

**MINUTES OF MEETING  
ASTONIA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **September 14, 2022** at 1:05 p.m. at 4900 Dundee Rd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Brian Walsh	Vice Chairman
Halsey Carson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KE Law
Bryan Hunter	District Engineer, Hunter Engineering
Clayton Smith	Field Manager, 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**

**Organizational Matters**

**A. Acceptance of Resignation from Branden Eckenrode**

Ms. Burns presented the resignation from Branden Eckenrode. She asked for a motion to accept the resignation if there were no questions from the Board.

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, Accepting the Resignation from Branden Eckenrode, was approved.
---

September 14, 2022

Astoria CDD

**B. Appointment to Fill the Vacant Board Seat #1**

Ms. Burns asked if there was a nomination to fill the vacant Board seat #1. The Board nominated Wendy Kerr.

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, Appointing Wendy Kerr to Fill the Vacant Board Seat #1, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns stated that Wendy Kerr was not present at the meeting, so they would swear her in at the next meeting.

**D. Consideration of Resolution 2022-16 Appointing Assistant Secretary**

Ms. Burns asked for motion to appoint Wendy Kerr as an Assistant Secretary.

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, Resolution 2022-16 Appointing Wendy Kerr as an Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 10, 2022 Board of Supervisors Meeting**

Ms. Burns presented the August 10, 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. Walsh, with all in favor, the Minutes of the August 10, 2022, Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

Ms. Burns stated that this public hearing was advertised in the paper, and they also sent a mailed notice to the property owners within that area.

September 14, 2022

Astoria CDD

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

**i. Presentation of Engineer's Report**

Ms. Burns stated that this report had not changed since the last meeting when they reviewed it. Mr. Elliot asked if they were going to break out the townhome projects in separate phases. Mr. Hunter responded no and that they would do that in a supplemental report.

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

**ii. Presentation of Second Amended and Restated Master Assessment Methodology**

Ms. Burns explained that they provided a corrected deed that was going to change by \$.0001. She stated that they would update the legal description that was attached to this report.

Mr. Burns reviewed the report starting with Table 1 which showed the current development plan and the total assessable units within the community totaling 1,413. Table 2 showed the Capital Improvement Plan estimate that was in the engineer's report totaling \$36,920,000. Table 3 showed the estimated bond sizing of \$44,000,000. Table 4 showed the improvement cost per unit. Table 5 showed the par debt per unit. For the townhome product type it is \$26,886, the single family 40' lots is \$28,679, and the single family 50' lots is \$35,848. Table 6 showed the breakdown of the net and gross annual debt assessment per unit. She noted that this would be the highest amount that they would levy on each of those product types in this boundary amendment area. She explained that the gross annual debt assessment for the townhome would be \$2,100, for the single family 40' it would be \$2,240, and the for the single family 50' it would be \$2,800. Table 7 showed the preliminary assessment roll and listed all of the areas that were already platted within the existing District. She noted that they would update the legal description to reflect that minor change.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, the Second Amended and Restated Master Assessment Methodology, was approved as amended.

**iii. Consideration of Resolution 2022-17 Levying Special Assessments**

September 14, 2022

Astoria CDD

Ms. Burns stated that this resolution was included in the agenda package for review. She noted that this would levy assessments on the Boundary Amendment Parcels that were now included in the District.

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, Resolution 2022-17 Levying Special Assessments, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

**B. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection & Enforcement of Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns stated that this public hearing had been advertised in the paper.

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

Ms. Burns stated that there were no members of the public present at this time. She asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2022-18 Expressing the District’s Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated that this resolution was included in the agenda package for review. She stated that this would allow them to collect the assessments for the Boundary Amendment Parcels once they were ready to do so. She noted that they would be direct billed for this year since the certification deadline had already passed.

September 14, 2022

Astoria CDD

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, Resolution 2022-18 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Letter from KE Law Regarding Series 2022 Special Assessment Revenue Bond Issuance**

Ms. Burns stated that this was for the upcoming bond issuance.

On MOTION by Mr. Elliott, seconded by Mr. Walsh, with all in favor, the Letter from KE Law Regarding Series 2022 Special Assessment Revenue Bond Issuance, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated that he had nothing further to report.

**B. Engineer**

Mr. Hunter had nothing further to report.

**C. Field Manager’s Report** *(to be provided under separate cover)*

Mr. Smith reviewed the field manager’s report starting with the site trash cans. It was noted that the new site trash cans were identified, and they added an emptying schedule to 2 times a week for the three cans. He explained that it was the same vendor that they had planned to have do janitorial for the amenity when the amenity opens. He noted that they had not found anyone to do a better job or who was more cost effective in the area. He discussed the landscape stating that they were staying on top of it. It was noted that the landscape and the maintenance of the landscape appeared to be in good condition. He stated that the aquatic vendor was performing really well. He added that the ponds were all pretty high with a decent amount of water. It was noted that the cattails and pond basins had all been sprayed and were being managed. He noted that they were a little behind on some of the ponds because of the holiday week. He stated that starting October they would mow it every other week. He noted that he was going to see if he could push them a little bit into October to keep them doing weekly because it was such a hot and rainy year. He stated that he was monitoring the status of the amenity center. It was noted that the pool had been

September 14, 2022

Astoria CDD

dug and the building was put up. It was also noted that as the amenity gets closer to completion, they would obtain contracts for the maintenance.

**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 \$656.23.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, 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.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Brent Elliott*

Chairman/Vice Chairman