

BOYETTE PARK

COMMUNITY DEVELOPMENT DISTRICT

April 22, 2024

BOARD OF SUPERVISORS REGULAR MEETING AGENDA

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Boyette Park Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 15 , 2024

Board of Supervisors
Boyette Park Community Development District

<p><u>ATTENDEES:</u> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>

Dear Board Members:

The Board of Supervisors of the Boyette Park Community Development District will hold a Regular Meeting on April 22, 2024 at 6:00 p.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of March 31, 2024
6. Approval of February 26, 2024 Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Clearview Land Design, P.L.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: June 24, 2024 at 6:00 PM

○ QUORUM CHECK

SEAT 1	JOSHUA YEAROUT	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	DAVID ALLEN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	ROBERT WINDHEUSER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	DAVID PUZZO	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	GREG MURPHY	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

8. Board Members' Comments/Requests
9. Public Comments
10. Adjournment

Should have any questions or concerns, please do not hesitate to contact me directly at (410) 207-1802.

Sincerely,

Kristen Suit
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 943 865 3730

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Boyette Park Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: June 24, 2024
HOUR: 6:00 PM
LOCATION: Hilton Garden Inn Tampa/Riverview/Brandon
4328 Garden Vista Drive
Riverview, Florida 33578

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22ND DAY OF APRIL, 2024.

ATTEST:

**BOYETTE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A

Fiscal Year 2024/2025 Budget

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
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**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ 105,529				\$ 105,529
Allowable discounts (4%)	(4,221)				(4,221)
Assessment levy: on-roll - net	101,308	\$ 99,387	\$ 1,921	\$ 101,308	101,308
Total revenues	101,308	99,387	1,921	101,308	101,308
EXPENDITURES					
Professional & administrative					
Supervisors	3,230	1,600	1,630	3,230	3,230
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	14,750	1,019	13,731	14,750	14,750
Engineering	2,000	-	2,000	2,000	2,000
Audit	4,600	-	4,600	4,600	4,600
Arbitrage rebate calculation*	750	-	750	750	750
Dissemination agent*	1,000	500	500	1,000	1,000
Trustee*	3,750		3,750	3,750	3,750
Telephone	200	100	100	200	200
Postage	500	48	452	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,150	-	1,150	1,150	1,150
Annual special district fee	175	175	-	175	175
Insurance	6,266	6,228	-	6,228	6,266
Contingencies/bank charges	500	972	500	1,472	500
Website hosting & maintenance	705	705	-	705	705
Website ADA compliance	210	210	-	210	210
Tax collector	2,109	1,986	123	2,109	2,111
Total expenditures	90,395	37,793	53,536	91,329	90,397
Excess/(deficiency) of revenues over/(under) expenditures	10,913	61,594	(51,615)	9,979	10,911
Fund balance - beginning (unaudited)	16,296	30,722	92,316	30,722	40,701
Fund balance - ending (projected)					
Assigned					
Working capital	18,270	18,270	18,270	18,270	34,310
Unassigned	8,939	74,046	22,431	22,431	17,302
Fund balance - ending	\$ 27,209	\$ 92,316	\$ 40,701	\$ 40,701	\$ 51,612

*These items will be realized when bonds are issued

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	14,750
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	4,600
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation*	750
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent*	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages</p>	
Legal advertising	1,150
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	6,266
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	500
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Website hosting & maintenance	705
Website ADA compliance	210
Tax collector	2,111
Total expenditures	<u><u>\$ 90,397</u></u>

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2018
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll	\$ 407,925				\$ 407,925
Allowable discounts (4%)	(16,317)				(16,317)
Net assessment levy - on-roll	391,608	\$ 384,483	\$ 7,125	\$ 391,608	391,608
Interest	-	9,406	-	9,406	-
Total revenues	391,608	393,889	7,125	401,014	391,608
EXPENDITURES					
Debt service					
Principal	115,000	-	115,000	115,000	120,000
Interest	269,219	134,609	134,610	269,219	264,159
Tax collector	8,159	7,681	478	8,159	8,159
Total expenditures	392,378	142,290	250,088	392,378	392,318
Excess/(deficiency) of revenues over/(under) expenditures	(770)	251,599	(242,963)	8,636	(710)
Fund balance:					
Beginning fund balance (unaudited)	359,594	374,378	625,977	374,378	383,014
Ending fund balance (projected)	<u>\$358,824</u>	<u>\$625,977</u>	<u>\$ 383,014</u>	<u>\$ 383,014</u>	<u>382,304</u>
Use of fund balance:					
Debt service reserve account balance (required)					(192,056)
Interest expense - November 1, 2025					(132,079)
Projected fund balance surplus/(deficit) as of September 30, 2025					<u>\$ 58,169</u>

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/24			132,079.38	132,079.38	5,270,000.00
05/01/25	120,000.00	4.400%	132,079.38	252,079.38	5,150,000.00
11/01/25			129,439.38	129,439.38	5,150,000.00
05/01/26	125,000.00	4.400%	129,439.38	254,439.38	5,025,000.00
11/01/26			126,689.38	126,689.38	5,025,000.00
05/01/27	130,000.00	4.400%	126,689.38	256,689.38	4,895,000.00
11/01/27			123,829.38	123,829.38	4,895,000.00
05/01/28	135,000.00	4.400%	123,829.38	258,829.38	4,760,000.00
11/01/28			120,859.38	120,859.38	4,760,000.00
05/01/29	140,000.00	5.000%	120,859.38	260,859.38	4,620,000.00
11/01/29			117,359.38	117,359.38	4,620,000.00
05/01/30	150,000.00	5.000%	117,359.38	267,359.38	4,470,000.00
11/01/30			113,609.38	113,609.38	4,470,000.00
05/01/31	155,000.00	5.000%	113,609.38	268,609.38	4,315,000.00
11/01/31			109,734.38	109,734.38	4,315,000.00
05/01/32	165,000.00	5.000%	109,734.38	274,734.38	4,150,000.00
11/01/32			105,609.38	105,609.38	4,150,000.00
05/01/33	175,000.00	5.000%	105,609.38	280,609.38	3,975,000.00
11/01/33			101,234.38	101,234.38	3,975,000.00
05/01/34	180,000.00	5.000%	101,234.38	281,234.38	3,795,000.00
11/01/34			96,734.38	96,734.38	3,795,000.00
05/01/35	190,000.00	5.000%	96,734.38	286,734.38	3,605,000.00
11/01/35			91,984.38	91,984.38	3,605,000.00
05/01/36	200,000.00	5.000%	91,984.38	291,984.38	3,405,000.00
11/01/36			86,984.38	86,984.38	3,405,000.00
05/01/37	210,000.00	5.000%	86,984.38	296,984.38	3,195,000.00
11/01/37			81,734.38	81,734.38	3,195,000.00
05/01/38	220,000.00	5.000%	81,734.38	301,734.38	2,975,000.00
11/01/38			76,234.38	76,234.38	2,975,000.00
05/01/39	235,000.00	5.125%	76,234.38	311,234.38	2,740,000.00
11/01/39			70,212.50	70,212.50	2,740,000.00
05/01/40	245,000.00	5.125%	70,212.50	315,212.50	2,495,000.00
11/01/40			63,934.38	63,934.38	2,495,000.00
05/01/41	260,000.00	5.125%	63,934.38	323,934.38	2,235,000.00
11/01/41			57,271.88	57,271.88	2,235,000.00
05/01/42	275,000.00	5.125%	57,271.88	332,271.88	1,960,000.00

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/42			50,225.00	50,225.00	1,960,000.00
05/01/43	285,000.00	5.125%	50,225.00	335,225.00	1,675,000.00
11/01/43			42,921.88	42,921.88	1,675,000.00
05/01/44	300,000.00	5.125%	42,921.88	342,921.88	1,375,000.00
11/01/44			35,234.38	35,234.38	1,375,000.00
05/01/45	320,000.00	5.125%	35,234.38	355,234.38	1,055,000.00
11/01/45			27,034.38	27,034.38	1,055,000.00
05/01/46	335,000.00	5.125%	27,034.38	362,034.38	720,000.00
11/01/46			18,450.00	18,450.00	720,000.00
05/01/47	350,000.00	5.125%	18,450.00	368,450.00	370,000.00
11/01/47			9,481.25	9,481.25	370,000.00
05/01/48	370,000.00	5.125%	9,481.25	379,481.25	-
Total	5,270,000.00		3,977,762.70	9,247,762.70	

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2025 ASSESSMENTS**

On-Roll					
<u>Product/Parcel</u>	<u>Units</u>	<u>FY 2025 O&M Assessment per Unit</u>	<u>FY 2025 DS Assessment per Unit</u>	<u>FY 2025 Total Assessment per Unit</u>	<u>FY 2024 Total Assessment per Unit</u>
18' TH	73	\$ 254.90	\$ 600.00	\$ 854.90	\$ 854.90
24' TH	75	254.90	600.00	854.90	854.90
30' PV	80	254.90	825.00	1,079.90	1,079.90
50' SF	132	254.90	1,300.00	1,554.90	1,554.90
60' SF	54	254.90	1,525.00	1,779.90	1,779.90
Total	414				

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2024-04

A RESOLUTION OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Boyette Park Community Development District (“District”) is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2024/2025 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Hillsborough County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 22nd day of April, 2024.

Attest:

**BOYETTE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Hilton Garden Inn Tampa/Riverview/Brandon 4328 Garden Vista Drive, Riverview, Florida 33578</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
November 18, 2024	Landowners' Meeting & Regular Meeting	6:00 PM
April 28, 2025	Regular Meeting	6:00 PM
June 23, 2025	Public Hearing & Regular Meeting	6:00 PM

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2024**

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2024**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 92,439	\$ -	\$ 92,439
Investments			
Revenue	-	434,432	434,432
Reserve	-	191,248	191,248
Prepayment	-	295	295
Cost of issuance	-	2	2
Total assets	<u>\$ 92,439</u>	<u>\$ 625,977</u>	<u>\$ 718,416</u>
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Tax payable	\$ 123	\$ -	\$ 123
Total liabilities	<u>123</u>	<u>-</u>	<u>123</u>
 Fund balances:			
Assigned			
Working capital	18,270	-	18,270
Debt service	-	625,977	625,977
Unassigned	74,046	-	74,046
Total fund balances	<u>92,316</u>	<u>625,977</u>	<u>718,293</u>
 Total liabilities and fund balances	<u>\$ 92,439</u>	<u>\$ 625,977</u>	<u>\$ 718,416</u>

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 783	\$ 99,387	\$ 101,308	98%
Total revenues	<u>783</u>	<u>99,387</u>	<u>101,308</u>	98%
EXPENDITURES				
Professional & administrative				
Supervisors	1,600	1,600	3,230	50%
Management/accounting/recording	4,000	24,000	48,000	50%
Legal	954	1,019	14,750	7%
Engineering	-	-	2,000	0%
Audit	-	-	4,600	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	500	1,000	50%
Trustee	-	-	3,750	0%
Telephone	17	100	200	50%
Postage	26	48	500	10%
Printing & binding	42	250	500	50%
Legal advertising	-	-	1,150	0%
Annual special district fee	-	175	175	100%
Insurance	-	6,228	6,266	99%
Contingencies/bank charges	455	972	500	194%
Website maintenance	-	705	705	100%
ADA website compliance	-	210	210	100%
Tax collector	16	1,986	2,109	94%
Total professional & administrative	<u>7,193</u>	<u>37,793</u>	<u>90,395</u>	42%
Excess/(deficiency) of revenues over/(under) expenditures	(6,410)	61,594	10,913	
Fund balances - beginning	98,726	30,722	16,296	
Assigned				
Working capital	18,270	18,270	18,270	
Unassigned	74,046	74,046	8,939	
Fund balances - ending	<u>\$ 92,316</u>	<u>\$ 92,316</u>	<u>\$ 27,209</u>	

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED MARCH 31, 2024**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll - net	\$ 3,031	\$ 384,483	\$ 391,608	98%
Interest	2,383	9,406	-	N/A
Total revenues	<u>5,414</u>	<u>393,889</u>	<u>391,608</u>	101%
EXPENDITURES				
Principal	-	-	115,000	0%
Interest	-	134,609	269,219	50%
Tax collector	61	7,681	8,159	94%
Total debt service	<u>61</u>	<u>142,290</u>	<u>392,378</u>	36%
Excess/(deficiency) of revenues over/(under) expenditures	5,353	251,599	(770)	
Fund balances - beginning	<u>620,624</u>	<u>374,378</u>	<u>359,594</u>	
Fund balances - ending	<u>\$ 625,977</u>	<u>\$ 625,977</u>	<u>\$ 358,824</u>	

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Boyette Park Community Development District held a Regular Meeting on February 26, 2024 at 6:00 p.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578.

Present were:

Joshua Yearout	Chair
Greg Murphy	Vice Chair
Bob Windheuser	Assistant Secretary
David Allen	Assistant Secretary

Others present were:

Kristen Suit	District Manager
Lindsay Whelan (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 6:00 p.m.

Supervisors Yearout, Allen, Windheuser and Murphy, were present. Supervisor Puzzo was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Hillsborough County Supervisor of Elections Conducts the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying

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Period; and Providing for Severability and an Effective Date

• **Seats 4 & 5; November 5, 2024**

Ms. Suit presented Resolution 2024-01 and read the title. Seats 4 and 5, currently held by David Puzzo and Greg Murphy, respectively, will be up for election at the November 2024 General Election.

It was noted that candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida, reside within the CDD and be a registered voter in Hillsborough County. The candidate qualifying period is noon, June 10, 2024 to noon, June 14, 2024.

Ms. Whelan stated that Board Members whose seats will be up for election in the November 2024 General Election and who are interested in remaining on the Board must qualify, in person, with the Supervisor of Elections (SOE) office in order for their name to appear on the ballot.

Ms. Whelan discussed the election process and noted that, if the Supervisors do not register to qualify for the election and no other candidates qualify, the Seat will be declared vacant, subsequent to the General Election, and the Board will have the ability to appoint a successor following the conclusion of the term. She stated that candidates must select and qualify for a particular Seat. She noted that a driver license is suitable identification to confirm address.

On MOTION by Mr. Yearout and seconded by Mr. Murphy with all in favor, Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Hillsborough County Supervisor of Elections Conducts the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating a Date, Time, and Location for Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and

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Providing for Severability and an Effective Date

- **Seat 1; November __, 2024**

Ms. Suit presented Resolution 2024-02.

On MOTION by Mr. Yearout and seconded by Mr. Windheuser, with all in favor, Resolution 2024-02, Designating a Date, Time, and Location of November 18, 2024 at 6:00 p.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578, for a Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Update: Required Ethics Training and Disclosure Filing

- **Sample Form 1/Instructions**

Ms. Whelan presented the Memorandum and discussed the annual requirement for Supervisors to complete four hours of ethics continuing education. The electronic version of the agenda includes links to courses. The Florida Commission on Ethics (COE) and the Office of the Attorney General jointly offer free course options, which are recommended, although other organizations offer courses for a fee. Completion of the requirements by December 31, 2024 will be noted on Form 1 when it is filed electronically in mid-2025. Supervisors are advised to retain records and documentation of course completion.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2024

Ms. Suit presented the Unaudited Financial Statements as of January 31, 2024.

On MOTION by Mr. Windheuser and seconded by Mr. Allen, with all in favor, the Unaudited Financial Statements as of January 31, 2024, were accepted.

110 SEVENTH ORDER OF BUSINESS

Approval of July 24, 2023 Public Hearing
and Regular Meeting Minutes

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113 On MOTION by Mr. Yearout and seconded by Mr. Windheuser, with all in
114 favor, the July 24, 2023 Public Hearing and Regular Meeting Minutes, as
115 presented, were approved.

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118 EIGHTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel: Kutak Rock LLP

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A Board Member asked if non-citizens are eligible to serve on the Board. Ms. Whelan replied no and stated that Board Members must be a U.S. Citizen and a registered voter who resides within the CDD.

124 B. District Engineer: Clearview Land Design, P.L.

125 There was no report.

126 C. District Manager: Wrathell, Hunt and Associates, LLC

- 127 • NEXT MEETING DATE: April 22, 2024 at 6:00 P.M.

- 128 ○ QUORUM CHECK

129 Supervisors Yearout, Windheuser and Murphy confirmed their attendance at the April
130 22, 2024 meeting.

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132 NINTH ORDER OF BUSINESS

Board Members' Comments/Requests

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There were no Board Members' comments or requests.

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136 TENTH ORDER OF BUSINESS

Public Comments

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There were no public comments.

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140 ELEVENTH ORDER OF BUSINESS

Adjournment

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143 On MOTION by Mr. Murphy and seconded by Mr. Yearout, with all in favor, the
144 meeting adjourned at 6:16 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

*Hilton Garden Inn Tampa/Riverview/Brandon
4328 Garden Vista Drive, Riverview, Florida 33578*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
February 26, 2024	Regular Meeting	6:00 PM
April 22, 2024	Regular Meeting	6:00 PM
June 24, 2024	Regular Meeting	6:00 PM