

**MINUTES OF MEETING
NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the North Boulevard Community Development District was held Thursday, **July 20, 2023** at 10:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Lindsey Roden
Bobbie Henley
Emily Cassidy
Jessica Petrucci

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Meredith Hammock
Maddie Flint
Chace Arrington *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, KVV Law
KVV Law
District Engineer, Dewberry
Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. There were four Board members in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated there were no members of the public in attendance and no members of the public joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 18, 2023
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the May 18, 2023 Board of Supervisor's meeting. The Board had no changes, corrections, or comments on the minutes.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the May 18, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2022 Audit Report**

Ms. Adams stated that this was a voluminous report with lots of data and lots of financial information for the Board members regarding the financial picture for 2022. She noted that the more pertinent sections for Board members to review were the notes that start on page 26. She also noted that the letters to the Board and letters to management were important sections to review. She explained that there were no instances that would constitute a financial emergency and there were no deficiencies in internal controls. She noted that the auditor was asserting that they're conforming with all the standards for the Auditor General. She stated that this was a clean audit and she would be happy to answer any questions should there be any.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-05
Appointing an Assistant Treasurer**

Ms. Adams stated that on page 43 of the agenda packet was the Resolution 2023-05. She explained that this resolution was appointing Darrin Mossing, Sr. as Assistant Treasurer. She explained that Darrin Mossing was the President of GMS and was an accountant by trade. She stated that by having him as an Assistant Treasurer, it allows for a backstop with their accounting team, if there is any transition in the team. It also allows for him to step in during the very busy times of the year and assist with processing the Districts financial records. She explained that this was something that they were recommending across the Board to all their central Florida Districts.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2023-05 Appointing Darrin Mossing, Sr. as an Assistant Treasurer, was approved.

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SIXTH ORDER OF BUSINESS**Consideration of Proposal from All Terrain for Stormwater Repair**

Ms. Adams stated that this was an item that Mr. Tindall had been working with All Terrain Tractor Service, Inc. She explained that All Terrain was a vendor that had been doing work for Community Development Districts in Florida since 2010. She stated that the owner operator was very involved in the business and had successfully completed many of the smaller projects for CDDs that other larger contractors were not willing to take on.

Mr. Tindall presented the proposal from All Terrain for the stormwater repair, which was included in the agenda packet on page 45. The total cost of the proposal is \$14,440. Mr. Tindall stated that All Terrain was the cheapest vendor proposal that they received and was previously one of the more responsive vendors that they reached out to. He felt that the proposal was well within reason as far as the total cost goes. Ms. Adams stated that the total cost for this small District was a relatively expensive repair. She stated that the District did not yet have a buildup of capital reserves nor was there excessive amounts budgeted in their field expenses. She explained that overall, as of the end of May, their overall prorated budget for field expenses was \$102,000 and their actual spending was \$105,000. She further explained that what she had discussed with the District accountant was that they were going to hold back on transfer out of the capital reserve, which is budgeted for \$10,000 because they may need that funding for field expenses this fiscal year.

**Supervisor Emily Cassidy left the room at this time, and this Board action did not include her participation.*

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Proposal from All Terrain for Stormwater Repair, was approved 3-0.

SEVENTH ORDER OF BUSINESS**Discussion of Playground Shade Structure**

Ms. Adams stated that this was on their agenda because of a request. She explained that there was playground in the community that did not have a shade structure. She stated that for all the obvious reasons being in Florida and it being a very sunny environment, they persistently have had requests to consider a shade structure. She noted that a shade structure proposal was presented from a couple of years ago and they were just bringing it back to the Board. She explained that at the time there was no action taken on the proposal. She noted that the quote was from 2021 and

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the amount was \$23,606.84. She stated that they didn't have funding for that in place and they had not built-up capital reserves to any extent. She pointed out that they did have the opportunity to increase assessments in future years, but not for Fiscal Year 2024. She added that they wanted to get some direction from the Board on if they would like to potentially build this into the proposed budget for Fiscal Year 2025.

**Supervisor Emily Cassidy rejoined the meeting, and all future Board action includes her participation.*

Mr. Tindall stated that on page 66 of the agenda packet included photos of the playground for the Board's review. He noted that the shade structure included on page 66 was the one that's recommended to resolve that issue. Mr. Tindall explained that the trees around the playground will provide the playground shade, but it will take time. He added that it would also take time to build up a reserve capital or special assessment to get that shade structure implemented. Ms. Adams stated that the playground equipment was leased, but there was a termination date for that lease agreement. She explained that this could be something that's considered when that lease is paid off, which would open up some funding in the budget for a playground enhancement at that time too. Ms. Adams asked Board members if they would like to revisit this for the proposed budget for Fiscal Year 2025. The Board agreed to revisit this item for the proposed budget for Fiscal Year 2025.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Presentation of Memo Regarding Ethics Training

Ms. Hammock stated that the Florida Legislature passed a new law requiring Ethics Training four hours each calendar year for Supervisors starting January 1, 2024. She explained that they were working on training with her firm that they could present to the Board, maybe in a workshop setting. She stated that they linked the Florida Commission on Ethics within this memo.

B. Engineer

i. Presentation of Annual Engineer's Report

Mr. Arrington stated that per annual review, all the construction to date seemed to be well maintained and in good repair. He noted that they reviewed the budget, and they think it's sufficient. He also noted that they reviewed the current limits of insurance coverage and they

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believed they were adequate for this community. He stated that as per the field report memorandum, there were a few issues of some erosion and vegetation issues, but they were all minor. He added that they would continue working with the field manager to fix these issues. He noted that the photos in the report were dated in May, and they already be solved.

Ms. Adams stated that any of the items that were noted as requiring attention, if they have not already been resolved, would be added to the Field Manager's Report and they would continue to track those each meeting until the issues are completely resolved. She stated that the report was provided to the Trustee in accordance with the Bond Trust Indenture for the bond that North Boulevard issued.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Accepting the Annual Engineer's Report, was approved.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's Report to the Board. He stated that the landscaper had did a good job at keeping everything neat and tidy. He added that the overall consistency in the community had improved since this landscaper took over earlier this year. He briefly reviewed the playground shade structure again. The next item in his review was the site items. It was noted that the damaged pipe was reported, inspected, and an RFP was sent out and the site had been monitored regularly to ensure it did not get worse during the RFP period.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register for May 1, 2023 through July 6, 2023, which totaled \$35,306.80.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the balance sheet and income statement with the Board. No Board action is required.

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NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

DocuSigned by:
Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
Adam Rhinehart
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Chairman/Vice Chairman