, administer the oath of office to the two new board members and one existing board member and we will also have election of officers.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

There not being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Audience Comments

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A resident stated I think you are going in the wrong direction with the dogs in the dog park because we don't need something to promote a dog and who is responsible for the behavior of the dog owners. Recently we pressure washed and saw someone let their dog poop on the freshly washed sidewalk. Was a study done to see if we needed a dog park? There is dog waste everywhere.

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – December 8, 2022
at 6:30 p.m. at the Southwood Community
Center**

Mr. Wiggins stated the next meeting will be held December 8, 2022 at 6:30 p.m. in the same location.

We would like to present Vice Chairman Johnston with a plaque to thank her for her service to the district.

The meeting adjourned at 7:14 p.m.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
L. Kyle Rojas
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Chairman/Vice Chairman