

**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 10, 2023** at 1:00 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairperson
Karen Ritchie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVW Law
Bryan Hunter <i>by Zoom</i>	District Engineer, Hunter Engineering
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Allen Bailey	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

**Approval of Minutes of the April 12, 2023
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 12, 2023 Board of Supervisors Meeting. Ms. Burns asked for any questions, comments, or corrections to the minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the April 12, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Presentation of Supplemental Assessment Methodology for Assessment Area Three Updated with Final Numbers**

Ms. Burns stated that they now have the final bond sizing for pricing and this assessment report allocates the debt to properties based on the benefits they receive from the capital improvement plan related to assessment area three bonds. She noted there are 232 townhome units which have all been assigned a 0.75 ERU. The cost for this assessment area three which is Phase 5 is \$6,454,800. The bond sizing is \$4,165,000. She noted the improvement cost per unit is listed on table four. Table five shows the par debt per unit. She noted there is \$17,953 assigned to each of those townhome units. Table six breaks down the net and annual gross assessment per unit. The total gross annual debt assessment reflected on the Polk County tax bill that takes into account the early payment discount and collection fees is \$1,290.27. Table seven shows the preliminary assessment roll. This area has been platted already so they show the debt and the annual payments for each of those product types.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Supplemental Assessment Methodology for Assessment Area Three Updated with Final Numbers, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Acquisition Documents for Chateau at Astoria Infrastructure**

Ms. Gentry stated these are documents that would be used to acquire the Chateau at Astoria master infrastructure. It provides for a payment of up to the amount available in the construction account but the final numbers were just under \$4,000,000. These are draft documents only and have been provided to the counsel for the land bank for any comments so there may be some small changes if they have any comments. She asked for approval in substantial form and authorization for staff to finalize that.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Acquisition Documents for Chateau at Astonia Infrastructure, were approved in substantial form.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-11
Appointing a Treasurer and Assistant
Treasurers**

Ms. Burns stated we are just updating George and Katie who are listed and already signers on the account. She stated Darrin Mossing is being added who is the owner of our company. Previously he was not a permanent Florida resident so couldn't be listed but now he is so we are just adding him as a signer on all of the accounts.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-11 Appointing Treasurer and Assistant Treasurer, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated that she had nothing further to report.

B. Engineer

Mr. Hunter had nothing to report.

C. Field Manager's Report

Mr. Bailey stated that they had a few stop signs and street sign repairs. The ponds have been cleared of debris and trying to keep up with that as it goes along the best we can as obviously there is construction going on. He stated some of the fence on Astonia North where the cul-de-sac is was pushed back and down a little bit so our guys came out and straightened that fence out so it looks nice again. He noted a small concrete spill that got on the street but was cleaned up and moved out of the way so it looks good again. General side items he stated the amenity center irrigation is being laid currently and different sections around it. He noted they are still waiting on the power to get there and once we do; we will get the internet and once that is there, we will look into any security things that come up. Ms. Burns asked Mr. Carson for an update on that. Mr. Carson stated they are hoping that the meter would be set by the end of this week. He stated he

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will check on that today as he has to call for a couple of meters. Mr. Bailey stated the landscapers have been moving to make sure the shrubs and everything still look good. We have moved into that Spring and Summer regimen and with the rain that we have seen has helped out a lot. He noted a lot of the bare spots have started to pop back up out there.

D. District Manager's Report

i. Check Register

Ms. Burns asked for approval of the check register which is included for the month of March and totals \$16,418.60.

On MOTION by Mr. Elliott, seconded by Mr. Carson, 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 from the Board.

iii. Presentation of Number of Registered Voters – 240

Ms. Burns stated they are required to determine the number of registered voters within the District as of April 15th of each year. The reason they do that is to track for turnover once the District has been established for at least six years and has at least 250 registered voters. She noted the following landowner's election after that threshold has hit to seek turnover. She stated they have not hit the 250 registered voters or the six years yet. She noted by the time they hit the six years; they should be at the 250 registered voters.

EIGHTH ORDER OF BUSINESS

Other Business

A Board member asked about Astonia North and if that transfer had been made yet for the common areas for Astonia North. Ms. Burns stated she does not think it is done yet, the landscaping is not in. Ms. Burns asked Clayton if North is being maintained yet. Mr. Smith stated yes. Phase 2 & 3 are not finished but North should be completely all done and transferred over. Ms. Burns stated a review will be done to see if they have done that and if not, they can add that to the next agenda. Ms. Burns asked Ms. Gentry if she is comfortable authorizing to sign off on conveyance

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documents. Ms. Gentry stated if it is ready, we can take a motion to authorize staff to work to complete that transfer when it is right. Ms. Burns stated they are still tracking the 2, 3, 4 landscaping which is getting closer but not quite done. Ms. Gentry stated she will also check on whether the Astoria North bond project is ready for closing and resolution if that is right. Ms. Gentry stated once all of the infrastructure that was contemplated for that bond project is done, we can close out that acquisition and construction account and if there are any amounts left, we can take care of paying those out but if there is not then we just get it closed out. Ms. Burns stated there is probably nothing left because if there was it would have been reimbursed.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Approval of the Conveyance Documents to Authorize Staff to Prepare Astoria North Documents, was approved.

NINTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being no comments, the next item followed.

TENTH 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