

**MINUTES OF MEETING  
ASTONIA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held **Wednesday, April 9, 2025**, at 1:01 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Timothy Todd  
Halsey Carson  
Cody Hatmaker

Chairperson  
Vice Chairperson  
Assistant Secretary

Also present were:

Jill Burns  
Monica Virgen  
Katie O'Rourke  
Chris Loy  
Lauren Gentry *by Zoom*  
Tula Haff  
Bryan Hunter *by Zoom*  
Allen Bailey

District Manager, GMS  
District Manager, GMS  
District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Counsel, Kilinski Van Wyk  
Center State  
District Engineer, Hunter Engineering  
Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll at 1:01 p.m. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 19,  
2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the March 19, 2025 Board of Supervisors meeting. She asked for any comments, questions, or corrections to the minutes. The Board had no changes.

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On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Minutes of the March 19, 2025 Board of Supervisors Meeting, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2025-04 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: August 13, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns stated this will kick off the budget process. A preliminary budget will be approved and then set to the city or county at least 60 days prior to the public hearing date. The suggested date is August 13, 2025 at 1:00 p.m. at this location. The budget is attached to the resolution as exhibit A. The assessment is proposed to stay the same for the upcoming year which would be \$829.74 for single family and \$622.31 for the home lots. This sets the cap. Items can always be brought down. She offered to take any questions or changes. If everyone is okay with this budget, she would just be looking for a motion to approve the resolution and set the public hearing for August 13, 2025 at 1:00 p.m.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Resolution 2025-04 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: August 13, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

Mr. Loy reminded the Board with the new year comes 4-hours of ethics training due by December 2025 and reported on Form-1 by July 1, 2026.

##### **B. Engineer**

Mr. Hunter had nothing to report but offered to take questions.

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

Mr. Bailey presented the Field Manager's Report on page 42 of the agenda package.

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**i. Consideration of Proposal for Astonia North Sign Beam Replacement**

Mr. Bailey presented the Signature proposal to replace one beam on a sign for \$2,950.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Proposal for Astonia North Sign Beam Replacement, was approved.

**ii. Consideration of Proposal from Janitorial Maintenance Vendor to Add weekend Janitorial Services to Current Contract**

Mr. Bailey presented a proposal to add Saturday and Sunday along with the three current days for janitorial services for an extra \$460.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Proposal from Janitorial Maintenance Vendor to Add Weekend Janitorial Services to Current Contract, was approved.

**iii. \*\*ADDED – Consideration to add seasonal additional coverage from Resort Pool Services to annual contract**

Mr. Bailey presented a Resort Pools proposal to adjust the number of days being used. There would be the normal three days except for during Labor Day and Memorial Day, between those two holidays they would add an extra three days. It would go to six days during that timeframe. The cost would be increased from \$2,500 to \$3,000 per month. They would not look to do an increase of 3% for the year and leave this as is and accept it.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Proposal to Add Seasonal Additional Coverage from Resort Pool Services to Annual Agreement, was approved.

**D. District Manager's Report****i. Check Register**

Ms. Burns stated the check register is included in the package for review. She offered to take questions on any of the invoices, otherwise, she is looking for a motion to approve.

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

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**ii. Balance Sheet & Income Statement**

Ms. Burns noted financial statements are included in the package for review. There is no action necessary.

**iii. \*\*ADDED – Consideration of Agreement for HOA events with Astonia North**

Ms. Burns noted the Board approved a form of agreement with the Astonia HOA that authorized our staff to approve events that they may have on CDD property. Astonia North requested to have the same agreement so they can hold HOA events on CDD property.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Agreement for HOA Events with Astonia North HOA, was approved.

Ms. Burns noted a few residents within the past month were upset about their vehicles being towed for commercial usage. Under the policy those vehicles were towed correctly. They have commercial vehicles that were removed by the vendor. Ms. Gentry noted an alternative she has had success with is instead of using the term commercial vehicle, going with language that is targeted toward oversized vehicles. If the Board is interested in seeing the alternative language, she can bring that back to the next meeting. The Board asked to have that language sent out to them a little early so they have time to review it. Ms. Burns stated it will be added to the next agenda. Sign installation will be held until new verbiage is adopted.

Ms. Burns asked for a motion to authorize staff to place an advertisement for a parking public hearing on June 11<sup>th</sup> at 1:00 at this location.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, to Set Parking Public Hearing for June Meeting, was approved.

**SIXTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

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**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

- Requests from Resident Raquel Giovanni read to Board: Entry monument at Phase3, entry gate at Phase 3, cameras at dog park, fence around dry ponds to prevent recreational vehicles from entering.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

Secretary/Assistant Secretary

Signed by:

*Timothy Todd*

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Chairman/Vice Chairman