

**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 10, 2024**, 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, Kilinski Van Wyk
Chris Loy	District Counsel, Kilinski Van Wyk
Bryan Hunter <i>by Zoom</i>	District Engineer, Hunter Engineering
Allen Bailey	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:00 p.m. and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated this is the portion of the agenda for members of the public to provide comments on any agenda items. Ms. Burns noted that there is a separate hearing for the budget adoption and asked members of the public to hold those comments for the budget public hearing.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 8, 2024
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 8, 2024 Board of Supervisors Meeting. She 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 8, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated this public hearing has been advertised in the paper and all landowners in the district have received a mailed notice regarding today's hearing. She asked for a motion to open the public hearing.

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

Ms. Burns gave an overview of the budget. This budget starts October 1, 2024 and runs through September 30, 2025. There are increases in the field and capital reserve categories as several phases are coming online. The per unit proposed assessment for FY2025 would be \$829.74 on the single-family lots which is \$130.82 increase from FY2024. For the townhomes, the assessment amount is \$622.31 which is an increase of \$98.12 annually.

- Resident – Questioned the landscaping increase. Did the CDD get 3 quotes? Ms. Burns noted two new phases are coming on so the landscaping for the common areas in those phases was added to the current year so there is an increase to the scope. It is with the same contractor right now. These phases will be added as they come on line but the Board can terminate and bid at any time. This quote is based on an estimate for when those numbers come in. The Board will determine that at that time.
- Resident – Commented that community landscaping looks atrocious. Ms. Burns noted there are two line items in the budget, one for maintenance and one for improvement/replacements.
- Resident – Main entrance first circle is nicely landscaped, second circle by pool and circle in phase 3 doesn't have that. Difference in irrigation? Ms. Burns noted Allen is getting quotes for landscape to present to the Board.
- Resident – Commented that near the roundabout had water but now no water since February. Ms. Burns asked her to get with Allen after the meeting.

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- Resident – cover the whole lawn in the maintenance? Is that Allen? Ms. Burns noted yes. She asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2024-08 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns stated this is included in the agenda package for review. The preliminary budget that was approved in the notice that was sent and set the cap amount so we cannot go over that amount. This budget does reflect that number.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2024-08 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

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

Ms. Burns stated this public hearing has been advertised and asked for a motion to open the public hearing.

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

Ms. Burns stated this hearing imposes the assessments to be collected on the tax bill based on the budget that was just approved. She asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2024-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated Resolution 2024-09 is included in the package for review. She would be happy to answer any questions. The Board had no questions on the resolution.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2024-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

Ms. Burns stated the Fiscal Year 2024/2025 meeting schedule is included in the agenda package for Board review, and they are suggesting the second Wednesday of the month at 1:00 p.m. at this location.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2024-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2054, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Adoption of Goals and Objectives for the District

Ms. Burns noted there is a statute that requires Boards to adopt goals and objectives for a year. The deadline to adopt those goals and objectives is October 1st. GMS has put together some proposed goals and objectives of the basic functions of a CDD.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns stated the District is required to have an annual independent audit. The report is for FY2023. This was submitted to the state by the June 30th deadline. On page 28 is a report to management that shows it was a clean audit.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Conveyance Documents for Chateau at Astoria Area

Ms. Burns stated these have already been approved by the Chair and recorded so just need a motion to ratify.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Conveyance Documents for Chateau at Astoria Area, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing specific to report.

B. Engineer

Mr. Hunter had nothing to report.

C. Field Manager’s Report

Mr. Bailey presented the Field Manager’s report.

i. Consideration of Proposal to Increase Community Trash Collection Services

Mr. Bailey presented a proposal from CSS to add two additional trash cans which would be an extra \$200 monthly to the contract which would be \$2,400 a year.

- Resident – Lives near mailbox area, if trash cans are full when a thunderstorm or wind comes in, all of that garbage ends up in his back yard. He asked to remove the cans.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Proposal from CSS to Increase Community Trash Collection Services, was approved.

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, Remove the 2 Trash Cans from Mailbox Area, was approved.

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ii. Consideration of Proposal to Install Stop Signs Near Astoria North Entrance

Mr. Bailey presented a proposal from GMS to install two stop signs and thermoplastic strips at designated areas provided by the Engineer for \$2,420. He noted that the cost could be pulled from general maintenance. After Board discussion, this item was tabled.

iii. Consideration of Proposal for Solar Light Installation at Astoria North Entrance

Mr. Bailey presented a proposal from GMS to add two solar lights, one on each side of the entrance at Astoria North for students waiting on the school bus. A Board member suggested contacting Duke to fix the street light to see if that fixes the situation. After Board discussion, this item was tabled.

D. District Manager’s Report

i. Check Register

Ms. Burns presented the check register for review and offered to answer any questions on any of the invoices that were paid, otherwise looking for a motion to approve.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Check Register, were approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial statements were included in the package for review. There is no action necessary from the Board. These are for informational purposes only.

TENTH ORDER OF BUSINESS

Other Business

Ms. Burns asked if there is anything else from the Board. Hearing no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

- Resident – Security guard is allowing alcohol in cups inside the pool. Resident asked for clear plastic containers only at pool. Ms. Burns noted if you see people violating amenity

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policies to email the amenity access email with approximate date and time of incident and the footage will be reviewed and reported. Security guard is told alcohol is not allowed but not instructed to check containers.

- Resident – Security just walks around and greets people. What can he enforce? Ms. Burns noted if he isn't enforcing the rules to email amenity access to report it.

TWLEFTH 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