

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, April 10, 2025 at 6:34 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Matthew Vogel	Chairman
Susan Burns	Supervisor
Kyle Rojas	Supervisor

Also present were:

Corbin deNagy	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager – GMS
Chrissy Barber	All-Pro Landcare
Robin Barber	All-Pro Landcare
Kim Bishop	All-Pro Landcare
Several Residents	

The following is a summary of the actions taken at the April 10, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vogel called the meeting to order at 6:34 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Dolan stated I sent the board an email with an attachment regarding outdoor exercise equipment. This idea came from a friend who has visited communities outside the Tallahassee area, and he noticed in bike paths and walking paths some outdoor exercise equipment. I think that would be a benefit to this community. I would like the board to do a feasibility study.

THIRD ORDER OF BUSINESS

Discussion of Process to Fill Board Vacancy

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Mr. deNagy stated at the last meeting the board directed staff to accept resumes until the end of March and unfortunately, we did not receive any applicants. The HOA posted it twice in their bi-weekly eblast.

Mr. Vogel stated we can extend it until someone volunteers.

Mr. Rojas stated let's open it back up to accept applications until the end of April and we can decide at the May meeting.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 13, 2025 Meeting**
- B. Balance Sheet as of February 28, 2025 and Statement of Revenues & Expenditures for the Period Ending February 28, 2025**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Rojas seconded by Ms. Burns with all in favor the consent agenda was approved.

FIFTH ORDER OF BUSINESS

Presentation from John Paul II Catholic High School

Ms. Luisa Zalzman, Principal of St. John Paul II Catholic High School, thanked the board for past exemptions and requested an exemption from the non-ad valorem Operations & Maintenance assessment for the upcoming fiscal year. Supervisor Burns requested the school submit additionally numbers to the District by the next Board meeting in order to help the District understand why the school has a need for the exemption. Based on such request, the Board tabled the decision on whether to grant the requested exemption.

SIXTH ORDER OF BUSINESS

Discussion of Landscape & Irrigation Maintenance RFP

Mr. deNagy stated we had a public bid opening this morning at 10:00 a.m. and we received one bid and it was from All Pro.

Ms. Sandy stated I will go through the proposal and make sure it meets all the minimum requirements in the project manual. Discussion and consideration of the proposal would be included on the Board's May agenda.

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SEVENTH ORDER OF BUSINESS**Discussion of Draft Fiscal Year 2026 Budget**

Mr. deNagy gave an overview of different line items in the budget, that included permits, pond maintenance, landscape enhancements, and capital reserve study contribution that will be incorporated into the proposed budget to be presented at the next meeting.

EIGHTH ORDER OF BUSINESS**Discussion of Memorial Policy**

Mr. deNagy stated we have a draft of a memorial policy for your review that formalizes how we handle these requests and tells applicants what their expectations are.

Ms. Sandy stated there are two parts to this, the policy itself and because we would be charging rates associated with the two memorials, a resolution setting a rate and rule hearing. Supervisor Vogel suggested ensuring the rates would be adjusted in future years should the rates no longer cover the District's costs for the memorials. Ms. Sandy stated the Board could approve the policy and resolution subject to adding an annual rate escalator of five percent (5%) that could be implemented at the discretion of District staff.

On MOTION by Mr. Rojas seconded by Ms. Burns with all in favor the memorial policy was approved in substantial form as amended to add the annual rate escalator as discussed.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2025-04 Setting a Public Hearing Date to Adopt Rules, Rates, Fees and Charges**

On MOTION by Mr. Rojas seconded by Ms. Burns with all in favor Resolution 2025-04 was approved setting the hearing for June 12, 2025 at their normal meeting time and location, subject to adding an annual rate escalator as discussed in the meeting.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Sandy stated if you have any questions about the items covered in Capital Conversations that my firm sends out, let me know.

We went back in our files and found a letter from St. Joe for a specific use of their trademark, so it wasn't a blanket authorization to use their trade or service marks. If the board

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would like me to look further into whether the CDD could use the word Southwood we would have to do some additional research. There are others in my firm that are more well versed in copywrite laws that I can reach out to.

Mr. Rojas stated give it one more month before we have legal look into it.

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

A copy of the operations memorandum was included in the agenda package.

3. Discussion of Request for Maple Ridge Site Furniture

Mr. deNagy stated three residents requested site furniture in Maple Ridge. Do you want to give direction to staff to look into site furniture, benches. If it is something you want to pursue I can get prices and come back to the next meeting.

Mr. Vogel stated give us a map and estimated cost.

D. Manager

Mr. deNagy stated the public facilities report was last updated in 2018 and the statute requires that it be updated every seven years. I asked Atkins to update that, and he said it would be a few hundred to a max of \$1,800 depending on the information we provide. There was not much to update other than the maps that we already have. In addition, we did ask them to update the map used at the meetings for sites that are not on here and we would have to pay for that.

On MOTION by Mr. Rojas seconded by Ms. Burns with all in favor staff was authorized to have Atkins update the public facilities report and map.

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ELEVENTH ORDER OF BUSINESS**Supervisor's Requests**

Ms. Burns asked is there an update on the homeowner that had a streetlight enclosed in their property?

Mr. deNagy stated in Unit 2 there is a home that put in a fence on their property with plans approved by the HOA. The fence is outside the resident's property line and it is encroaching on CDD property and they have fenced in a streetlight. The neighbor has the same encroachment but there is no light on their property. I spoke with the HOA and they spoke to their legal counsel and there is nothing they can do from a legal perspective.

Ms. Sandy stated if the District were to take action we would need to get an updated survey to confirm the location of the fence and then send both residents letters demanding the fence's removal from our property with the district potentially take action to remove the fence itself if the residents did not. There would need to be notices and letters, and additional research. Ms. Sandy offered in the alternative the District could explore entering into an encroachment agreement with the residents.

Mr. deNagy stated he had contacted the City and Code Enforcement, but had yet to have them come out or issue a citation. Discussion ensued. Board consensus was for District staff to pursue the issue with Code Enforcement and to bring the issue back to the May meeting if no progress had been made and the Board would then consider sending demand letters for the removal of the fences.

TWELFTH ORDER OF BUSINESS**Audience Comments**

A resident stated I follow the rules and I would be angry if we let someone bully his way into doing something he was told specifically not to, then we say, don't do it again. What precedent does that set? It proves that all you have to do is sneak it in and we will let you have it. On another note, the common areas look good and the grass is always well cut and edged.

THIRTEENTH ORDER OF BUSINESS**Next Scheduled Meeting – May 8, 2025 at 6:30 p.m. at the Southwood Community Center**

Mr. Vogel stated the next meeting will be held May 8, 2025 at 6:30 p.m. in the same location.

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The meeting adjourned at 7:50 p.m.

Signed by:

Corbin deNagy

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Secretary/Assistant Secretary

Signed by:

Matthew Vogel

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Chairman/Vice Chairman