

*East 547*  
*Community Development District*

*Meeting Agenda*

*November 12, 2020*

# AGENDA

***East 547***  
***Community Development District***

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

November 5, 2020

**Board of Supervisors**  
**East 547**  
**Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **East 547 Community Development District** will be held **Thursday, November 12, 2020 at 1:30 PM** at the **Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, FL 33803.**

**Call-In Number:** 1-646-876-9923

**Meeting ID:** 967 6110 9393

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
  - A. Acceptance of Resignation from Existing Board Members
  - B. Appointment of Individuals to Fulfill Board Vacancies with Terms Ending July 2022 and July 2024
  - C. Administration of Oaths to Newly Appointed Supervisors
  - D. Consideration of Resolution 2021-04 Electing Officers
4. Approval of Minutes of the October 28, 2020 Board of Supervisors Meeting
5. Public Hearing
  - A. Public Hearing on the Adoption of the Fiscal Year 2020 and Fiscal Year 2021 Budgets
    - i. Consideration of Resolution 2021-05 Adoption of the District's Fiscal Year 2020 and 2021 Budgets and Appropriating Funds
6. Staff Reports
  - A. Attorney
  - B. Engineer

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<sup>1</sup> Comments will be limited to three (3) minutes

C. District Manager's Report

7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is Organizational Matters. Section A is the Acceptance of Resignation from Existing Board Members. Section B is the Appointment of Individuals to Fulfill Board Vacancies with Terms Ending July 2022 and July 2024. Section C is the Administration of Oaths to Newly Appointed Supervisors. Section D is the Consideration of Resolution 2021-04 Electing Officers.

The fourth order of business is the approval of the minutes of the October 28, 2020 Board of Supervisors Meeting. A copy of the minutes are enclosed for your review.

The fifth order of business opens the Public Hearing. Section A is the Public Hearing on the Adoption of the Fiscal Year 2020 and Fiscal Year 2021 Budgets. Sub-Section 1 is the Consideration of Resolution 2021-05 Adoption of the District's Fiscal Year 2020 and 2021 Budgets and Appropriating Funds. A copy of the resolution is enclosed for your review.

The sixth order of business is Staff Reports. Any staff reports will be discussed at this time.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns  
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

# SECTION III

# SECTION D

**RESOLUTION 2021-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the East 547 Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Davenport, Florida; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chairperson and by electing a Secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT:**

**1. DISTRICT OFFICERS.** The District officers are as follows:

- \_\_\_\_\_ is appointed Chairperson.
- \_\_\_\_\_ is appointed Vice-Chairperson.
- \_\_\_\_\_ is appointed Secretary.
- \_\_\_\_\_ is appointed Assistant Secretary.
- \_\_\_\_\_ is appointed Assistant Secretary.
- \_\_\_\_\_ is appointed Assistant Secretary.
- \_\_\_\_\_ is appointed Assistant Secretary.

**2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of November, 2020.

ATTEST:

**EAST 547 COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# MINUTES



**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   | Vice Chairman       |
| Matthew Cassidy  | Assistant Secretary |
| Patrick Marone   | Assistant Secretary |
| Andrew Rhinehart | Assistant Secretary |

Also present were:

|                 |                               |
|-----------------|-------------------------------|
| Jill Burns      | District Manager, GMS         |
| Roy Van Wyk     | Hopping Green & Sams          |
| Dennis Wood     | Wood & Associates Engineering |
| Michelle Rigoni | 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

# SECTION V

# SECTION A



# SECTION 1

## RESOLUTION 2021-05

**THE ANNUAL APPROPRIATION RESOLUTION OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEARS BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the East 547 Community Development District (“**District**”) was established by Ordinance No. 924, of the City Commission of the City of Davenport, Florida on April 6, 2020; and

**WHEREAS**, the District held its organizational meeting on September 10, 2020, where the District submitted to the Board of Supervisors (“**Board**”) of the District proposed budgets (“**Proposed Budgets**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”), and for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budgets, the District filed a copy of the Proposed Budgets with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budgets on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during Fiscal Year 2019/2020 and Fiscal Year 2020/2021; and

**WHEREAS**, the District Manager has prepared Proposed Budgets, whereby the Proposed Budgets shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during Fiscal Year 2019/2020 and Fiscal Year 2020/2021.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budgets, copies of which are on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budgets, attached hereto as **Composite Exhibit “A,”** as amended by the Board, are hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budgets**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budgets may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budgets, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the East 547 Community Development District for the Fiscal Year Ending September 30, 2020” and “The Budget for the East 547 Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budgets shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2019/2020, the sum of \$ \_\_\_\_\_, and for Fiscal Year 2020/2021 the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND (FISCAL YEAR 2019/2020) \$ \_\_\_\_\_

TOTAL GENERAL FUND (FISCAL YEAR 2020/2021) \$ \_\_\_\_\_

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019/2020 or Fiscal Year 2020/2021, or within 60 days following the end of Fiscal Year 2019/2020 or Fiscal Year 2020/2021, may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF NOVEMBER, 2020.**

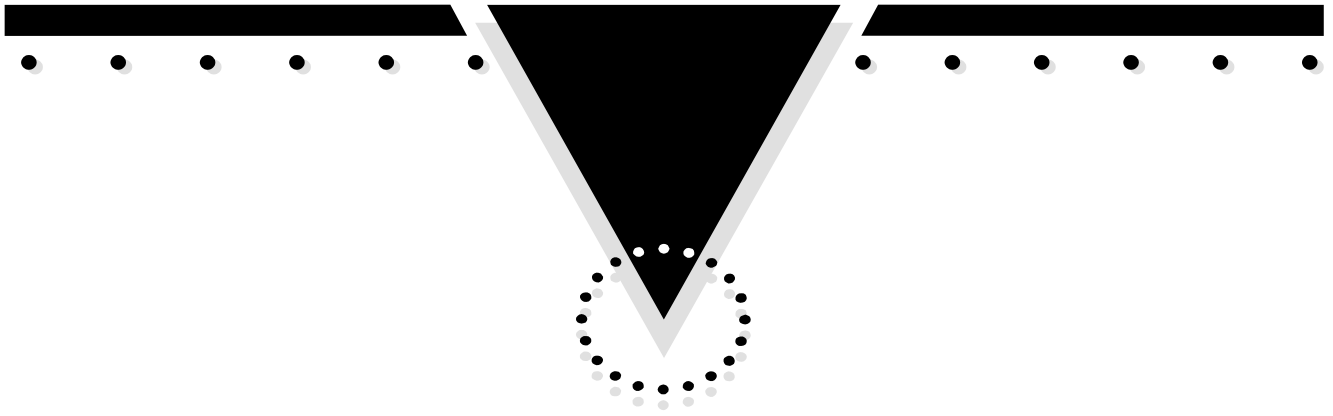
ATTEST:

**EAST 547 COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_



**East 547**  
**Community Development District**

**Proposed Budget**  
**FY 2020 - FY 2021**



# Table of Contents

1 General Fund

2-3 General Fund Narrative

# East 547

## Community Development District

### Proposed Budget General Fund

| Description                           | Proposed<br>Budget<br>FY2020* | Proposed<br>Budget<br>FY2021 |
|---------------------------------------|-------------------------------|------------------------------|
| <b><u>Revenues</u></b>                |                               |                              |
| Developer Contributions               | \$23,765                      | \$114,010                    |
| <b>Total Revenues</b>                 | <b>\$23,765</b>               | <b>\$114,010</b>             |
| <b><u>Expenditures</u></b>            |                               |                              |
| <i><u>Administrative</u></i>          |                               |                              |
| Supervisor Fees                       | \$1,000                       | \$12,000                     |
| Engineering                           | \$1,250                       | \$15,000                     |
| Attorney                              | \$10,000                      | \$25,000                     |
| Management Fees                       | \$2,917                       | \$35,000                     |
| ** Information Technology             | \$125                         | \$3,250                      |
| Telephone                             | \$25                          | \$300                        |
| Postage                               | \$83                          | \$1,000                      |
| Insurance                             | \$1,000                       | \$5,000                      |
| Printing & Binding                    | \$83                          | \$1,000                      |
| Legal Advertising                     | \$5,000                       | \$10,000                     |
| Other Current Charges                 | \$2,000                       | \$5,000                      |
| Office Supplies                       | \$52                          | \$625                        |
| Travel Per Diem                       | \$55                          | \$660                        |
| Dues, Licenses & Subscriptions        | \$175                         | \$175                        |
| <b>Total Expenditures</b>             | <b>\$23,765</b>               | <b>\$114,010</b>             |
| <b>Excess Revenues/(Expenditures)</b> | <b>\$0</b>                    | <b>\$0</b>                   |

\* Budget is prorated to September 2019.

\*\* Budget amount includes a one-time website creation fee.

**East 547**  
**Community Development District**  
GENERAL FUND BUDGET

**REVENUES:**

*Developer Contributions*

The District will enter into a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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**EXPENDITURES:**

**Administrative:**

*Supervisor Fees*

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

*Engineering*

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

*Attorney*

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

*Management Fees*

The District will incur costs for Management, Accounting and Administrative services during the Fiscal Year.

*Information Technology*

Represents costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

*Telephone*

Telephone and fax machine.

*Postage*

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.



**East 547**  
**Community Development District**  
GENERAL FUND BUDGET

Insurance

The District's general liability, public official's liability insurance and property insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.