

MINUTES OF MEETING  
HARTFORD TERRACE  
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Hartford Terrace Community Development District was held on Tuesday, June 28, 2022 at 10:00 a.m. at 1115 Aloha Blvd., Davenport, Florida.

Present and constituting a quorum were:

Eric Baker	Chairman
Chris Wrenn <i>by phone</i>	Vice Chairman
Mary Burns	Assistant Secretary
Serena Turke	Assistant Secretary

Also, present were:

George Flint	District Manager, GMS
Tucker Mackie	District Counsel
Ryan Dugan	Kutak Rock
Steve Sanford	Greenberg Traurig
Jason Alligood	District Engineer

*The following is a summary of the discussions and actions taken at the June 28, 2022 Hartford Terrace Community Development District's Organizational Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Mr. Flint called the meeting to order. Three Supervisors were in attendance at the meeting constituting a quorum. Supervisor Wrenn participated by phone.

**B. Public Comment Period**

There were no members of the public present.

**C. Oath of Office**

Mr. Flint conducted the oath of office to the new Supervisors. Mr. Flint noted they would conduct the oath of office for Mr. Wrenn at another time. He added that Mr. Wrenn could participate in discussion, but not vote.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Confirmation of Notice of Meeting**

Mr. Flint noted the meeting notice had been documented properly as required by statutes. These notices ran on June 21<sup>st</sup>.

**B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**

Mr. Flint stated the duties and responsibilities of the officers were provided to them in the agenda packet.

**C. Election of Officers**

**1. Resolution 2022-01 Appointing Officers**

Mr. Flint reviewed the current status of officers with Mr. Baker as Chairman, Mr. Wrenn as Vice Chairman, Ms. Burns, Ms. Turke, and Mr. Bailey as Assistant Secretaries. He noted that himself, George Flint, would serve as Secretary, Jill Burns would serve as Treasurer, and Katie Costa would serve as Assistant Treasurer. Mr. Flint asked if the Board would like to keep these the same. The motion was made to keep the same slate.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-01 Appointing Officers with Mr. Baker as Chair, Mr. Wrenn as Vice Chair, Ms. Burns, Ms. Turke, and Mr. Bailey as Assistant Secretaries, GMS staff of George Flint as Secretary, Jill Burns as Treasurer, and Katie Costa as Assistant Treasurer was approved.

**THIRD ORDER OF BUSINESS**

**Retention of District Staff**

**A. Consideration of Agreement for District Management Services**

Mr. Flint noted that the District Manager will be GMS.

**1. Consideration of Resolution 2022-02 Appointing District Manager**

Mr. Flint stated the agreement form is included with fees for GMS.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-02 Appointing District Manager as GMS, was approved.

**B. Consideration of Agreement for District Counsel Services**

Mr. Flint noted that Kutak Rock Group will be District Counsel.

**2. Consideration of Resolution 2022-03 Appointing District Counsel**

Mr. Flint noted the agreement and fees were included in the packet. Ms. Mackie addressed the Board and asked for any questions. There were no questions.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-03 Appointing District Counsel as Kutak Rock, was approved.

**C. Consideration of Resolution 2022-04 Selection of Registered Agent and Office**

Mr. Flint stated that this would name Tucker Mackie as the Registered Agent and the office in Tallahassee as the Registered Office.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-04 Selection of Registered Agent as Ms. Tucker Mackie and her Office in Tallahassee, 107 West College Avenue, Tallahassee, Florida 32301, as the Registered Office, was approved.

**D. Consideration of Resolution 2022-05 Appointing Interim District Engineer**

Mr. Flint noted the interim engineer would be Kimley Horn Engineering until they could get the bid process in place. Ms. Mackie noted they are still working on the final of the agreement. This will authorize the Chair to execute the final version of the agreement.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-05 Appointing Interim District Engineer as Kimley Horn, was approved.

**E. Consideration of Interim District Engineering Agreement**

Mr. Flint noted the agreement was in the packet. Kimley Horn will serve as the Interim District Engineer.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Authorizing the Chair to Execute the Final Version of The Interim District Engineering Agreement, was approved.

**F. Request Authorization to Issue RFQ for Engineering Services**

Mr. Flint stated he needed a motion to issue the RFQ for engineering services.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Authorization to Issue RFQ for Engineering Services, was approved.

**FOURTH ORDER OF BUSINESS**

**Designation of Meetings and Hearing Dates**

**A. Consideration of Resolution 2022-06 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022**

Mr. Flint suggested the third Thursday of the month at 2:30 p.m. The meeting will be at the same location.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-06 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022 as the third Thursday of the Month at 2:30 p.m. at the same location, was approved.

**B. Consideration of Resolution 2022-07 Designation of Landowner’s Meeting Date, Time, and Location**

Mr. Flint suggested August 18, 2022 at 2:30 p.m. at the same location.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-07 Designation of Landowner’s Meeting Date, Time, and Location for August 18, 2022 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida, was approved.

**C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes**

**1. Consideration of Resolution 2022-08 Setting a Public Hearing to Consider the Proposed Rules of the District**

Mr. Flint suggested this be held in conjunction with the August 18, 2022 meeting at 2:30 p.m.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-08 Setting a Public Hearing to Consider the Proposed Rules of the District for August 18, 2022 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida, was approved.

**D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2022**

**1. Consideration of Resolution 2022-09 Setting the Public Hearing and Approving the Proposed Budget for Fiscal Year 2022**

Mr. Flint proposed they set the date for August 18, 2022 at 2:30 p.m. at the same location. He noted that the budget is included for Board review.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-09 Setting the Public Hearing and Approving the Proposed Fiscal Year 2021/2022 and 2022/2023 Budget for August 18, 2022 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida, was approved.

**2. Approval of the Fiscal Year 2022 Budget Funding Agreement**

Mr. Flint noted this will fund this year's budget with the Developer.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, the Fiscal Year 2021/2022 and 2022/2023 Budget Funding Agreement, was approved.

**3. Consideration of Resolution 2022-10 Setting the Public Hearing and Approving the Proposed Budget for Fiscal Year 2023**

Mr. Flint noted that the resolution approves the proposed budget for Fiscal Year 2023 and sets the public hearing for final adoption. He suggested August 18, 2022 at 2:30 p.m. at the same location for the public hearing.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-10 Setting the Public Hearing for August 18, 2022 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida and Approving the Proposed Budget for Fiscal Year 2023, was approved.

**E. Resolution 2022-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Ms. Mackie reviewed the resolution and noted the county will collect the District’s assessment. Mr. Flint suggested August 18, 2022 at 2:30 p.m. at the same location for this meeting.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessment in Accordance with Section 197.3632, Florida Statutes for August 18, 2022 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida, was approved.

*\*At this time, the Board skipped to Section VII-E*

**FIFTH ORDER OF BUSINESS**

**Other Organizational Matters**

**A. Consideration of Resolution 2022-12 Designating a Qualified Public Depository**

Mr. Flint proposed using Truist (formerly Sun Trust) as the District’s qualified public depository.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-12 Designating a Qualified Public Depository as Truist, was approved.

**B. Consideration of Resolution 2022-13 Authorization of Bank Account Signatories**

Mr. Flint noted the approved signatories would be the Secretary, Treasurer ,and Assistant Treasurer elected today as George Flint, Jill Burns, and Katie Costa.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-13 Authorization of Bank Account Signatories as the Secretary (George Flint), the Treasurer (Jill Burns) and Assistant Treasurer (Katie Costa), was approved.

**C. Consideration of Resolution 2022-14 Relating to Defense of Board Members**

Ms. Mackie explained the resolution. She noted this sets forth a process if there is a lawsuit filed against a Board member. She stated as long as the Board member was working within the scope of their responsibilities, they would be covered legally.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-14 Relating to Defense of Board Members, was approved.

**D. Consideration of Resolution 2022-15 Ratifying District Counsel's Actions in Recording in the Property Records of Polk County the "Notice of Establishment" in accordance with Chapter 190.0485, Florida Statutes**

**1. Notice of Establishment**

Mr. Flint noted this is to ratify the action already noticed.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-15 Ratifying District Counsel Recording the "Notice of Establishment" in the Property Records of Polk County in Accordance with Chapter 190.0486, Florida Statutes, was approved.

**E. Consideration of Resolution 2022-16 Adopting Investment Guidelines**

Mr. Flint noted this would be in accordance with the guidelines established by the state of Florida.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-16 Adopting Investment Guidelines, was approved.

**F. Consideration of Resolution 2022-17 Authorizing Execution of Public Depositor Report**

Mr. Flint noted this authorizes the District Manager or Treasurer to authorize the Public Depositor Report and send to the Treasurer.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-17 Authorizing Execution of Public Depositor Report, was approved.

**G. Consideration of Resolution 2022-18 Designating a Policy for Public Comment**

Mr. Flint stated that this establishes the policy for public comments in a meeting.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-18 Designating a Policy for Public Comment, was approved.

**H. Consideration of Resolution 2022-19 Adopting a Travel and Reimbursement Policy**

Mr. Flint noted this is for travel reimbursement for Supervisors on District business and is in line with Florida statutes.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-19 Adopting a Travel and Reimbursement Policy, was approved.

**I. Consideration of Resolution 2022-20 Adopting Prompt Payment Policy**

Ms. Mackie reviewed the resolution and noted that this is in accordance with Florida statutes and was included in the packet.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-20 Adopting a Prompt Payment Policy, was approved.

**J. Consideration of Resolution 2022-21 Adopting a Records Retention Policy**

Mr. Flint noted this policy is in accordance with Florida statutes and outlines how to maintain records. This resolution and has two options included in the packet. He suggested the Board choose option to retain all records.



On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-21 Adopting a Records Retention Policy To Retain All Records, was approved.

**K. Consideration of Compensation to Board Members**

Mr. Flint stated this is for Board members attending CDD meetings to be compensated at \$200 a meeting for a maximum of 24 meetings per year. All Board members agreed to waive compensation.

**L. Resolution 2022-22 Selecting District Records Office Within Polk County**

Mr. Flint proposed that this item be deferred to the August meeting.

**M. Resolution 2022-23 Designating the Primary Administrative Office and Principal Headquarters of the District**

Mr. Flint proposed this be the GMS offices in Orlando, Florida at 219 E. Livingston Street, and the principal headquarters would be 346 E. Central Ave.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-23 Designating the Primary Administrative Office as 219 E. Livingston, Orlando, Florida, and Principal Headquarters of the District as 346 E. Central Ave., was approved.

**N. Consideration of Website Services Agreement**

Mr. Flint stated the agreement is in the package and is required by statute. This proposal is for creation of the website with ReAlign Web Design and the fee will be \$1,750.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, the Website Services Agreement with ReAlign Web Design for \$1,750, was approved.

**O. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Polk County**

Mr. Flint noted this authorizes GMS to file the report with the county.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Polk County, was approved.

**P. Consideration of Resolution 2022-24 Authorizing Chairperson to Execute Plats, Permits and Conveyances**

Mr. Flint noted this authorizes the Chair to execute these documents when needed.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-24 Authorizing Chair to Execute Plats, Permits, and Conveyances, was approved.

**SIXTH ORDER OF BUSINESS**

**Capital Improvements**

**A. Appointment of Financing Team**

Mr. Flint noted this appoints a financing team.

**1. Bond Counsel**

Mr. Flint noted this would be for Bond Counsel with Greenberg Traurig and the agreement is in the packet. Mr. Sanford will be the Bond Counsel. The fees are contained within the agenda packet.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Appointing Bond Counsel as Greenberg Traurig, was approved.

**2. Underwriter**

Mr. Flint noted the underwriter is a requirement and FMS Bond Specialist would be the investment banker.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Appointing the Underwriter as FMS Bond Specialist, was approved.

**3. Assessment Administrator**

Mr. Flint noted this would be with GMS as designated in the agreement with GMS. No further action is required.

**4. Trustee**

Mr. Flint noted this proposal is in the packet and is with US Bank.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Trustee as US Bank, was approved.

**B. Approval of Financing Team Funding Agreement**

Mr. Flint explained that under the terms of this agreement any funds provided as part of this agreement would be reimbursed under the future bond issuance.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, the Financing Team Funding Agreement, was approved.

**SEVENTH ORDER OF BUSINESS**

**Financing Matters**

**A. Consideration of Master Engineer’s Report**

The report was contained in the packet and has been reviewed by the District Counsel. This report identifies and describes the project and identifies the eligible improvements that could be funded by the District. This total is for \$24,420,000. The par amount is \$29,400,000.

**B. Consideration of Master Assessment Methodology Report**

The report was contained in the packet and has been reviewed by the District Counsel.

**C. Consideration of Resolution 2022-25 Declaring Special Assessments**

Ms. Mackie explained the resolution on declaring special assessments. Mr. Jason Alligood the Interim District Engineer will be at the public hearing for questions.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-25 Declaring Special Assessments, was approved.

**D. Consideration of Resolution 2022-26 Setting a Public Hearing for Special Assessments**

Mr. Flint recommended the public hearing date of August 18, 2022 at 2:30 p.m. at the same location.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-26 Setting a Public Hearing for Special Assessment for August 18, 2022 at 2:30 p.m. in the same location, was approved.

**E. Consideration of Resolution 2022-27 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings**

*\*This was addressed earlier in the agenda.*

Mr. Sanford will serve as Bond Counsel and presented the resolution noting this authorized the validation of these bonds and there was a not-to-exceed amount of \$29,400,000 to finance the infrastructure described in the Engineer’s report. This is a maximum amount and can be issued in one or more series.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2022-27 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved as amended.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

**A. Staff Reports**

**i. Attorney**

Ms. Mackie stated Ryan Dugan is also an attorney joining Kutak Rock and will be assisting with this District. She noted Bond validation is in progress and will keep the Board informed of their progress.

**ii. Manager**

Mr. Flint noted he had nothing further.

**B. Supervisors Requests**

There being none, the next item followed.

**C. Approval of Funding Request No. 1**

Mr. Flint noted this request is in the package for review. This is opening the District's account for liability insurance, legal advertising and website for \$21,750.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Funding Request No. 1 for \$21,750, was approved.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman