

**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 Tuesday, **July 16, 2024** at 11:00 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Adam Rhinehart
Lindsey Roden
Bobbie Henley
Emily Cassidy
Jessica Spencer

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Monica Virgen
Tricia Adams
Meredith Hammock
Marshall Tindall

District Manager, GMS
District Manager, GMS
District Counsel, Kilinski Van Wyk
Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 11:00 a.m. and called the roll. There were five Board members in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen asked for public comments. There were no public comments.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the June 18, 2024
Board of Supervisors Meeting – ADDED**

Ms. Virgen presented the minutes from the June 18, 2024 Board of Supervisor’s meeting. The meeting minutes have been reviewed by District Counsel as well as District management staff.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Minutes of the June 18, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion Regarding Conveyance of Verge Area to Northridge Reserve Homeowners Association and Northridge Estates Homeowners Association

A. Proposal from AJN Surveying

B. Proposal from SurvTech

Ms. Adams stated at the last meeting the Board authorized the purchase agreement would be conveyed from the District to the Homeowners Associations. She added this was a result of numerous conversations and meetings concerning the right of way tree replacement. Both HOAs agreed to take responsibility for the area and relieve the CDD of all responsibility of the verge areas to ensure compliance with the Haines City ordinances. The agreement was developed and is currently being reviewed by attorneys. She added the issue will be resolved before the next meeting, but the budget needs adopting today. The budget can be amended on August 20th since the finalization of the purchase agreements and surveys are not completed.

She presented the two proposals for the legal descriptions to be drafted. She noted AJN was for \$10,400 and SurvTech was for \$121,471. She explained that SurvTech proposed to provide the addition of diagrams and that was the reason for the significant difference in cost. She added District Counsel had reviewed the proposals and agreed the AJN was sufficient for what they needed. She noted they would fully execute once they receive the agreement. They will be able to amend the budget next month before tax roll is sent to the county.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, the Proposal from AJN Surveying, was approved.

FIFTH ORDER OF BUSINESS

Public Hearing

Ms. Virgen stated the public hearing was for adopting the proposed Fiscal Year 2025 budget and certifying an assessment roll. She asked for a motion to open the public hearing.

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On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

Ms. Virgen reviewed the budget for the Board and the audience. The proposed budget for revenues was for \$709,912 for operation and maintenance and will be collected for the 389 units within the North Boulevard CDD. She reviewed the administrative fees and noted they had not changed since presented to the Board.

Ms. Virgen reviewed the field expenditures totaling \$506,143. She noted the right of way tree inspections and tree replacements was driving up the cost. She added this will affect the District if they are not in compliance with Haines City.

Ms. Adams stated once the sale agreement is fully executed by the HOA the budget can be amended at the next Board meeting in August. She added Ms. Hammock recommended if there was a problem with the execution the agreement would include terms for reimbursement to the District.

Ms. Virgen noted there was a proposed transfer of \$72,585 to the capital reserve fund. She added this is for replacing and maintaining District infrastructure. She noted that the debt service funds are reflected in the budget. She stated that the District has two bonds which will pay back the debt service. She added these cannot be modified by the board.

Ms. Virgen asked for public comments at this time.

Public comments included concerns about the PSA completion, and tree fines, and line items. Ms. Adams explained the payment on the bond debts and the 30-year term, the CDD will continue to operate in accordance with Florida statute.

Resident (Ron Orenstein, Northridge Reserve HOA) stated that the HOA is ready to enter into PSA pending agreement completion.

Resident (Andres Romero, Northridge Reserve HOA) confirmed that even if Northridge Estates does not into an agreement Northridge Reserve will not be subject to ROW tree fine.

Resident (Rheah Bridges) stated that there were audio difficulties.

Resident (Lillian Alvarado, 464 Buchanan Dr.) stated that they appreciate the HOAs stepping in to assist. Questioned what happens to the CDD when the bonds are paid off.

Ms. Virgen asked for a motion to close the public hearing.

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On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2024-08 Adopting the Fiscal Year 2025 Budget and Appropriating Funds

Ms. Virgen asked for any further questions and asked for approval of the budget.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2024-08 Adopting the Fiscal Year 2025 Budget and Appropriating Funds, was approved.

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

Ms. Virgen stated the special assessments will fund the budget and will collect funds on property tax roll.

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

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-10 Appointing an Assistant Secretary

Ms. Virgen stated this resolution will appoint her as an assistant secretary and will allow her to sign documents for the District.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2024-10 Appointing Ms. Virgen as an Assistant Secretary, was approved.

**Mr. Rhinehart left the meeting at 12:30 p.m.*

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had no comments.

B. Engineer

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There was no engineer in attendance and there were no comments.

C. Field Manager's Report

Mr. Tindall gave a summary of the field manager's report to the Board.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from June 1, 2024 through June 30, 2024 totaling \$20,809.25. She noted immediately following the check register was the detailed summary. Ms. Virgen asked for approval.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Check Register, totaling \$20,809.24 was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen reviewed the unaudited financials through June 30, 2024. No action is required.

iii. Adopting District Goals and Objectives

Ms. Virgen stated the District was now required to adopt annual goals and objectives by October 1, 2024. She noted with the quick turnaround, GMS has drafted standard goals and objectives based on Florida statute for Board approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer with all in favor, the District Goals and Objectives, was approved.

iv. Approval of Fiscal Year 2025 Meeting Schedule

Ms. Virgen reviewed the fiscal year 2025 meeting schedule which proposes the same as the current year as the 3rd Tuesday of the month at 11:00am.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

v. Reminder: August 20th Meeting Location Change to Lake Alfred Public Library

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Ms. Virgen noted that the August 20th Board of Supervisor meeting will be moved to the Lake Alfred Public Library.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Virgen adjourned the meeting.

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

DocuSigned by:
Monica Virgen
Secretary/Assistant Secretary

Signed by:
Lindsey Roden
Chairman/Vice Chairman