

**MINUTES OF MEETING
EAST 547
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the East 547 Community Development District was held Wednesday, **October 28, 2020** at 11:00 a.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Lauren Schwenk
Matthew Cassidy
Patrick Marone
Andrew Rhinehart

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Dennis Wood
Michelle Rigoni

District Manager, GMS
Hopping Green & Sams
Wood & Associates Engineering
Hopping Green & Sams

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four board members were present via Zoom teleconference constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that there were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the September 10,
2020 Organizational Meeting**

Ms. Burns presented the minutes of the September 10, 2020 organizational meeting and asked for any comments, questions, or corrections. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the Minutes of the September 10, 2020 Organizational Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on Adoption of District Rules of Procedure

i. Consideration of Resolution 2021-01 Adopting the Rules of Procedure

Ms. Burns asked for a motion to open the Public Hearing. Ms. Burns confirmed that the published notices required were placed.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, Opening the Public Hearing, was approved.

There being no public present to provide comments, Ms. Burns asked for a motion to close the Public Hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns noted that the rules were attached as an exhibit to the resolution, and they had not changed since the last time the Board had seen them. The Board had no changes to the Rules of Procedure.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-01 Adopting the Rules of Procedure, was approved.

B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non Ad-Valorem Assessments

i. Consideration of Resolution 2021-02 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns asked for a motion to open the Public Hearing. Ms. Burns confirmed that the published notices required were advertised as required by statute.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Opening the Public Hearing, was approved.

There being no public present to provide comments, Ms. Burns asked for a motion to close the Public Hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns presented Resolution 2021-02 and noted that this will allow the Board to collect assessments using the Polk County tax bill when the District is ready to do so. It does not obligate them to use it for the upcoming year unless they are ready.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-02 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

C. Public Hearing on the Imposition of Special Assessments

i. Presentation of Engineer's Report

Ms. Burns asked for a motion to open the Public Hearing. Ms. Burns confirmed that the public hearing was advertised in the paper and mailed notice was sent to landowners within the District.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, Opening the Public Hearing, was approved.

There being no public present to provide comments, Ms. Burns asked for a motion to close the Public Hearing.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, Closing the Public Hearing, was approved.

Mr. Wood reviewed the Engineer's Report for the Board. He noted that the development is on County Road 547 and it is going to be constructed in two phases with a total of 509 lots. The

cost estimate for Phase 1 that consists of 261 lots is \$5,958,000. The Phase 2 cost estimate that consists of 248 lots is \$5,494,450. The total cost for the project is \$11,452,450 and that includes all the infrastructure costs. The Board had no questions on the Engineer's Report.

Ms. Rigoni asked Mr. Wood if the cost estimates were reasonable for the project of this size and scope. Mr. Wood answered yes. Ms. Rigoni asked Mr. Wood if he had any reason to believe that the District could not carry out any of the improvements that were listed in the report. Mr. Wood answered no. Ms. Rigoni asked Mr. Wood if the improvements described in the report were necessary improvements that benefit the development contemplated for the District. Mr. Wood answered yes.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, the Engineer's Report, was approved.

ii. Presentation of Assessment Methodology

Ms. Burns reviewed the Master Assessment Methodology for the Board. The report allocates the debt to properties based on the special benefits that each receive from the Capital Improvement Plan that Mr. Wood outlined. Ms. Burns reviewed the tables in the report for the Board. She clarified that there is only one product type. She noted that Table 5 shows the par debt per unit is \$29,470. Table shows that the net annual assessments per unit is \$2,141 and the gross annual assessments per unit is \$2,302.

Ms. Rigoni asked Ms. Burns if the lands subject to the special assessments receive special benefits. Ms. Burns answered yes. Ms. Rigoni asked Ms. Burns if the special benefits at least equal or exceed the special assessments levied. Ms. Burns answered yes. Ms. Rigoni asked Ms. Burns if the special assessments are reasonably apportioned among the lands in accordance with the methodology. Ms. Burns answered yes. Ms. Rigoni asked Ms. Burns if it is reasonable, proper, and just to assess the costs of the Capital Improvement Plan against the lands in accordance with the methodology. Ms. Burns answered yes. Ms. Rigoni asked Ms. Burns if it was in the best interest of the District to do so and collect them in accordance with the methodology. Ms. Burns answered yes, it is. Ms. Burns confirmed that they had not received any public comments regarding the public hearing or the assessments.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Assessment Methodology, was approved as amended.

iii. Consideration of Resolution 2021-03 Levying Special Assessments

Ms. Burns noted that the resolution levies the assessments on the properties outlined in the Engineer’s Report and Methodology. It has several findings and it adopts the Engineer’s Report and Assessment Methodology that were approved by the Board. It states that the Capital Improvement Plan will provide a special benefit to all the parcels of real property on the final Assessment Roll and it states that the Capital Improvements are fairly and reasonably apportioned to the parcels within the District.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, Resolution 2021-03 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments

Ms. Burns noted that this notice will notify potential buyers of the lien on the property. She asked that the Board authorize counsel to record the notice.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Notice of Special Assessments and Authorization for Counsel to Record the Notice, was approved.

FIFTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District

Ms. Burns noted that an RFP was issued and one proposal was received from Wood & Associates. She recommended ranking them #1 and authorizing counsel to provide a form of agreement and authorize the Chairman to execute that agreements.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Ranking Wood & Associates as the #1 Proposal for District Engineering Services, Authorizing Counsel to Draft an Agreement, and Authorizing Chairman to Execute Agreement, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni noted that the bond validation hearing is scheduled for November 6, 2020 at 10:45 a.m. The meeting will be held virtually, and attendance is required by the District Manager, District Engineer, and the Chairman.

B. Engineer

Mr. Wood had nothing further to report to the Board.

C. District Manager's Report

Ms. Burns had nothing more to report to the Board.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting at 11:14 a.m.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman