

**MINUTES OF MEETING
ASTONIA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **May 11, 2022** at 1:01 p.m. at 4900 Dundee Rd., Winter Haven, Florida 33884.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Assistant Secretary
Branden Eckenrode	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Bryan Hunter	Hunter Engineering
Clayton Smith <i>via Zoom</i>	GMS
Lauren Gentry	KE Law

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 13, 2022
Board of Supervisors Meeting**

Ms. Burns presented the April 13, 2022 Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Minutes of the April 13, 2022, Board of Supervisors Meeting, were approved.

May 11, 2022

Astoria CDD

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 10, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments** *(budget will be provided under separate cover)*

Ms. Burns stated that the budget was included in their package. She stated that the field services was where they would see most of the increases because they had all the other phases being platted and maintained as opposed to the prior year. Ms. Burns noted that everything in the District should be platted by June, which means that should give plenty of time to get them on roll and collected. Ms. Burns stated that the current O&M rate for platted lots in Phase 1 for this year gross was \$725. She noted that they would have to hold an assessment hearing on everything that was not in Phase 1. She noted that they were not increasing on Phase 1, but they were still holding the hearings for Phase 2 and North.

Ms. Burns stated that the amenity items were based on the estimates that they had for similar facilities in the area and vendors that they use for janitorial and pool maintenance. She noted that this was based on the plans that the Board had provided. She stated that all they were doing today was setting a hearing date. She explained that this budget would set their cap, which means they could not assess higher, but they can bring it down. Mr. Elliot asked if these amounts were based upon when the amenities are going to have service. Ms. Burns responded that was correct. Mr. Elliot asked what Ms. Burns used for that. Ms. Burns responded this fall and that they plan for a full fiscal year and the fiscal year starts October 1st. She noted that the bottom shows the platted per unit assessment and then the unplatted for the boundary amendment portion. That portion was not currently in the District, but the hearing is scheduled for June. She noted that it would be in the District at the start of the fiscal year. She stated that they would set that up as deficit funding or a developer contribution and bill that as needed. She noted that would not be platted, so it would not be collected on roll.

Mr. Eckenrode asked for clarification that the homeowner would actually be paying \$724.73. Ms. Burns responded yes, that is what they would pay. She suggested to adopt and send at the higher amount, which gives them some flexibility. She suggested that they could see where

May 11, 2022

Astoria CDD

they could cut and could use some capital reserve transfers to get it down and actually adopt to that amount so that there is not an excess.

Ms. Gentry stated that it was much better to send the notice now rather than after it has been sold to end users who may not understand the assessment process. Mr. Eckenrode suggested to set it so that everyone is at \$650 and keep it as lean as possible and should they have overages, they would deficit fund those. Ms. Burns responded that in theory that would work depending on the time and when those amenities would come online. Ms. Burns stated that what they were talking about now was a notice that was going to the builders, and then when they adopt the budget, they would take the security services out for the purpose of the notice. She added that next year when the amenity facility opens in January and the complaints on security issues start coming in, then they can add that back in without having to resend a notice to them because every lot would have already received a notice for \$724.73. So, even if their own assessment is \$650.00 this year, now they don't have to send 1,000 mailed notices and hold a public hearing in order to increase everyone's assessments if they account for the security. She recommended to send notice to the builders now and reduce the amount at the hearing rather than removing it now. Mr. Eckenrode asked if the notice was just the maximum amount that they could go to, but not that they would actually go to that amount. Ms. Burns responded yes, that is correct. Ms. Gentry stated that once they notice it, that notice was good until they exceed that cap. They could come in under it this year, and then next year when they assess the whole amount because they have more assessable capacity in their properties, they would still be under that cap.

Ms. Burns stated that the date they had proposed for the public hearing was their August 10th regular meeting at 1:00 p.m.at their current location.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments, was approved as amended.

FIFTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

May 11, 2022

Astoria CDD

Ms. Burns noted that at their last meeting when the current District engineer resigned, staff put out an RFQ for engineering services and received a response back from Hunter Engineering, Bryan Hunter. She suggested ranking Hunter Engineering #1 and authorizing staff to send a Notice of Intent to Award. She asked if anyone had any questions on the qualifications statement. Hearing none,

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Ranking Hunter Engineering #1 and Authorizing Staff to Send Notice of Intent to Award, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated that their boundary amendment hearing was scheduled for June 21st and their bond validation hearing was scheduled for June 29th at 9:25 a.m.

B. Engineer

i. Consideration of Stormwater Needs Analysis Proposal

Mr. Hunter stated that he had talked with the guys daily on the projects. He stated that they are working through close out for clearance items, steel signs, shop drawings, and the tasks associated with getting the construction of Phase 2 and Phase 3 done. He stated that if they had any questions that he would do his best to answer them.

Ms. Burns stated that he had his proposal for the 20-year stormwater needs analysis on the agenda as well and that totaled \$12,500. She noted that this was a requirement that all special Districts submit a stormwater needs analysis report to the county. Ms. Burns stated that it was due to the county by June 30th. She noted that this would just be for any areas that were currently turned over to the CDD, which at this point would probably just be Phase 1.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Stormwater Needs Analysis Proposal totaling \$12,500, was approved.

C. Field Manager's Report

Mr. Smith gave a brief review of the field manager's report. The Board had no questions.

May 11, 2022

Astoria CDD

D. District Manager’s Report

i. Check Register

Ms. Burns stated that the check register was included in the agenda packet for review and the total was \$54,236.50 through March 31st.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial statements were included in the package for review. There was no action necessary by the Board.

iii. Presentation of Number of Registered Voters – 19

Ms. Burns stated that they were required to determine the number of registered voters in the District as of April 15 of each year. She noted that the current number was 19 registered voters. She stated that the reason they did that was for the threshold for turnover. The District has to be established for at least six years and have at least 250 registered voters within the District for that to take place.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the meeting was adjourned.

May 11, 2022

Astoria CDD

Jill Burns

Secretary/Assistant Secretary

Brent Elliott

Chairman/Vice Chairman