

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, July 9, 2020 at 6:35 p.m. via Zoom.

Present and constituting a quorum were:

Jennings DePriest	Chairman
Kyle Rojas	Vice Chairman
John Ray	Supervisor
April Johnston	Supervisor

Also present were:

James Oliver	District Manager
Joe Brown	District Counsel
Robert Berlin	Operations Manager - GMS
John Curtis	St. Joe

The following is a summary of the actions taken at the July 9, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. DePriest called the meeting to order.

**SECOND ORDER OF BUSINESS**

**The Pledge of Allegiance**

**THIRD ORDER OF BUSINESS**

**Audience Comments**

A resident stated I'm not sure that this meeting was properly advertised because the link on the website was incorrect for this meeting.

Mr. DePriest stated I used the website to log in.

A resident stated I would ask that you record this so it can be put on the website and viewed later.

July 9, 2020

Capital Region CDD

Mr. Oliver stated I can set that up for next time, I don't have the capability to do it tonight.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the June 11, 2020 Meeting**
- B. Balance Sheet as of May 31, 2020 and Statement of Revenues & Expenditures for the Period Ending May 31, 2020**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Ray seconded by Ms. Johnston with all in favor the consent agenda items were approved.

**FIFTH ORDER OF BUSINESS**

**Board Review and Revisions to Fiscal Year 2021 Approved Budget (in preparation for August 13, 2020 Public Hearing for Adoption)**

- A. Consideration of Resolution 2020-07 Declaring O&M Assessments**

Mr. Oliver reviewed the revenue section of the budget being the on-roll and direct bill assessments and stated we increased the number of platted lots from 2,992 to 3,264. We still have about a \$32,000 hole to fill with cuts in the approved budget or by using some carry forward surplus or a combination of those two.

Following extensive discussion, the board made the following changes to the approved budget: adjust supervisors fees to \$6,000 rather than \$12,000, reduce audit fees in line with the proposal, reduce travel & per diem to \$1,500, reduce security for Halloween to \$6,000, reduce communication to \$6,000, new units maintenance reduced to \$7,500, reduce pond maintenance by \$1,500, increase pond repair by \$5,000, miscellaneous maintenance reduced to \$5,000, event reduce this year by \$5,000 and rather than carry over to undesignated funds drop capital reserve contribution \$5,000, reduce contingency to \$3,000, reduce common area maintenance to \$5,000, capital expenditures for extension of irrigation line could be paid from the capital reserve fund, reduce capital expenditures by \$9,000.

Mr. Ray stated I am opposed to the increase in the landscape maintenance contract for pine straw.

July 9, 2020

Capital Region CDD

Mr. Oliver stated we can table the resolution because the public hearing date will remain the same and there will not be an increase in assessments.

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with Leon County Tax Collector Regarding 2020 Uniform Method for Collection**

On MOTION by Ms. Johnston seconded by Mr. Ray with all in favor the agreement with the Leon County Tax Collector was ratified.

**SEVENTH ORDER OF BUSINESS**

**St. Joe Update (John Curtis)**

Mr. Curtis stated we have three projects to be approved in the next week or so by the city, we are looking to have final plats in September. We have four or five projects in the pipeline, we are going to be resubmitting what we now call the bigger fix on August 7<sup>th</sup> or before and I talked to Jim about the August briefing to give a presentation with a slideshow as to what was submitted to the city; it is everything we have talked about in the past, it is just shifting some of them and some things will be on hold until 2021 based on conversations and working with city staff.

**EIGHTH ORDER OF BUSINESS**

**Review of Draft Build-Out Budget (O&M)**

Mr. Oliver stated John Curtis and I spoke earlier today, and he is going to give me new data that is based on the revised big fix he spoken of earlier. We are working on that together.

**NINTH ORDER OF BUSINESS**

**Update Regarding DRI Matters**

This item discussed earlier in the meeting.

**TENTH ORDER OF BUSINESS**

**Discussion of Common area Maintenance at Charter School**

This item discussed earlier in the meeting.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Fiscal Year 2020 Audit Services**

July 9, 2020

Capital Region CDD

On MOTION by Ms. Johnson seconded by Mr. Rojas with all in favor the recommendation of the audit committee of Berger Toombs as the number one ranked firm was approved and staff was authorized to request an engagement letter for the fiscal year 2020 audit.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney - Report**

Mr. Brown outlined a draft access easement agreement for a resident who wants to cross over a portion of the district's property to build a pool.

The following changes will be incorporated into the easement agreement: time limit, attorney fees of prevailing party taken out, homeowner to pay district counsel fees incurred in preparation of the easement, proof they are using a licensed and insured contractor and ask them to have us named as additional insured and inclusion of a security deposit equivalent for the repair of any damaged sod.

On MOTON by Mr. Rojas seconded by Ms. Johnston with all in favor the access easement agreement was approved subject to the conditions outlined above.

**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. Variance Report**

A copy of the variance report was included in the agenda package.

July 9, 2020

Capital Region CDD

**4. Tinkergarden Parks Team Request**

On MOTION by Mr. Rojas seconded by Ms. Johnston with all in favor the request from Tinkergarden was approved subject to signing a waiver that it is attend at your own risk, observance of social distancing and mask guidelines in accordance with the city and county regulations.

**E. Manager**

Mr. Oliver stated the next meeting is scheduled for the Southwood Community Center. We don't know what is going to happen with COVID by that time. It could be that we meet remotely again if the governor extends his executive order.

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

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Audience Comments**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – August 13, 2020 at 6:30 p.m. at the Southwood Community Center**

The meeting adjourned at 9:29 p.m.

DocuSigned by:

*James Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*L. Kyle Rojas*

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Chairman/Vice Chairman