

**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 12, 2023** at 1:06 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott  
Halsey Carson  
Karen Ritchie

Chairman  
Vice Chairperson  
Assistant Secretary

Also present were:

Jill Burns  
Lauren Gentry  
Bryan Hunter *by Zoom*  
Clayton Smith *by Zoom*  
Allen Bailey

District Manager, GMS  
District Counsel, KVV Law  
District Engineer, Hunter Engineering  
Field Manager, GMS  
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 May 10, 2023  
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 10, 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 May 10, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-12 Ratifying Series 2023 Assessment Area Three Project Bonds**

Ms. Burns presented Resolution 2023-12 to the Board. She stated that the District issued bonds on May 23<sup>rd</sup> and this resolution ratified, confirmed, and approved all the actions taken by District officers and staff in coordination of the closing of the Assessment Area Three bonds. She stated that she would be happy to answer any questions. Hearing none,

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-12 Ratifying the Series 2023 Assessment Area Three Project Bonds, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Second Amended and Restated Disclosure of Public Financing**

Ms. Burns stated that this has already been recorded and just needed to be ratified. She explained that this would put potential property owners on notice of the lien on the property related to the Assessment Area Three bonds.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Second Amended and Restated Disclosure of Public Financing, was ratified.

**SIXTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2023 Budget**

Ms. Burns stated that the Board approved a preliminary budget back in April. They published an ad regarding this hearing today and it has been advertised in the paper.

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

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Ms. Burns stated that there were no members of the public present or participating via Zoom currently. The public hearing was closed.

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

**i. Consideration of Resolution 2023-13 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds**

Ms. Burns stated that this resolution was included in the agenda package for review. She explained that the changes to the budget was increases to property insurance. They have additional property or improvements that the District has acquired throughout the last year. She noted that they also have seen a significant increase to property and general insurance across the Board for all Districts. She also noted that they also increased the landscape maintenance line item to account for additional phases that the District has been taking over or will be taking over in the upcoming fiscal year. She explained that they were able to dramatically lower the water and sewer line item, just based on actuals that came in for all those accounts. There were some increases to field expenses. The amenity expenses were close to the same. They did have a couple of increases.

Ms. Burns stated that the forecast was that they thought that the amenity would be opened a lot sooner in the fiscal year. The current year budget kind of accounted for closer to a full year, so that's kind of already built into the existing budget. The increases were for janitorial service. They have increased the scope from what they thought they would do, just on experience from other Districts and what's been needed. There was a slight increase to security and pool maintenance because of the cost of chemicals going up. The per unit assessment on all the platted lots, the 1,013 platted lots are the same. There is no increase from the current to the upcoming year, so they didn't have to send mailed notice to residents on that since there is no increase to their assessment. The only increase is the first time O&M levy on the Chateau at Astoria and Pine Tree Trail properties. Those were not in the District previously and were added. She stated that she would be happy to answer any questions on this budget.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-13 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns stated that this public hearing was advertised in the paper and the mailed notice was sent to property owners within those two phases that they were seeing an increase, which would be the Chateau and Pine Tree Trail.

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

Ms. Burns stated that there were still no members of the public present or joining via Zoom.

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

**i. Consideration of Resolution 2023-14 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated that they were holding this hearing to basically approve their assessment roll based on the budget that the Board just adopted. She noted that this would levy their assessments and certify their roll. She stated that she would be happy to answer any questions.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-14 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-15 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024**

Ms. Burns presented Resolution 2023-15 to the Board. She stated that the schedule that was in their agenda would keep the current schedule the same to meet on the second Wednesday of each month at 1:00 p.m. at their current location.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-15 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

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**EIGHTH ORDER OF BUSINESS****Acceptance of Fiscal Year 2022 Audit Report**

Ms. Burns stated that the audit was submitted by the June 30<sup>th</sup> deadline, and it has been transmitted to the state. She referred the Board to page 28 where there was a report to management, which summarized the report. It was a clean audit and there were no instances of non-compliance. There were no findings. She explained that it was an independent audit, so they were looking for the Board to accept this audit report.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

**NINTH ORDER OF BUSINESS****Ratification of Chateau at Astonia Acquisition Documents**

Ms. Gentry explained that these were the acquisition documents that were authorized to be completed by the Board at a prior meeting. They were completed in connection with their issuance of the Series 2023 bonds in order to convey the Chateau infrastructure to the CDD and allow that amount to be reimbursed. These are presented for ratification since they have already been signed. She stated that she would be happy to answer any questions that they have.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Chateau at Astonia Acquisition Documents, was ratified.

**TENTH ORDER OF BUSINESS****Ratification of Easement Agreement for Lot 119 Retaining Wall**

Ms. Gentry stated that this was pertaining to two lots, Lot 119 and Lot 120, within Astonia Phase 2 and Phase 3 plat. She stated that her understanding was that there would be a retaining wall constructed behind those two lots and a portion of the retaining wall, which is indicated in red on the diagram in the agenda, would be on CDD property. She explained that she had spoken to Mr. Andrade, and he said the plan was to have the CDD take ownership and maintenance of that wall once it's constructed. She noted that they were still finalizing the details on that to work everything out, but they wanted to get authorization from the Board because if that wall is constructed on the property line, the CDD would need an easement in order to access and maintain it. She noted that they would also need easement to construct the portion of the wall that is behind

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CDD property. She stated that she would caveat that this was preliminary, and they were still working out the details with him. She also stated that they wanted to get the Boards thoughts. If the Board approves of it, they want to get their approval on the record so that they can drop the Easement Agreements. Ms. Burns asked if anyone had any questions on the easement. Hearing none,

On MOTION by Mr. Carson, seconded by Mr. Elliott, with all in favor, the Easement Agreement for Lot 119 and Lot 120 Retaining Wall, was ratified.

## **ELEVENTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

Ms. Gentry stated that the legislature did adopt for the year 2024, a new requirement for CDD Supervisors of four hours of ethics training per year. She noted that was four hours total and they didn't have to do four hours for each Board that they were on. She explained that their office would be putting together some materials to help them meet that requirement. There are a lot of free webinars available on the commission on ethics website and their firm would be putting together some CDD targeted materials as well.

### **B. Engineer**

Mr. Hunter stated that one project was still under construction from the civil site developments perspective Chateau. The contractors are essentially done with most of the work that they have to do. Their waiting on power so they can have a lift station start up and there will be some progress from Duke toward the end of this month. He stated that he hoped to have a productive first couple of weeks in August in terms of bringing that project into closure. He concluded his review of updates of the Engineer's Report.

### **C. Field Manager's Report**

Mr. Bailey reviewed the Field Manager's Report. He stated that they had did some sign repairs. They cleared out some debris. They had some landscapers flush cut a few small stumps that were left from trees that had died. He noted that there was electric at the amenity finally. They moved forward with the internet installation there. He explained that on Phase 2 there was the roundabout and a small stretch, indicated on the map, that doesn't have mulch and the red area

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didn't have sod. He just wanted the Board to be aware of that. He stated that he spoke with someone yesterday that said they were planning on putting sod in this red area soon. He also stated that on Astonia north they added some annuals to brighten up the sign so that folks would see it driving down the road. He pointed out that there was one question they had about the Brisbane sign in and Oceania and where the signs were. He explained that he had been throughout the community multiple times in the different roundabouts and none of the roundabouts had street signs. He asked for Board direction on if they wanted them to install the street sign there. After Board discussion, it was decided to pull the plan and see if the signs were on there.

Mr. Carson stated that they had the waterline break in the irrigation from D.R. Horton scrapping their lots in Phase 3, which ran up the irrigation bill at the amenity to \$6,000. They repaired the waterlines and there was a tracer wire that got damaged. They are supposed to come out and get that fixed. He stated that Ms. Burns wanted the water bill to be discussed at the meeting today to figure out how they wanted to proceed in getting that paid because it was D.R. Horton that damaged the lines and didn't say anything to anybody about it, so it was running wide open. Ms. Burns explained that the reason she wanted to bring it up was because normally they would have the attorney assess the letter which would state that they damaged the line, which caused the high-water bill, and they wanted to try and recoup some of those fees. She further explained that she didn't know if the Board had someone that they wanted to approach first before sending an attorney letter. Mr. Carson responded that D.R. Horton admitted to the damage and were getting it repaired. He stated that he could talk with John from D.R. Horton and get their thoughts and see if they agree to it and move forward with their attorneys if they need to. Ms. Gentry stated that she would be happy to help, if needed.

Mr. Bailey stated that he had a few quotes for the amenities. He explained that since he went to the amenity and saw that the pool had been finished and they were adding water to it and figuring out the equipment, they thought it might be wise to get a few quotes to finish out. He explained that they spoke with Prince & Sons to add the amenity to their service. They were going to add 14 mows, 4 fertilizations, pest control and 12 irrigation checks for a total of \$15,639. He added that this was also two months, one in May and one in November, of mulching. There is also a per palm tree fee of \$45. He stated that they also had Resort Pools quote. They gave them two options. There is a three day a week and a six day a week option. The three day a week is at \$2,500 and the six day a week is at \$3,200. He noted that the six day a week was the wise course of action

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with so much building going on and the dirt flow. After Board discussion, it was decided to go with the three day a week option to start off and if they see an issue, they will bump it up to the six day a week option. Mr. Bailey also presented a quote total of \$1,100 a month and \$13,200 per year at three days a week to add two trash cans at Astonia north near the playground, four trash cans on the pool deck, one trash can within the amenities playground and to service the bathrooms. Ms. Burns added that this was within budget.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Prince & Sons Proposal, the Resort Pools Proposal for Three Days a Week and CSS's Proposal, was approved.

Ms. Gentry stated that she saw in the notes that he was doing a conveyance walk through for Phase 2. She asked what their anticipated timeline for getting that turned over to the District. She asked if it was ready now. Mr. Carson responded that it should be this week or next week. He stated that they could go ahead and schedule the walk. Ms. Gentry stated that they could go ahead and tee up acquisition documents and target the next agenda to have those on there. The Board agreed.

#### **D. District Manager's Report**

##### **i. Check Register**

Ms. Burns presented the check register to the Board and asked for approval.

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.

#### **TWELFTH ORDER OF BUSINESS**

#### **Other Business**

There being no comments, the next item followed.



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**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience  
Comments**

There being no comments, the next item followed.

**FOURTEENTH 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

DocuSigned by:

*Brent Elliott*

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Chairman/Vice Chairman