

**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 8, 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
Halsey Carson
Karen Ritchie

Chairman
Vice Chairperson
Assistant Secretary

Also present were:

Jill Burns
Lauren Gentry
Corey Roberts
Bryan Hunter *by Zoom*
Allen Bailey

District Manager, GMS
District Counsel, KVV Law
District Counsel, KVV Law
District Engineer, Hunter Engineering
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

Ms. Burns opened up the public comment period and asked for any comments. An audience member commented about the on-street parking.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the October 11, 2023
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the October 11, 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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Astoria CDD

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the October 11, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Presentation and Approval of Preliminary Supplemental Engineer’s Report for Assessment Area Four Bonds dated October 11, 2023

Mr. Hunter stated this is basically a supplemental report for assessment area four which addresses in more detail the capital improvements needed for Phase 6 which is Pine Point or Pine Tree Trail Townhomes, 168 townhome lots. The report includes an amendment to composite exhibit 7 which is a summary of probable cost and includes a new exhibit 8 which is a legal description of the new assessment area four for Pine Point and the townhomes. It also includes exhibit 9 which is a map depicting all six phases but that has not changed. It is really just a summary describing in more detail assessment area four, the 168-unit townhomes and an update to the cost because we have better information now.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Preliminary Supplemental Engineer’s Report for Assessment Area Four Bonds dated October 11, 2023, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Limited Liability Company Affidavit for Deed for Astoria North

Ms. Burns stated this has already been executed so they are just looking for a motion to ratify that.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Limited Liability Company Affidavit for Deed for Astoria North, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Special Warranty Deed for Astoria North

Ms. Burns asked for a motion to ratify this as well.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Special Warranty Deed for Astoria North, was ratified.

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

Ms. Gentry stated nothing to report other than the bond issuance is being pushed back a bit so will continue to stay on top of that and make sure everything is being done when the time is right.

B. Engineer

Mr. Hunter stated nothing really other than some good news in that all inspections may be completed out at Chateau assessment area three, the 232-unit townhomes for those who are interested. There is still a final administrative closeout but the county has made the second lift station inspection there today and things went well. Ms. Burns asked if there is still landscaping. Mr. Bailey stated yes, they are watching it. Ms. Burns stated they would do a review of it and get a quote to add it to the contract. A Board member asked if everything else is already done in two and three like landscaping and amenities. Mr. Bailey stated they are still in the process of handing over Phase 2 and 3. We walked through a few weeks ago and there were still some punch items that needed to be looked at. He noted some of the vegetation hasn't been getting the irrigation that it is supposed to. He stated they had Prince fix the back flow so the water gets to plants and we don't lose them. There are still a few things that need to be addressed. The dog park for Phase 3 is going in this week or beginning of next week. Ms. Gentry stated they would look at anything that is needed to complete the turnover to the District in the next few weeks or months. She asked if it is assessment area two and three or just three. Ms. Burns stated phase 2 and 3 is assessment area two and assessment area three is the Chateau.

C. Field Manager's Report

Mr. Bailey stated the amenity opening sign has been removed since it has been in place and everyone knows it is accessible. The ponds have been cleaned of construction trash which is an ongoing them to keep up with. The mail kiosk near the amenity center was pressure washed to deal with iron and algae build up. A safety bar in the men's bathroom had come lose so that was reattached. The do not enter signs have been completed. He noted he has had no reports of that road being used since installing the signs. He is waiting for review of the pond bank sod installation and will be out there to check everything on that and see how it is going.

i. Consideration of Proposals for Swing Sets at Playground

- a) Metal Frame**
- b) Wood Frame**

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Mr. Bailey stated the first set is steel and it is \$12,183.60. This would include a barrier and mulch with the swing set. The proposed location is next to the area where the shade currently is. They believe this would fit two swing bays with four swings. The second quote was from a company that uses treated wood. It is in three parts, and altogether comes out to \$13,155.53. This would give a wood barrier mulch and wood framed swing set which would have two swings in it. Ms. Burns stated esthetically and maintenance wise steel would be the way to go. A Board member asked how they would pay for this. Ms. Burns stated based on the cost, we do have the capital reserve transfer that was \$50,000. Board members recommended to not do anything right now.

ii. Consideration of Proposal for Solar Lights at Mail Kiosks

Mr. Bailey stated a resident requested to have solar lights installed at the mail kiosks. There is one at the amenity center and one in Astonia North near the playground. He noted the proposal he set forth is to set two solar lights inside that mail gazebo, one in each corner at Astonia North and the amenity center. The proposal is for \$1,035 for materials and installation and each location would have two sets of lights.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Proposal for Solar Lights at Mail Kiosks, was approved.

D. District Manager's Report

i. Check Register

Ms. Burns presented the check register from September 1st through September 30th totaling \$57,577.01 to the Board and asked for approval.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Check Register totaling \$57,577.01, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial statements through September were included in the package for review. There was no action necessary from the Board. She stated she would be happy to answer any questions anyone might have.

iii. Discussion Regarding Resident Request for Trash Can at Entrance and Dog Waste Stations

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Ms. Burns stated there have been a couple of complaints about trash at the front entrance from kids getting on the bus in the morning and leaving their trash laying around so a resident is requesting a trash can at the entrance. She noted esthetically a trash can at the entrance wouldn't be the best bet and is something they can monitor. She stated the other request was for dog waste stations. She stated generally they recommend putting them near amenity facilities or open tracts and not throughout the community. If the Board is interested in putting them near amenity tracts or in certain areas, they could identify a few areas and bring them back. She noted the cost is usually about \$500 a piece and an ongoing cost to have them emptied. She stated they will see if this is something they want to pursue down the line.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Ms. Burns opened the meeting for questions from the audience.

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

DocuSigned by:

Brent Elliott

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Chairman/Vice Chairman