

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 Tuesday, September 5, 2023 at 6:37 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Kyle Rojas	Chairman
Brian Kelley	Supervisor
Chuck Urban	Supervisor
David Frank	Supervisor by telephone

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Director of Operations – GMS
Corbin deNagy	Operations Manager – GMS

The following is a summary of the actions taken at the September 5, 2023 meeting.

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 July 13, 2023 Meeting**
- B. Balance Sheet as of July 31, 2023 and Statement of Revenues & Expenditures for the Period Ending July 31, 2023**
- C. Allocation of Assessments**
- D. Check Register**

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

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FOURTH ORDER OF BUSINESS**Consideration of Request for Assessment Relief**

Ms. Sandy stated last month Mr. Kasper approached the board and let the board know he purchased three parcels and asked if the board would consider exempting those parcels from O&M and debt assessments for the coming year. She further stated in my review and in talking with district management, staff's recommendation is that the board should not grant the assessment abatement for this year's annual assessment for Mr. Kasper's parcels. There is no statutory exemption for assessments on those parcels, the assessments that were allocated were done in accordance with the methodology that the district previously adopted for both O&M and debt. The debt assessments are finalized and pledged to repay bonds. On the O&M side if we were to theoretically not collect those assessments it would be a 2.3% increase to the other units on top of the increase we are already contemplating. We would have to go through another assessment hearing to start the process and that would take time and costs. The issue presented - whether or not the property has all its permits - is a private development issue, not something the District should consider when it is allocating assessments. If we were to make changes to our methodology to allow this that would open the gate for other similar situated property owners to come to the board in the future and ask for similar relief. It is it is the District staff's recommendation that the board not grant any kind of reprieve from assessments.

FIFTH ORDER OF BUSINESS**Fiscal Year 2024 Budget****A. Overview of Budget**

Mr. Oliver gave an overview of the budget process and stated the budget is going up about 7.38% in terms of expenditures, assessments on platted lots will to up about 3.39%. The biggest increase is in the capital reserves that went from \$175,000 to \$233,000 in keeping with the capital reserve study. On page three you will see the impact on the platted lots and the increase from last year. We sent mailed notice out twice, this year because we rescheduled the hearing and we received a handful of calls and they were very cordial.

B. Public Hearings for Budget Adoption and Imposition of Assessments

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On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor the public hearings were opened.

There being no comments or questions from the public, the board took the following action.

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor the public hearings were closed.

C. Consideration of Resolution 2023-04 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Sandy gave an overview of Resolution 2023-04, the annual appropriations resolution.

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor Resolution 2023-04 was approved.

D. Consideration of Resolution 2023-05 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Ms. Sandy gave an overview of Resolution 2023-05 imposing the special assessments and certifying an assessment roll.

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor Resolution 2023-05 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Direct Collection Agreement

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor the fiscal year 2024 direct collection agreement between the Capital Region CDD and the St. Joe Company was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Shared Cost of Restoration of Pond FL080

Mr. Berlin stated the city required that the cattails be removed down to the roots, the pond regraded. The developer for the neighboring area priced out the cleaning and requested the District share the cost with them. Our suggested portion to get the pond cleaned is \$18,500. Mr.

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Berlin advised the Board that the District holds the permit on the pond and has not done anything to the pond for five years and the \$18,500 is a reasonable cost. Discussion ensued regarding who was responsible for paying for the clean up in light of the developer’s construction activities in the surrounding areas.

On MOTION by Mr. Rojas seconded by Mr. Urban with all in favor the request for the shared cost of restoration of Pond FL080 in the amount of \$18,500 was denied.

EIGHTH ORDER OF BUSINESS

Ratification of Temporary Access Agreement

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor the temporary access agreement with James and Angela Miller for property at 3705 Riverton Trail was ratified.

NINTH ORER OF BUSINESS

Discussion of Process to Fill Board Vacancy

Mr. Oliver stated what we have typically done in the past is announce the vacancy and ask interested qualified registered voters living in Southwood to provide a resume or letter of interest for the board to consider.

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor staff was directed to go through the process as they have done in the past to fill the vacancy.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney - Report

There being none, the next item followed.

B. Dantin Consulting

There being none, the next item followed.

C. Property Management Report

1. All Pro Reports

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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 Discussion of Fiscal Year 2024 Meeting Schedule

On MOTION by Mr. Kelley seconded by Mr. Urban with all in favor the fiscal year 2024 meeting schedule was approved as presented.

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 – To be Determined at 6:30 p.m. at the Southwood Community Center

Mr. Rojas stated the next meeting will be held October 12, 2023 at 6:30 p.m. then adjourned the meeting.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Kyle Rojas
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Chairman/Vice Chairman