

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 12, 2023 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
David Frank	Vice Chairman
Chuck Urban	Supervisor
Susan Burns	Supervisor
Matthew Vogel	Supervisor

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel by telephone
Corbin deNagy	Operations Manager - GMS
Robert Berlin	Director of Operations - GMS
Several Residents	

The following is a summary of the actions taken at the October 12, 2023 meeting.

**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.

The next item taken out of order.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the September 5, 2023 Meeting**
- B. Balance Sheet as of August 31, 2023 and Statement of Revenues & Expenditures for the Period Ending August 31, 2023**
- C. Allocation of Assessments**
- D. Check Register**

October 12, 2023

Capital Region CDD

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

Mr. Rojas stated we are going to fill one vacancy tonight and we have the option to fill another seat; Brian will be stepping down.

On MOTION by Mr. Rojas seconded by Mr. Frank with all in favor Brian Kelley’s resignation was accepted.

**A. Consideration of Candidates to Fill Board Vacancy**

Mr. Vogel and Ms. Burns gave an overview of their backgrounds and expressed their interest in serving on the board.

Mr. Oliver stated we did receive five resumes from people who are interested in serving on the board that were included in the agenda package. The first seat we will fill is Seat no. 5 that was vacated by Corbin deNagy with a term ending November 2026. The seat that Brian Kelley resigned from today expires in November 2024.

After discussion the board took the following action:

**B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/26)**

On MOTION by Mr. Rojas seconded by Mr. Urban with all in favor Susan Burns was appointed to fill the vacancy in seat 5 with an expiration of November 2026.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Ms. Burns.

On MOTION by Mr. Frank seconded by Mr. Urban with all in favor Matthew Vogel was appointed to fill the vacancy in Seat 2 with a term expiring in November 2024.

**D. Oath of Office for Newly Appointed Supervisor**

October 12, 2023

Capital Region CDD

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Mr. Vogel.

Mr. Oliver gave an overview of the public records law, sunshine law, and suggested that they set up a separate email account for CDD business and that they would receive a copy of Chapter 190, F.S., forms to be filled out and filed with the supervisor of elections office, and with the district office payroll.

#### **E. Election of Officers, Resolution 2024-01**

On MOTION by Ms. Burns seconded by Mr. Rojas with all in favor Resolution 2024-01 was approved reflecting the following officers: Kyle Rojas chairman, David Frank vice chairman, James Oliver secretary and treasurer, Chuck Urban, Susan Burns and Matthew Vogel assistant secretaries, Rich Hans, Patti Powers, assistant treasurers and Howard McGaffney, Marilee Giles, Daniel Laughlin and Darrin Mossing assistant treasurers and assistant secretaries.

### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

Ms. Sandy stated Corbin and Robert emailed the board about the two PUD amendments that the neighborhood had been notified about for your information. It doesn't directly impact or involve the district. I have not reviewed them in detail and would not do that unless the board directed me to do so. If you have any questions or if there is any desire for the board to have us look into it further now would be the time to let me know.

Mr. deNagy outlined the location and proposed changes of the two PUD amendments.

##### **B. Dantin Consulting**

There being none, the next item followed.

##### **C. Property Management Report – All Pro Reports**

A copy of the All Pro reports was included in the agenda package.

Mr. Berlin outlined the request for the district to pay the invoice for cleaning the pond FL080.

October 12, 2023

Capital Region CDD

On MOTION by Mr. Rojas seconded by Mr. Urban with all in favor the board declined to pay the invoice for cleaning pond FL080.

Mr. deNagy provided maps showing roadblocks for the Halloween celebration and the request for officers to help with crowd control and presented a request to use the sand volleyball courts and district counsel was directed to prepare a license agreement for this use. The board was in favor of entering into a contract with a vendor to do stop bars in the alleyways in an amount not to exceed \$10,000 and to do the asphalt repair in Central Park in an amount not to exceed \$10,000.

**D. Manager**

Mr. Oliver stated I would like to go back to the attorney with the land use issue; she will need clear direction if you want her to provide a limited analysis.

**SIXTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Burns stated I waive the \$200 supervisor pay.

Mr. Rojas asked Mr. Oliver to email the candidates to thank them for their interest and that the two seats have been filled.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

A resident stated it seems like that pond [FL080] has a problem. Does it overflow into another pond?

Mr. Berlin stated that it’s a dry retention pond.

A resident stated we need one-way signs to clear up the confusion in the Unit 17 alleyways.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 9, 2023  
at 6:30 p.m. at the Southwood Community  
Center**

Mr. Rojas stated the next meeting is scheduled for November 9, 2023 at 6:30 p.m. in the same location.

The meeting adjourned at 7:30 p.m.

October 12, 2023

Capital Region CDD

DocuSigned by:

*Jim Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*Kyle Rojas*

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Chairman/Vice Chairman