

**MINUTES OF MEETING
ASTONIA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **November 9, 2022** at 1:00 p.m. at 4900 Dundee Rd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairman
Wendy Kerr	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KE Law
Bryan Hunter	District Engineer, Hunter Engineering
Jarett Wright	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. Swearing in of Appointed Supervisors Wendy Kerr and Brent Elliott (Appointed on September 14, 2022 Board Meeting)

Ms. Burns swore in Ms. Kerr and Mr. Elliott who were appointed during the landowners' meeting. Ms. Burns notarized their sworn in signatures.

B. Administration of Oaths of Officer to Newly Elected Board Members Appointed on November 1, 2022 Landowners' Meeting

Ms. Burns stated that the remaining Board members will be sworn in at the next regularly scheduled Board meeting.

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C. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated that the resolution is included in the agenda package and reported the results of the landowners' election.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

D. Election of Officers

Ms. Burns stated that after a landowners' election, the officers will be reelected if any of the Board seats happen to change.

E. Consideration of Resolution 2023-02 Electing Officers

Ms. Burns reported that none of the Board seats changed and that the same members were reelected to the seats. She asked the Board if they wanted to keep the slate of officers the same and they agreed. Mr. Elliott will remain as Chair, Mr. Carson will be Vice Chair, while the other three Supervisors continue to serve as Assistant Secretaries along with George Flint from the GMS office, and Ms. Burns will continue to serve as the Secretary.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-02 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 14, 2022 Board of Supervisors Meeting

Ms. Burns presented the September 14, 2022 Board of Supervisors' meeting and asked for any questions, comments, or changes from the Board. There being none, there was a motion of approval.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the September 14, 2022 Board of Supervisors Meeting, were approved.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-03
Setting a Public Hearing on the Adoption
of Amenity Rules and Rates for the
District**

Ms. Burns stated that the amenity rules and rates must be adopted at public hearing. The rules and procedures were available for Board review in the agenda package, and they are a standard set of rules that are used for other similar amenity centers. The District also has to offer a fee for nonresident use and that fee is also standard for other similar facilities in the area. The date suggested for the public hearing is January 11th at 1:00 p.m. giving staff the opportunity to advertise for the public hearing in the paper as required by Florida statute.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-03 Setting a Public Hearing on the Adoption for Amenity Rules and Rate for the District on January 11, 2023, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Engagement Letter for
Fiscal Year 2022 Audit Services from
Grau & Associates**

Ms. Burns stated that the District previously bid the contract for audit services, and this is part of the two-year renewal written into the contract for Grau & Associates. The not to exceed amount is set for \$5,500.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services from Grau & Associates, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of 2nd Amended and Restated
Notice of Master Assessments**

Ms. Burns stated that this has already been signed and they are looking for ratification. This document will be recorded to put property owners on notice of the most recent bond issuance.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the 2nd Amended and Restated Notice of Master Assessments, was ratified.

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EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

District counsel stated that there was another letter sent regarding the dispute and they have yet to receive a response. They were informed that the District decided not to proceed with the optional mediation. No response has been received. The current course of action is to proceed to withhold that amount from the final payment.

B. Engineer

Mr. Hunter had nothing further to report.

C. Field Manager's Report

Mr. Smith is out of office for the week and Mr. Wright gave the Board a brief summary of the Field Manager's report that can be found in the agenda package. Included were reviews of hurricane damage, landscape review, and aquatic maintenance review. In progress items include street sign repairs & replacements. Upcoming projects include solar lighting at mailboxes installed and they are collecting proposals to present to the Board. They continue to monitor the status of the amenity center and as it gets closer to completion, they will get the necessary contracts in place.

Mr. Wright presented a proposal to the Board for the removal of dread trees from Prince & Sons totaling \$2,870. The Board wanted to make sure there was nothing still under warranty and staff will make sure to check that before moving forward with the proposal.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Proposal from Prince & Sons for \$2,870 Subject to Warranty, was approved.

D. District Manager's Report**i. Check Register**

Ms. Burns presented the check register that was included in the agenda package for review from August 1st through September 30th totaling \$129,335.55.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Check Register, was approved.
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ii. Balance Sheet & Income Statement

Ms. Burns presented the financial statements to the Board through September 30th and stated there is no action necessary from the Board that they are for informational purposes only.

iii. Ratification of Summary of Series 2021 AA2 Requisitions #26 to #45

Ms. Burns presented requisitions #26-#45 and asked the Board for ratification.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Summary of Series 2021 AA2 Requisitions #26 to #45, was ratified.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Brent Elliott

Chairman/Vice Chairman