

BOYETTE PARK

COMMUNITY DEVELOPMENT DISTRICT

November 28, 2022

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

November 21, 2022

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 November 28, 2022, immediately following the adjournment of the Landowners' Meeting scheduled to commence 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. Administration of Oath of Office to Newly Elected Supervisors **[SEATS 1, 2 & 3]** and Appointed Supervisor **[SEAT 5]** *(the following to be provided in a separate package)*
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Chapter 190, Florida Statutes
 - D. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - E. Form 8B – Memorandum of Voting Conflict
4. Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes; and Providing for an Effective Date
5. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

- 6. Consideration of Resolution 2023-03, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; and Providing for an Effective Date
- 7. Acceptance of Unaudited Financial Statements as of October 31, 2022
- 8. Approval of September 26, 2022 Public Hearings and Meeting Minutes
- 9. 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: April 24, 2023 at 6:00 PM

○ QUORUM CHECK

SEAT 1		<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2		<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3		<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

- 10. Board Members' Comments/Requests
- 11. Public Comments
- 12. 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 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 28, 2022, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

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

Section 1. The following individuals are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____	Seat 1	Votes _____
_____	Seat 2	Votes _____
_____	Seat 3	Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named individuals are declared to have been elected for the following term of office:

_____	4 Year Term
_____	4 Year Term
_____	2 Year Term

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER, 2022.

Attest:

**BOYETTE PARK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Meeting Minutes of November 28, 2022 Landowners Meeting

EXHIBIT A

Meeting Minutes of November 28, 2022 Landowners Meeting

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, 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 in Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint the below-recited persons to the offices specified.

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

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

Craig Wrathell is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Kristen Suit is appointed Assistant Secretary

2. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair, Secretary and Assistant Secretaries; however, prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

ADOPTED THIS 28TH DAY OF NOVEMBER, 2022.

ATTEST:

**BOYETTE PARK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE AMENDMENT OF THE GENERAL FUND PORTION OF THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on August 16, 2021, the Board of Supervisors (hereinafter referred to as the “Board”) of the Boyette Park Community Development District (hereinafter referred to as the “District”), adopted a Budget for Fiscal Year 2021/2022; and

WHEREAS, the Board desires to amend the General Fund portion of the budget previously approved for Fiscal Year 2022.

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

Section 1. The Fiscal Year 2021/2022 Budget is hereby amended in accordance with Exhibit “A” attached hereto; and

Section 2. This resolution shall become effective immediately upon its adoption, and shall be reflected in the monthly and Fiscal Year End September 30, 2023 Financial Statements and Audit Report of the District.

PASSED AND ADOPTED this 28th day of November, 2022.

ATTEST:

**BOYETTE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
AMENDED GENERAL FUND BUDGET
FISCAL YEAR 2022**

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
AMENDED GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Actual thru 9/30/2022	Adopted Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	Amended Budget
REVENUES					
Assessment levy: on-roll - net	\$ 86,440	\$ 86,388	\$ (52)	\$ 52	\$ 86,440
Total revenues	<u>86,440</u>	<u>86,388</u>	<u>(52)</u>	<u>52</u>	<u>86,440</u>
EXPENDITURES					
Professional & administrative					
Supervisors	2,584	-	(2,584)	2,584	2,584
Management/accounting/recording	48,000	48,000	-	-	48,000
Legal	12,029	14,750	2,721	(2,721)	12,029
Engineering	645	2,000	1,355	(1,355)	645
Engineering - stormwater analysis	7,500	-	(7,500)	7,500	7,500
Audit	4,600	4,600	-	-	4,600
Arbitrage rebate calculation	500	750	250	(250)	500
Dissemination agent	1,000	1,000	-	-	1,000
Trustee	3,717	3,750	33	(33)	3,717
Telephone	200	200	-	-	200
Postage	795	500	(295)	295	795
Printing & binding	500	500	-	-	500
Legal advertising	7,894	1,150	(6,744)	6,744	7,894
Annual special district fee	175	175	-	-	175
Insurance	5,570	5,800	230	(230)	5,570
Contingencies/bank charges	550	500	(50)	5,160	5,660
Website maintenance	705	705	-	-	705
	210	210	-	-	210
Tax collector	979	1,798	819	-	1,798
Total professional & administrative	<u>98,153</u>	<u>86,388</u>	<u>(11,765)</u>	<u>17,694</u>	<u>104,082</u>
Excess/(deficiency) of revenues over/(under) expenditures	(11,713)	-	11,713	(17,642)	(17,642)
Fund balances - beginning	17,642	29,375	17,642	17,642	17,642
Assigned					
Working capital	18,270	18,270	18,270	18,270	18,270
Unassigned	(12,341)	11,105	11,085	(18,270)	(18,270)
Fund balances - ending	<u>\$ 5,929</u>	<u>\$ 29,375</u>	<u>\$ 29,355</u>	<u>\$ -</u>	<u>\$ -</u>

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
OCTOBER 31, 2022**

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
OCTOBER 31, 2022**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 4,385	\$ -	\$ 4,385
Investments			
Revenue	-	163,706	163,706
Reserve	-	191,530	191,530
Prepayment	-	241	241
Cost of issuance	-	2	2
Due from general fund	-	3,077	3,077
Total assets	<u>\$ 4,385</u>	<u>\$ 358,556</u>	<u>\$ 362,941</u>
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 6,019	\$ -	\$ 6,019
Due to debt service fund	3,077	-	3,077
Accrued taxes payable	15	-	15
Accrued wages payable	200	-	200
Total liabilities	<u>9,311</u>	<u>-</u>	<u>9,311</u>
 Fund balances:			
Assigned			
Working capital	18,270	-	18,270
Debt service	-	358,556	358,556
Unassigned	<u>(23,196)</u>	<u>-</u>	<u>(23,196)</u>
Total fund balances	<u>(4,926)</u>	<u>358,556</u>	<u>353,630</u>
 Total liabilities and fund balances	<u>\$ 4,385</u>	<u>\$ 358,556</u>	<u>\$ 362,941</u>

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED OCTOBER 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 101,308	0%
Total revenues	<u>-</u>	<u>-</u>	<u>101,308</u>	0%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	3,230	0%
Management/accounting/recording	4,000	4,000	48,000	8%
Legal	-	-	14,750	0%
Engineering	-	-	2,000	0%
Audit	-	-	4,600	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	83	1,000	8%
Trustee	-	-	3,750	0%
Telephone	16	16	200	8%
Postage	-	-	500	0%
Printing & binding	42	42	500	8%
Legal advertising	-	-	1,150	0%
Annual special district fee	-	-	175	0%
Insurance	5,988	5,988	6,266	96%
Contingencies/bank charges	22	22	500	4%
Website maintenance	705	705	705	100%
ADA website compliance	-	-	210	0%
Tax collector	-	-	2,109	0%
Total professional & administrative	<u>10,856</u>	<u>10,856</u>	<u>90,395</u>	12%
Excess/(deficiency) of revenues over/(under) expenditures	(10,856)	(10,856)	10,913	
Fund balances - beginning	5,930	5,930	7,358	
Assigned				
Working capital	18,270	18,270	18,270	
Unassigned	(23,196)	(23,196)	1	
Fund balances - ending	<u>\$ (4,926)</u>	<u>\$ (4,926)</u>	<u>\$ 18,271</u>	

**BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED OCTOBER 31, 2022**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 391,608	0%
Interest	579	579	-	N/A
Total revenues	<u>579</u>	<u>579</u>	<u>391,608</u>	0%
EXPENDITURES				
Principal	-	-	110,000	0%
Interest	-	-	273,765	0%
Tax collector	-	-	8,159	0%
Total debt service	<u>-</u>	<u>-</u>	<u>391,924</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	579	579	(316)	
Fund balances - beginning	<u>357,977</u>	<u>357,977</u>	<u>352,953</u>	
Fund balances - ending	<u>\$ 358,556</u>	<u>\$ 358,556</u>	<u>\$ 352,637</u>	

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

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

The Board of Supervisors of the Boyette Park Community Development District held Public Hearings and a Regular Meeting on September 26, 2022 at 6:00 p.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578.

Present at the meeting:

David Puzzo	Chair
Bob Windheuser	Vice Chair
David Allen	Assistant Secretary

Also present:

Kristen Suit (via telephone)	District Manager
Lindsay Whelan (via telephone)	District Counsel
Chris Fisher (via telephone)	District Engineer
Greg Murphy	Supervisor Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 6:02 p.m. Supervisors Windheuser, Puzzo and Allen were present. Supervisors Poellnitz and Bertram were not present. Mr. Windheuser stated that, other than Mr. Murphy, no other members of the were public present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
George Bertram, SEAT 5 (*Term Expires
November 2024*)**

Ms. Suit presented the resignation of Supervisor Bertram from Seat 5.

On MOTION by Mr. Windheuser and seconded by Mr. Allen, with all in favor, the Resignation of Supervisor George Bertram from Seat 5, was accepted.

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FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 5

Mr. Windheuser nominated Mr. Greg Murphy to fill Seat 5. No other nominations were made.

On MOTION by Mr. Windheuser and seconded by Mr. Puzzo, with all in favor, the appointment of Mr. Greg Murphy to fill Seat 5, was approved.

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

As Ms. Suit was not present in person due to the impending hurricane, she will administer the Oath of Office to Mr. Murphy at the November meeting. Mr. Murphy was advised that he cannot vote on today’s matters and he should file Form 1 with the Supervisor of Elections office in the county of his residence.

Ms. Whelan stated she will mail the Supervisors’ binder to Mr. Murphy. She discussed the Sunshine Law and public records requests.

- 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**

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Anita Poellnitz, SEAT 1 (*Term Expires November 2022*)

Ms. Suit presented the resignation of Supervisor Poellnitz from Seat 1.

75 **On MOTION by Mr. Windheuser and seconded by Mr. Allen, with all in favor,**
 76 **the Resignation of Supervisor Anita Poellnitz from Seat 1, was accepted.**

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79 Since a majority of the CDD Board Members also sit on the HOA Board, Ms. Suit
80 suggested advertising the HOA meetings as CDD Workshops to avoid possible Sunshine Law
81 violations. The Board felt that it is an unnecessary expense but might reconsider at the HOA's
82 April 2023 annual meeting.

83

84 **SIXTH ORDER OF BUSINESS** **Consider Appointment to Fill Unexpired**
 85 **Term of Seat 1**
 86

- 87 • **Administration of Oath of Office to Newly Appointed Supervisor**

88 This item was deferred.

89 Mr. Allen stated he will not be attending the November meeting. Ms. Suit stated that
90 since his Seat is up for election, he will need to submit a proxy form if he wants to be elected to
91 the Board and a quorum will need to be established to conduct the meeting.

92 Ms. Whelan gave an overview of the Landowner election process and stated that this
93 will be discussed in further detail during the Thirteenth Order of Business. Subsequently, going
94 forward, the CDD will transition to the General Election process.

95

96 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2022-06,**
 97 **Designating Certain Officers of the District,**
 98 **and Providing for an Effective Date**
 99

100 Ms. Suit presented Resolution 2022-06. Mr. Windheuser nominated the following slate
101 of officers:

102	David Puzzo	Chair
103	Bob Windheuser	Vice Chair
104	Craig Wrathell	Secretary
105	David Allen	Assistant Secretary
106	Greg Murphy	Assistant Secretary
107	Vacant	Assistant Secretary
108	Kristen Suit	Assistant Secretary

109 No other nominations were made. Prior appointments by the Board for Treasurer and
110 Assistant Treasurer remain unaffected by this Resolution.

111

112 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor,**
113 **Resolution 2022-06, Designating Certain Officers of the District, as nominated,**
114 **and Providing for an Effective Date, was adopted.**

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117 **EIGHTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget.**

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120 **A. Affidavit of Publication**

121 The affidavit of publication was included for informational purposes.

121

122 **B. Consideration of Resolution 2022-07, Relating to the Annual Appropriations and**
123 **Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending**
124 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**
125 **Date**

126 Ms. Suit stated the proposed Fiscal Year 2023 budget was unchanged since last
127 presented. She reviewed the On-Roll Assessment Table on Page 6.

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129 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor, the**
130 **Public Hearing was opened.**

131

132

133 No members of the public spoke.

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

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140 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor,**
141 **Resolution 2022-07, Relating to the Annual Appropriations and Adopting the**
142 **Budget for the Fiscal Year Beginning October 1, 2022, and Ending September**
143 **30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,**
144 **was adopted.**

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147 **NINTH ORDER OF BUSINESS**

Public Hearing to Hear Comments and
Objections on the Imposition of Special
Assessments for Operations and
Maintenance for Fiscal Year 2022/2023,
Pursuant to Florida Law

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153 **A. Proof/Affidavit of Publication**

154 **B. Mailed Notice(s)**

155 These items were included for informational purposes.

156 **C. Consideration of Resolution 2022-08, Making a Determination of Benefit and Imposing**
157 **Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and**
158 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for**
159 **Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an**
160 **Effective Date**

161

162 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor, the**
163 **Public Hearing was opened.**

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No members of the public spoke.

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

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Ms. Suit presented Resolution 2022-08 and read the title.

173

174 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor,**
175 **Resolution 2022-08, Making a Determination of Benefit and Imposing Special**
176 **Assessments for Fiscal Year 2022/2023; Providing for the Collection and**
177 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing**
178 **for Amendments to the Assessment Roll; Providing a Severability Clause; and**
179 **Providing an Effective Date, was adopted.**

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182 **TENTH ORDER OF BUSINESS**

Presentation of Audited Financial Report
for Fiscal Year Ended September 30, 2021,
Prepared by Grau & Associates

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184
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186 Ms. Suit presented the Audited Financial Report for the Fiscal Year Ending September
187 30, 2021 and noted the pertinent information throughout the Audit. There were no findings,
188 recommendations, deficiencies on internal control or instances of noncompliance; it was a
189 clean audit.

190 Mr. Puzzo asked if the purpose of the Audit is to ensure proper handling of the CDD
191 accounts by the District Manager. Ms. Suit replied affirmatively. Ms. Suit and Ms. Whelan
192 explained that this an annual statutory requirement; it is not in response to any specific inquiry.

193 Mr. Puzzo asked how often the CDD switches Auditors. Ms. Whelan stated, under
194 statutory requirements, the CDD must go through the Request for Proposals (RFP) process
195 every three to five years and, if the current Auditor is not doing a good job, the Board can
196 choose to go out to RFP any time.

197

198 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-09,
Hereby Accepting the Audited Financial
Report for the Fiscal Year Ended
September 30, 2021**

199

200

201

202

203 Ms. Suit presented Resolution 2022-09.

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205 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor,
206 Resolution 2022-09, Hereby Accepting the Audited Financial Report for the
207 Fiscal Year Ended September 30, 2021, was adopted.**

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210 **TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-10,
Amending the General Fund Portion of the
Budget for Fiscal Year 2021; and Providing
for an Effective Date**

211

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214

215 Ms. Suit presented Resolution 2022-10. This budget amendment is necessary as
216 expenditures exceeded revenues by an overall of \$11,955.

217

218 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor,
219 Resolution 2022-10, Amending the General Fund Portion of the Budget for
220 Fiscal Year 2021; and Providing for an Effective Date, was adopted.**

221

222

223 **THIRTEENTH ORDER OF BUSINESS** **Update: Landowners' Meeting on**
224 **November 28, 2022 at 6:00 PM**

225
226 Ms. Suit stated Ms. Whelan will email the instructions for the Landowners' Meeting.

227 **A. Seats Subject to Election**

- 228 • **Seat 1, currently vacant**
- 229 • **Seat 2, currently held by David Allen**
- 230 • **Seat 3, currently held by Robert Windheuser**

231 **B. Instructions, Proxy and Ballot**

232 These items were included for informational purposes.

233 It was noted that Board Members wishing to retain a Seat on the Board and unable to
234 attend the meeting were advised to execute a proxy form to have someone else vote on their
235 behalf; they can also obtain proxies from other Landowners for the proxy holder to cast votes
236 on their behalf.

237

238 **FOURTEENTH ORDER OF BUSINESS** **Ratification of Stormwater Needs Analysis**

239

240 Ms. Suit presented the Stormwater Management Needs Analysis Report, which included
241 adjustments and modifications discussed at the last meeting. She received confirmation that
242 the County received the Report by the June 30, 2022 due date.

243

244 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor, the**
245 **Stormwater Management Needs Analysis Report, was ratified.**

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247

248 **FIFTEENTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
249 **Statements as of August 31, 2022**

250

251 Ms. Suit presented the Unaudited Financial Statements as of August 31, 2022. A budget
252 amendment for Fiscal Year 2022 will be necessary due to unexpected expenses, such as the
253 preparation of the Stormwater Management Needs Analysis Report, Supervisor fees and Legal
254 Advertising Fees. She expected the overall expenses to exceed budget by approximately
255 \$11,000.

256

257 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor, the**
258 **Unaudited Financial Statements as of August 31, 2022, were accepted.**

259
260
261 **SIXTEENTH ORDER OF BUSINESS**

**Approval of April 25, 2022 Regular Meeting
Minutes**

262
263
264 Ms. Suit presented the April 25, 2022 Regular Meeting Minutes.

265
266 **On MOTION by Mr. Windheuser and seconded by Mr. Puzzo with all in favor,**
267 **the April 25, 2022 Regular Meeting Minutes, as presented, were approved.**

268
269
270 **SEVENTEENTH ORDER OF BUSINESS**

Staff Reports

271
272 **A. District Counsel: *Kutak Rock LLP***

273 There was no report.

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

275 Mr. Fisher stated that the new construction development agreed with Mr. Murphy that
276 one of the mitered end sections in a pond in the southwest corner needed to be repaired. Mr.
277 Murphy stated the repair was completed.

278 A Board Member stated construction of several commercial businesses, a car wash and
279 Pet Store commenced to the right and left of the CDD's entrances on Boyette Road. He asked if
280 the CDD needs to be concerned. Ms. Whelan replied no and suggested Mr. Fisher contact the
281 Project Engineer to confirm that there is no impact to the CDD stormwater system.

282 Mr. Fisher identified the roadway as a County right-of-way (ROW) and stated that the
283 adjacent property stormwater drainage will tie and flow into the CDD northwest corner pond,
284 as designed in the Master Plan. Due to rezoning for a pet store, the permit is not issued yet. He
285 will circulate his findings upon further review of the Master Plan and the Southwest Florida
286 Water Management District (SWFWMD) permits and contacting the Project Engineer.

287 A Board Member asked for ownership of the sidewalks and signage to be correctly
288 defined on the map.

289 Ms. Whelan addressed concerns about the HOA reporting any illicit discharges into the
290 CDD pond to the SWFWMD, as financial and liability responsibilities fall under the Maintenance
291 Agreement with the HOA.

292 Mr. Fisher reviewed the Master Plan and confirmed that the pet store has manholes
 293 tied into the CDD’s manholes and that the swales are built into their design. The roadway also
 294 ties into manholes before it ties into the CDD’s systems. He ask the Developer if a Maintenance
 295 Agreement was specified in the purchase or sale agreement with the owner of the three-acre
 296 outparcel. Anything exceeding three acres will need its own drainage system.

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

298 **I. 595 Registered Voters in District as of April 15, 2022**

299 **II. NEXT MEETING DATE: November 28, 2022 at 6:00 P.M. (Landowners’ Meeting
 300 and Regular Meeting]**

301 **• QUORUM CHECK**

302 Supervisors Murphy, Windheuser and Puzzo confirmed their attendance at the
 303 November 28, 2022 meeting. Staff will establish a quorum closer to the meeting date.

304

305 **EIGHTEENTH ORDER OF BUSINESS**

Board Members’ Comments/Requests

306

307 There were no Board Members’ comments or requests.

308

309 **NINETEENTH ORDER OF BUSINESS**

Public Comments

310

311 There were no public comments.

312

313 **TWENTIETH ORDER OF BUSINESS**

Adjournment

314

315

316 **On MOTION by Mr. Allen and seconded by Mr. Puzzo, with all in favor, the**
 317 **meeting adjourned at 7:12 p.m.**

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319

320

321

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323

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

324
325
326
327
328
329

Secretary/Assistant Secretary

Chair/Vice Chair

BOYETTE PARK
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Dr. Riverview, FL 33578

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
November 28, 2022	Landowners' Meeting and Regular Meeting	6:00 PM
April 24, 2023	Regular Meeting <i>(presentation of FY2024 proposed budget)</i>	6:00 PM
July 24, 2023	Public Hearing and Regular Meeting <i>(adoption of FY2024 budget)</i>	6:00 PM