

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

The Board of Supervisors of the Boyette Park Community Development District held a Public Hearing and a Regular Meeting on August 16, 2021 at 10:30 a.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578.

**Present at the meeting, were:**

Timothy Murray	Chair
Mac McCraw	Vice Chair
Thomas Griggs	Assistant Secretary

**Also present, were:**

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC (WHA)
Kristen Suit	Wrathell, Hunt and Associates, LLC (WHA)
Carl Eldred (via telephone)	District Counsel
Chris Fisher (via telephone)	District Engineer
Bob Windheuser	Resident
Dave Allen	Resident
George Bertram	Resident
Anita Poellnitz (via telephone)	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:33 a.m. Supervisors Murray, Griggs and McCraw were present, in person. Supervisor Polasky was not present. One seat was vacant.

Ms. Cerbone noted the upcoming resignation and identified Ms. Poellnitz and another resident who are interested in being appointed to the Board and would attend the next meeting, in person.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consider Appointment of Fill Unexpired Term of Vacant Seat 3, Term Expires November 2022**

Mr. Griggs nominated Mr. Bob Windheuser to Seat 3. No other nominations were made.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the appointment of Mr. Bob Windheuser to fill the unexpired term of Seat 3, was approved.**

**A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be provided in a separate package*)**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Windheuser.

**▪ Acceptance of Resignations and Appointments to the Board**

**These items were an addition to the agenda.**

Ms. Cerbone presented the resignation letter of Mr. Keith Polasky, from Seat 2.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the resignation of Mr. Keith Polasky from Seat 2, was accepted.**

Mr. Griggs nominated Mr. Dave Allen to Seat 2. No other nominations were made.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the appointment of Mr. Dave Allen to fill Seat 2, was approved.**

Ms. Cerbone presented the resignation letter of Mr. Timothy Murray, from Seat 5.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the resignation of Mr. Timothy Murray from Seat 5, was accepted.**

Mr. Griggs nominated Mr. George Bertram to Seat 5. No other nominations were made.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the appointment of Mr. George Bertram to fill Seat 5, was approved.**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Allen and Mr. Bertram.

Ms. Cerbone and Mr. Eldred provided and briefly explained the following items:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
  - a. Form 1: Statement of Financial Interests**
  - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - c. Form 1F: Final Statement of Financial Interests**
- IV. Form 8B – Memorandum of Voting Conflict**
- B. Consideration of Resolution 2021-06 Designating Certain Officers of the District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2021-06. Mr. Griggs nominated the following slate of officers:

Chair	Thomas Griggs
Vice Chair	Mac McCraw
Secretary	Craig Wrathell
Assistant Secretary	Bob Windheuser
Assistant Secretary	Dave Allen
Assistant Secretary	George Bertram
Assistant Secretary	Kristen Suit
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, Resolution 2021-06 Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**A. Proof/Affidavit of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2021-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2021-07. She explained the annual budget preparation, deliberation, public hearing and adoption process and review the proposed Fiscal Year 2022 budget, and the reasons for any adjustments. If the new Supervisors decide to receive compensation, a new "Supervisor" line item would be added to the Fiscal Year 2022 budget and fund balance would be utilized to offset the additional expense.

Ms. Cerbone stated the Engineer's Report and Maintenance Agreement with the HOA would be included on the next agenda for review and to educate the new Board Members who posed questions regarding CDD procedures, whether it would be possible to dissolve the CDD and transfer operations and maintenance (O&M) expenses to the HOA, transferring the roads from the HOA to the CDD to issue bonds due to its tax exempt status, funding an Amenity Center and refinancing. It was noted that the County maintains CDD-funded infrastructure.

**On MOTION by Mr. Griggs and seconded by Mr. McCraw, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Griggs and seconded by Mr. Allen, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Griggs and seconded by Mr. Bertram, with all in favor, Resolution 2021-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**BOYETTE PARK CDD  
FIFTH ORDER OF BUSINESS**

**August 16, 2021**

**Consideration of Resolution 2021-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2021-08.

**On MOTION by Mr. Griggs and seconded by Mr. Windheuser, with all in favor, Resolution 2021-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2020, Prepared by Grau & Associates**

Ms. Cerbone presented the Audited Financial Report for the Fiscal Year Ending September 30, 2020 and noted the pertinent information throughout the Audit. There were no findings, recommendations or instances of noncompliance; it was a clean audit.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2020**

Ms. Cerbone presented Resolution 2021-09.

**On MOTION by Mr. Griggs and seconded by Mr. Bertram, with all in favor, Resolution 2021-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2020, was adopted.**

**BOYETTE PARK CDD  
EIGHTH ORDER OF BUSINESS**

**August 16, 2021**

**Ratification of Devo Seereeram, Ph.D., P.E.,  
LLC, Invoice No. MAR21G-22 for  
Geotechnical Engineering Services**

Ms. Cerbone presented the Devo Seereeram, Ph.D., P.E., LLC, invoice, for geotechnical engineering services, for ratification.

**On MOTION by Mr. Griggs and seconded by Mr. Allen, with all in favor, the Devo Seereeram, Ph.D., P.E., LLC, Invoice No. MAR21G-22 for Geotechnical Engineering Services, in the amount of \$1,865, was ratified.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of June 30, 2021**

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2021.

**On MOTION by Mr. Griggs and seconded by Mr. Windheuser, with all in favor, the Unaudited Financial Statements as of June 30, 2021, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of May 17, 2021 Regular Minutes**

Ms. Cerbone presented the May 17, 2021 Regular Meeting Minutes. She explained that the minutes are transcribed in summary form, not verbatim, and that audio is available upon request.

**On MOTION by Mr. Griggs and seconded by Mr. Allen, with all in favor, the May 17, 2021 Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Hopping Green & Sams, P.A.***

There was no report.

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

There was no report.

Mr. Fisher stated that he replied to the email and asked for the lake location of concern to be circled on the aerial map so that he can inspect it and make a recommendation, if

needed. Ms. Cerbone stated she would provide Mr. Fisher’s contact information to the new Board Members.

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

The two remaining Board Member resignations and new appointments would be presented at the next meeting.

- **NEXT MEETING DATE: September 20, 2021 at 10:30 A.M.**
  - **QUORUM CHECK**

The next meeting will be held September 21, 2021 at 6:00 p.m., instead of September 20, 2021 at 10:30 a.m., if Staff a quorum can be established; otherwise, another date would be selected. It was noted that all District Staff, Ms. Poellnitz and Mr. David Puzzo would attend the next meeting in person.

Ms. Cerbone stated that changing the meeting dates and time and updating the Fiscal Year 2022 Meeting Schedule would be discussed at the next meeting. She felt that three to four meetings a year would be needed and noted that she and Ms. Suit, who is based out of Hillsboro County, would manage and facilitate District meetings.

**TWELFTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

Mr. Griggs welcomed the new Board Members and thanked them for their service.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Griggs and seconded by Mr. Windheuser, with all in favor, the meeting adjourned at 11:45 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair