

**MINUTES OF MEETING  
ASTONIA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **July 13, 2022** at 1:00 p.m. at 4900 Dundee Rd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chair
Branden Eckenrode	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law
Bryan Hunter <i>by phone</i>	Hunter Engineering
Clayton Smith	GMS

**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 May 11, 2022  
Board of Supervisors Meeting**

Ms. Burns presented the May 11, 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 May 11, 2022, Board of Supervisors Meeting, were approved.
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July 13, 2022

Astoria CDD

**FOURTH ORDER OF BUSINESS**

**Presentation and Approval of Second Amended and Restated Master Assessment Methodology dated July 13, 2022**

Ms. Burns stated that this included the costs for the existing District as well as the areas that were just added with the boundary amendment. This master report establishes a methodology that allocates debt to the properties based on the properties that benefit the District’s capital improvement plan. Ms. Burns also reviewed the tables included in this methodology.

Mr. Van Wyk asked Ms. Burns if this methodology was consistent with the previous master methodology prepared. She responded that it was. He also asked if the benefit was greater than or equal to the burden placed on the parcels by the amount of the assessments. Ms. Burns said yes. Mr. Van Wyk asked Ms. Burns if it was her opinion that the assessments provided in the tables is reasonable and fairly apportioned across all of the product types. Ms. Burns replied with yes.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Second Amended and Restated Master Assessment Methodology dated July 13, 2022, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-09 Declaring Special Assessments on Boundary Amendment Parcels**

Ms. Burns noted that this kicks off the assessment process for the area and the hearing set needs to be at least 30 days away.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-09 Declaring Special Assessments on Boundary Amendment Parcels, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-10 Setting a Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

Ms. Burns stated that the suggested date was September 14, 2022 at 1:00 p.m.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-10 Setting Public Hearing on the Imposition

July 13, 2022

Astoria CDD

of Special Assessments on Boundary Amendment Parcels, Set for September 14, 2022 at 1:00 p.m., was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-11  
Setting a Public Hearing Expressing the  
District’s Intent to Utilize the Uniform  
Method of Levying, Collecting, and  
Enforcing Non-Ad Valorem Assessments  
on Boundary Amendment Parcels**

Ms. Burns noted that this was already done for the existing parcels in the District, but this allows for the Polk County tax bill to be used to collect the assessments when ready to do so. The suggested date was September 14, 2022 at 1:00 p.m.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-11 Setting a Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments on Boundary Amendment Parcels, Set for September 14, 2022 at 1:00 p.m., was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Notice of Boundary  
Amendment**

Ms. Burns noted that this was reported in the public record and was a notice that the District expanded their boundary.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Notice of Boundary Amendment, was ratified.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-12  
Designating a Date, Time, and Location  
for a Landowners’ Meeting and Election**

Ms. Burns noted that there are 3 seats up for election. This meeting needs to be held the first Tuesday of November. The suggested date is November 1, 2022 at 11:30 a.m. The suggested location was the Lake Alfred Library.

July 13, 2022

Astoria CDD

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-12 Designating a Date, Time and Location for a Landowners' Meeting and Election, Set for November 1, 2022 at 11:30 a.m. at the Lake Alfred Library, was approved.

**TENTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2021 Audit Report**

Ms. Burns stated that this was considered a clean audit and there were no instances of non-compliance. This was submitted to the state by the deadline.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated that they had filed the notice for the boundary amendment. He also stated that the evaluation went well.

**B. Engineer**

**i. Ratification of Stormwater Needs Analysis Report**

Mr. Hunter stated that there were several active projects at the time and offered to answer any questions. Ms. Burns stated that the Stormwater Needs Analysis Report was submitted by the deadline and it just needs to be ratified.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Stormwater Needs Analysis Report, was ratified.

The Board asked Mr. Hunter if they were able to transfer any ponds into operation permits from construction permits. Mr. Hunter said that he would check on that.

**C. Field Manager's Report**

Mr. Smith gave a brief review of the field manager's report. He brought a mulching project to the Board, this was for them to mulch the entrance.

July 13, 2022

Astonia CDD

On MOTION by Mr. Eckenrode, seconded by Mr. Elliott, with all in favor, Mulching the Entrance in the Amount of \$2,100, was approved.

Mr. Smith also brought to the Board that Astonia North needed to be added to the current landscaping contract.

On MOTION by Mr. Eckenrode, seconded by Mr. Elliott, with all in favor, Adding Astonia North to the Existing Landscaping Contract, was approved.

Mr. Smith also brought to the Board that the Astonia North pond maintenance needed to be added to the existing contract.

On MOTION by Mr. Eckenrode, seconded by Mr. Elliott, with all in favor, Adding the Astonia North Pond Maintenance to the Existing Landscaping Contract, was approved.

**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 \$31,684.70 through May 31<sup>st</sup>.

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.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

Mr. Hunter stated for the record that Astonia South phases 1-3 have been transferred to the CDD, not to the developer or HOA. He also stated that he checked SWFWMD’s database and expected their approval and transfer very soon because their records say they signed off on everything.

July 13, 2022

Astoria CDD

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience  
Comments**

There being none, the next item followed.

**FOURTEENTH 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.

*Jill Burns*

Secretary/Assistant Secretary

*Brent Elliott*

Chairman/Vice Chairman