

**MINUTES OF MEETING
ASTONIA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held **Wednesday, March 19, 2025**, 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 (<i>Resigned during meeting</i>)
Timothy Todd	Chairman (<i>Elected Chairman during meetin</i>)
Halsey Carson	Vice Chairperson
Cody Hatmaker	Appointed as Assistant Secretary
Corey Hatmaker	Appointed as Assistant Secretary
Gary Hatmaker	Appointed as Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Monica Virgen	District Manager, GMS
Katie O’Rourke <i>by Zoom</i>	District Manager, GMS
Chris Loy <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Lauren Gentry <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Tula Haff	Center State
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 and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked if there were any public comments before the meeting started. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 8,
2025 Board of Supervisors Meeting**

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Ms. Burns presented the minutes for the January 8, 2025 Board of Supervisors meeting and asked for any comments, questions, or concerns. The Board had no changes to the minutes.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the January 8, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Organizational Matters****A. Acceptance of Resignation of Brian Walsh (Seat #3) & Milton Andrade (Seat #4)**

Ms. Burns stated they had received two letters of resignation: one from Brian Walsh and another from Milton Andrade. She asked for a motion to accept both of the letters of resignation.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Accepting the Resignation of Brian Walsh (Seat #3) & Milton Andrade (Seat #4), was approved.

B. Appointments to Fill Vacant Board Seat #3 and Vacant Board Seat #4

Ms. Burns stated that two seats, seats #3 and seat #4, were vacant. She asked if anyone had any nominations to fill the seats. For seat #3, Mr. Carson nominated Mr. Cody Hatmaker.

On MOTION by Mr. Carson, seconded by Mr. Todd, with all in favor, Appointing Cody Hatmaker to Seat #3, was approved.

For seat #4, Mr. Carson nominated Mr. Corey Hatmaker.

On MOTION by Mr. Carson, seconded by Mr. Todd, with all in favor, Appointing Corey Hatmaker to Seat #4, was approved.

C. Administration of Oaths to Newly Appointed Supervisors

Ms. Burns stated that she would swear in both Cody and Corey Hatmaker. She administered the oaths of office to both newly appointed Supervisors.

Ms. Burns reviewed Mr. Brent Elliott's resignation from the Board and asked if there was a motion to accept the resignation.

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On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Accepting the Resignation of Mr. Brent Elliott, was approved.

**Mr. Elliott left the meeting at 1:04 p.m.*

Ms. Burns noted there was a vacancy in Seat #2. She asked if there were any nominations to fill the vacancy. Mr. Carson nominated Gary Hatmaker to Seat #2.

On MOTION by Mr. Carson, seconded by Mr. Todd, with all in favor, Appointing Gary Hatmaker to Seat #2, was approved.

Ms. Burns swore in Mr. Gary Hatmaker and administered his oath of office. Ms. Gentry reviewed the Sunshine Law and Public Records law and provided some background information about the CDD.

D. Consideration of Resolution 2025-04 Electing Officers

Ms. Burns stated that they were electing officers because many positions on the Board had changed. She noted that they needed to elect a Chair and a Vice Chair, and then the other three Supervisors would be Assistant Secretaries.

On MOTION by Mr. Carson, seconded by Mr. Todd, with all in favor, Resolution 2025-04 Electing Officers Appointing Timothy Todd as Chairman, Halsey Carson as Vice Chairman, and Corey Hatmaker, Cody Hatmaker, Gary Hatmaker, and Monica Virgen as Assistant Secretaries, was approved.

**Mr. Corey Hatmaker and Gary Hatmaker left the meeting at 1:08 p.m.*

FIFTH ORDER OF BUSINESS

Review and Ranking of Landscape Maintenance Services Proposals Received from Request for Proposals

Ms. Burns stated that seven proposals were received. She noted that they had tripped the bid threshold and had to go through the formal RFP process. She added that all seven responses in full had been sent to the Board members prior to the meeting so they could be reviewed ahead of

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time. The proposals were reviewed, the Board evaluated scoring criteria, and Mr. Bailey reviewed the information in the proposals.

Mr. Bailey stated that the information listed had given them general pricing over a four-year average in the first-year essentials and the prices for the extra services. Mr. Bailey listed the criteria they used to do the evaluation: the proposal, the landscape experience, the qualifying personnel, the machinery, equipment, and manpower, and the cost over four years. Mr. Bailey stated that the Board could accept the rankings and send a notice of intent to award, or the Board could review all the rankings and provide their own score.

Mr. Bailey stated they were looking for a motion to accept the rankings as outlined and authorized staff to send notice of award to Weber who was the #1 ranked proposer.

On a motion by Mr. Carson, seconded by Mr. Todd, with all in favor, Ranking Weber as the #1 Proposer for Landscape Maintenance Services Proposals Received from Request for Proposals, was approved.

SIXTH ORDER OF BUSINESS

Discussion Regarding Overflow Parking Signage

A. Consideration of Proposal for Overflow Parking Signage Material & Installation

Ms. Burns stated the consideration for a proposal for overflow parking, signage, and material installation was being reviewed and discussed. She added that Ms. Virgen had done most of the work and could speak about this item. Ms. Burns stated that because there were assigned parking spots on the roadway track, there wasn't a street parking policy like in other phases. Ms. Burns noted they had trouble with the three parking spaces with people leaving commercial vehicles, overnight trailers, and larger items that had been taking up the spots in areas designed for overflow parking. Ms. Burns asked Ms. Virgen to speak about the current policy and what it allows for.

Ms. Virgen stated that the policy for parking regular vehicles in these overflow lots applied to the rest of the community on the roadways. She noted that the main issue was overnight parking of commercial vehicles, trailers, and the policy was not being enforced because there were no current signages. In the past, the residents didn't have issues parking their commercial vehicles or trailers in these lots. Ms. Virgen added that she could send a mailed notice to the specific phase to inform residents, but she thinks the new signage would be sufficient. She said they want to make

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sure that the residents have notice of the policies. She noted they would begin by implementing towing the vehicle. There was a mailed notice sent for all the other residents in the surrounding phases because they were enforcing single-sided street parking and all of those issues that went along with that. Ms. Virgen stated that the signs will read, "No Overnight Parking of Commercial/Recreational Vehicles. Overnight Hours: 10:00 p.m. to 6:00 a.m." She asked for a motion to approve.

On MOTION by Mr. Carson, seconded by Mr. Todd, with all in favor, the Proposal for Overnight Parking Signage, Material, and Installation, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated that this annual renewal and the contract agreement, the next item, would allow them to get the parcels within the District. Ms. Burns noted they would take one motion to approve these agreement renewals.

EIGHTH ORDER OF BUSINESS

Consideration of 2025 Contract Agreement with Polk County Property Appraiser

Ms. Burns stated there would be one motion to approve item numbers seven and eight.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser and the 2025 Contract Agreement with Polk County Property Appraiser, were approved.

NINTH ORDER OF BUSINESS

Ratification of Event Authorization Form for HOA Event on March 14, 2025

Ms. Burns asked the Board if they recalled that they had previously approved a form authorizing the HOA to host events on CDD property, depending on the type of event and the delegated authority of their staff and the amenities staff for those events. Ms. Burns stated that this was a ratification of their submitted event.

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On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Event Authorization Form for the HOA Event on March 14, 2025, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry informed the Board that they were monitoring what was happening in Tallahassee for the legislative session. She said they kept track of any bills that might impact CDD clients. She noted they were watching a bill that repealed the requirement for reporting goals and objectives that was adopted last year. There was a bill that proposed to increase the dollar amounts of sovereign immunity limitations that had been introduced within the last few years but hadn't passed yet. Ms. Gentry added that a bill would change how assessments are collected on agricultural property, which could impact some of the Districts in their beginning development stages. Ms. Virgen noted that she would have a full report on anything that needed CDD attention.

B. Engineer

Mr. Hunter had nothing specific to report.

C. Field Manager's Report

i. Consideration of Proposal for Dog Waste Stations and Recommended Locations

a) Consideration of Janitorial Proposal for Dog Station Maintenance

Mr. Bailey reported that some poster signs had been removed. He also stated that some of the street signs had come down and had been placed back up. A gate that wasn't closing correctly was repaired. He noted they had added a mesh barrier around the pool mechanics so little hands couldn't reach through. He said that the new foxtail palm had been installed. No idle signs were installed at the north and south entrances where cars were parked to pick up students.

Mr. Bailey reviewed a proposal for four dog stations totaling \$1,900, which would cover the purchase and installation. Mr. Bailey noted that the residents of Astonia North had requested these stations.

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On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Proposal for Dog Waste Stations and Recommended Locations, was approved.

Mr. Bailey noted that adding the four dog stations would increase the monthly janitor fee by around \$200. Ms. Burns stated that they would send the proposal and then amend the janitorial contract to include the four waste stations.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Janitorial Proposal for Dog Station Maintenance, was approved.

ii. Consideration of Proposal for Solar Lights at Mailboxes on Lily Lane

Mr. Bailey stated that this was a resident's request. The resident thought it was too dark at night.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Proposal for Solar Lights at Mailboxes on Lily Lane, was approved.

iii. Consideration of Proposal for Solar Lights at Dog Park

Mr. Bailey presented the proposal for solar lights at the dog park. After a detailed discussion, the Board decided to decline the proposal.

iv. Consideration of Proposal for Plant Replacement on Little Zion Road

Mr. Bailey proposed replacing some plants and making minor adjustments to the pine bark. The total cost of the update was \$3,665. The Board decided to hold off and see what plants come in before considering future adjustments.

v. Consideration of Proposal for Sod Replacement at Dog Park

Mr. Bailey presented the proposal for the sod replacement at the dog park. The Board decided not to take action on this proposal.

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vi. Consideration of Proposal for Astoria North Monument Area Plant Beautification

Mr. Bailey presented the proposal for the beautification of the Astoria North Monument area plant. The Board directed Mr. Bailey to work with Mr. Todd to get quotes for when they review with Weber what their recommendations would be and also directed Mr. Bailey and Mr. Todd to work on the landscape replacement line item to enhance the areas where there were issues.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Authorizing Mr. Todd to Work with Mr. Bailey on Landscaping Proposals, was approved.

D. District Manager's Report

i. Check Register

ii. Balance Sheet & Income Statement

Ms. Burns presented the check register and balance and income statement for the Board. She offered to answer any questions on the invoices; otherwise, she was looking for a motion to approve.

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

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Ms. Burns said they would begin transferring the District to Ms. Monica Virgen. Ms. Burns added that she would be stepping away and bringing Ms. Virgen in on some of the meetings for the next couple of months. Ms. Burns noted that Ms. Virgen would take the lead with some of the residents and some of the issues. She noted that she would still be around, but they may be hearing more from Ms. Virgen than herself.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Timothy Todd

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Chairman/Vice Chairman