

**MINUTES OF MEETING
HARTFORD TERRACE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Hartford Terrace Community Development District was held on Tuesday, **August 18, 2022** at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present and constituting a quorum were:

Chris Wrenn	Chairman
Eric Baker	Vice Chairman
Serena Turke	Assistant Secretary

Also, present were:

George Flint	District Manager, GMS
Tucker Mackie	District Counsel
Ryan Dugan	Kutak Rock
Jason Alligood <i>via Zoom</i>	Kimley-Horn

The following is a summary of the discussions and actions taken at the August 18, 2022 Hartford Terrace Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint administered the oath of office to the newly elected Supervisors.

B. Consideration of Resolution 2022-08 Canvassing and Certifying the Results of Landowners' Election

Mr. Flint stated that the Board sits as the canvassing Board to certify the election results. He noted that they would insert the Landowners' election results into the resolution. He stated that Seat 1 would be Mr. Eric Baker with 100 votes, Seat 2 would be Mr. Chris Wrenn with 100 votes, Seat 3 would be Ms. Mary Burns with 99 votes, Seat 4 would be Serena Turke with 99 votes, and Seat 5 would be Sean Bailey with 99 votes. He noted that Mr. Baker and Mr. Wrenn would serve 4-year terms. He asked if anyone had any questions on this resolution. Hearing none,

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-08 Canvassing and Certifying the Results of Landowners' Election, was approved.

C. Election of Officers

Mr. Flint reviewed the current status of officers with Mr. Wrenn as Chairman, Mr. Baker as Vice Chairman, Ms. Burns, Ms. Turke, and Mr. Bailey as Assistant Secretaries. He noted that he, George Flint, would serve as Secretary, Jill Burns would serve as Treasurer, and Katie Costa would serve as Assistant Treasurer.

D. Consideration of Resolution 2022-29 Electing Officers

Mr. Flint stated that this resolution elected the Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer, and Assistant Treasurer. He noted that they could take each of these offices individually or if a Board member wanted to make a motion to elect a slate of officers, they could do it in one motion.

On MOTION by Mr. Wrenn seconded by Mr. Baker, with all in favor, Resolution 2022-29 Electing Officers with Mr. Wrenn as Chair, Mr. Baker 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.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the June 28, 2022 Meeting

Mr. Flint presented the minutes of the June 28, 2022 Board of Supervisors meeting. He asked for any comments or corrections on those minutes. Hearing none,

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, the Minutes of the June 28, 2022 Board of Supervisors Meeting, was approved.

FIFTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Mr. Flint noted that at the organizational meeting the Board authorized them to issue an RFQ for engineering services. He stated that engineering services fell under the consultants Competitive Negotiation Act, which required them to do a formal RFQ process and to make this election based on qualifications rather than price. He noted that they did advertise the RFQ in the Orlando Sentinel. As a result, they received one response from Kimley-Horn who also served as their current interim District engineer. After discussion of the options, the Board decided to accept the proposal from Kimley-Horn.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Ranking of Proposals for District Engineering Services with Kimley-Horn Ranked #1 and Selection of District Engineer, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-22 Selecting District Records Office Within Polk County

Mr. Flint stated that he would like to defer this again until the next meeting, if the Board was okay with it. He noted that they could use this location on an interim basis if it would be available. He stated that once the project had a clubhouse, they would relocate it there. He noted that in the interim they would insert 1115 Aloha Blvd. Davenport, Florida 33897 into the resolution.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-22 Selecting District Records Office Within Polk County as 1115 Aloha Blvd. Davenport, Florida 33897, was approved.

SEVENTH ORDER OF BUSINESS

Public Hearings

Mr. Flint noted that they had three public hearings. He stated that they had the public hearing to impose assessments, the rule hearing for the 197 hearing, which allowed them to use the tax bill as the collection method, and the budget hearings.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Opening the Public Hearing, was approved.

Mr. Flint noted that there were no members of the public present to provide comment or testimony.

A. Special Assessments

Ms. Mackie stated that they referred to this hearing as the 170-assessment hearing. She noted that this levied the assessments that would provide for the entirety of the improvements identified in the Master Engineer's Report prepared by their interim District engineer, Kimley-Horn. She noted that in advance of the public hearing today, they were required under Florida law to provide mailed notice to all of the landowners within the District. She noted that for the assessments to be valid under the Florida law, they would have to have two criteria met. She further explained that the land subject to the special assessment received a benefit and then that benefit was reasonably a portion amongst the lands that did receive that benefit. She noted that the engineer and methodology consultant were present today to walk through their reports. She explained that the engineer's report would show the benefit so far in the improvements that would benefit the property within Hartford Terrace.

1. Presentation of Engineer's Report

Mr. Alligood stated that this project, Hartford Terrace, was located down Davenport and bordered by U.S. Highway 27 West, Forest Lake Drive on the south, and Holly Hill Road on the east. He stated that within the CDD area is 104.25 acres, which included townhomes, single family

lots, open space common areas, stormwater ponds, and a lift station. He noted that in the existing infrastructure there was water and sanitary sewer available from the city. He also noted that reclaim water was not currently available, but that it could be in the future. He stated that there was a total of 433 single-family units and 84 townhomes in the development. He explained that the CIP would be completed in three phases and would consist of roadways, utilities, stormwater management, landscaping and irrigation improvements, signage, and differential cost for underground electric, and hardscape improvements in District common areas. He also explained that the infrastructure construction commenced in July 2022, and that it was expected to be completed within three years through 2025. He noted that the elements that were under the CDD under table 2 the preliminary capital costs improvements for roadways was \$3,000,000, drainage/earthwork was \$8,400,00, utilities for water was \$1,800,000, utilities for sewer was \$1,750,000, utilities for reclaimed was \$1,300,000, utilities for offsite force main was \$150,000, Forest Lake Road improvements was \$1,800,000, U.S. Highway 27 turn lanes was \$3,500,000, site landscaping and entry features was \$500,000, and 10% contingency (professional fees, etc.) was \$2,220,000, which all totaled to \$24,420,000 anticipated cost. Ms. Mackie asked Mr. Alligood if it was in his professional opinion that all of the estimated costs identified in his Capital Improvement Plan to be financed by the District were reasonable and proper. Mr. Alligood responded yes. Ms. Mackie asked Mr. Alligood if there was any reason that the Capital Improvement Plan could not be carried out by the District at this point. Mr. Alligood responded that he did not believe so.

Ms. Mackie stated that they had been working with Kimley-Horn and the developer to identify platted tracts which should ultimately be in the name of the District and should also be in the name of the HOA. She explained that would also be further delineation when going to ownership and responsibility was to the extent that the HOA would own the amenity and would be responsible for all the site landscaping. She noted that Mr. Flint would briefly walk through the Assessment Methodology Report.

2. Presentation of Assessment Methodology Report

Mr. Flint presented the Master Assessment Methodology that was dated July 21, 2022. He referred to table 1 on page 9 of the report and page 105 of the agenda package. Table 1 showed the development program as indicated in the engineer's report. He explained that as Mr. Alligood indicated, it was a mixture of single-family and townhomes and that there were three different

single-family product types, 40', 50', and 60'. He stated that they had assigned ERU factors to those various product types, which totaled to 517 units and 436 ERUs. Table 2 took Mr. Alligood's cost estimates and infrastructure categories to a total of \$24,420,000 from Mr. Alligood's July 5 report. Table 3 showed the preliminary bond sizing for purposes of the assessment process. He noted that they used some very conservative parameters to give the Board maximum flexibility when they would go to issue bonds. He noted that they were using 6.5% interest rate, 30-year amortization, 12-month capitalized interest, 1 year of max annual debt for debt service reserve, and a 2% underwriters discount that resulted in a par amount of \$29,400,000. Table 4 showed the allocation of benefit by improvement cost. Table 5 showed the par debt per unit for the various product types. Table 6 showed if they were to fund 100% of the eligible improvements as identified in the report under the very conservative parameters, what the per unit net and gross assessments were. He noted that they knew that these were not what would ultimately be levied, but it gave flexibility for when they go to price. Table 7 showed the preliminary assessment roll. He noted that they had attached the legal description of the boundaries of the District representing the 104.25 acres. He asked if anyone had any questions on the report.

Ms. Mackie asked if the land subject to the assessments received special benefit from the Districts Capital Improvement Plan. Mr. Flint responded yes. Ms. Mackie asked if those special assessments were reasonably apportioned among the lands within the District. Mr. Flint responded yes. Ms. Mackie asked if it was reasonable, proper, and just to assess the costs of the Capital Improvement Plan against the lands in the District in accordance with the methodology that resulted in special assessment certified on their roll. Mr. Flint responded yes. Ms. Mackie asked if the benefit was equal to or in excess of the maximum special assessments when allocated as set forth in the methodology. Mr. Flint responded yes. Ms. Mackie asked if it was in the best interest of the District to collect the assessments in the manner set forth in the methodology. Mr. Flint responded yes.

3. Consideration of Resolution 2022-31 Levying Special Assessments

Ms. Mackie stated that this resolution was included in the agenda package for review. She noted that it would approve in final form the engineer's report, the methodology report, and it would provide for the assessment roll as identified in Mr. Flint's report. She noted that she would be happy to answer any questions. Hearing no questions,

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-31 Levying Special Assessments, was approved.

Ms. Mackie stated that the validation hearing for Hartford Terrace was in September. She noted that because of the process that they just concluded, they would now be asking the court to validate that they had gone through all the proper steps to levy the assessments in accordance with Florida law and that they were valid levy assessments. She noted that the date was September 13, 2022 at 3:30 p.m. and it was virtual.

B. Rules of Procedure

i. Consideration of Resolution 2022-32 Adopting the District's Rules of Procedure

Ms. Mackie stated that this resolution was in the agenda package for review. She noted that at the prior meeting of the Board they set the hearing for today, which was required to be held in a public format. She explained that the rules of procedure that were included in the last agenda package had not changed. She noted that the rules that they had seen in the other CDD's would be identical in form to the Rules of Procedure that they were adopting today. She noted that she would be happy to answer any questions. Hearing none,

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-32 Adopting the District's Rules of Procedure, was approved.

C. Uniform Method of Collection

i. Consideration of Resolution 2022-33 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Mackie stated that this public hearing was required in order for the District to move forward with levying and certifying for collection. She noted that they were required to hold a public hearing that required four weeks of advertisement in advance. She noted that this positioned the District to be able to utilize that method, which was one of the most secure ways of doing so in the future.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-33 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

D. Fiscal Year 2022 and 2023 Budget

Mr. Flint stated that they had the budget hearing to consider adoption of the current fiscal year budget which ended on September 30, 2022, and next years Fiscal Year 2023 budget that would run October 1, 2022, through September 30, 2023. He noted that they previously approved proposed budgets and set today's date for the public hearing for their final consideration. He noted that these were just administrative budgets and it contemplated that they would enter into funding agreements. He stated that the funding agreement was approved at the organizational meeting.

i. Consideration of Resolution 2022-34 Adopting the Fiscal Year 2021/2022 Budget and Relating to the Annual Appropriations

Mr. Flint explained that the pro-rated administrative budget for 2022 was \$54,087.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-34 Adopting the Fiscal Year 2021/2022 Budget and Relating to the Annual Appropriations, was approved.

ii. Consideration of Resolution 2022-35 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations

Mr. Flint explained that this would be full 12 months of administrative budget estimated at \$137,860.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-35 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

Mr. Flint asked for a motion to close the public hearings.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Closing the Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie stated that she had nothing additional to report.

B. Engineer

There being none, the next item followed.

C. District Manager’s Report

i. Approval of Proposed Fiscal Year 2023 Meeting Schedule

Mr. Flint noted that they had approval of the annual meeting schedule. He noted that they had prepared a schedule under the assumption that they would meet the third Thursday of each month at 2:30 p.m. He stated that there was a request at the last meeting to evaluate alternative locations for the meetings. He explained that as far as public libraries go, it had to be in Polk County and this area didn’t have public libraries that were approximate to this area or I-4. He stated that they did reach out to various hotels at the 27-I4 interchange. He noted that the Holiday Inn was the only one that could guarantee a room. He stated that it was \$150 for a 1.5-hour block. He stated that if this was something that the Board would like to consider, they could have the meetings going forward at the Holiday Inn or they could continue to have them in their current location if available. After Board discussion, they decided to continue evaluating options for the CDD meeting location and for now they would keep their current location.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Proposed Fiscal Year 2023 Meeting Schedule for the Third Thursday of Each Month at 2:30 p.m. in their Current Location, was approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor’s Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman