

# **BOYETTE PARK**

## **COMMUNITY DEVELOPMENT DISTRICT**

**April 24, 2023**

## **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 17, 2023

Board of Supervisors  
Boyette Park Community Development District

<p><b><u>ATTENDEES:</u></b> 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 24, 2023 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 Supervisor David Allen (*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 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
5. Consideration of Resolution 2023-05, Adopting Certain Amendments to the District's Record Retention Policy; Addressing Conflicts and Severability; and Providing for Severability and an Effective Date

- 6. Acceptance of Unaudited Financial Statements as of March 31, 2023
- 7. Approval of Minutes
  - A. November 28, 2022 Landowners' Meeting
  - B. November 28, 2022 Regular Meeting
- 8. 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: July 24, 2023 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

- 9. Board Members' Comments/Requests
- 10. Public Comments
- 11. 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**

**4**

**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 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, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); 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 2023/2024 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: July 24, 2023  
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 24TH DAY OF APRIL, 2023.**

ATTEST:

**BOYETTE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget

**Exhibit A**

Fiscal Year 2023/2024 Budget



**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2
Debt Service Fund Budget - Series 2018	3
Amortization Schedule - Series 2018	4 - 5
Assessment Summary	6

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
<b>REVENUES</b>					
Assessment levy: on-roll - gross	\$ 105,529				\$ 105,529
Allowable discounts (4%)	(4,221)				(4,221)
Assessment levy: on-roll - net	101,308	\$ 99,449	\$ 1,859	\$ 101,308	101,308
Total revenues	101,308	99,449	1,859	101,308	101,308
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Supervisors	3,230	646	2,584	3,230	3,230
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	14,750	1,588	13,162	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	84	416	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,150	1,454	-	1,454	1,150
Annual special district fee	175	175	-	175	175
Insurance	6,266	5,988	-	5,988	6,266
Contingencies/bank charges	500	89	411	500	500
Website hosting & maintenance	705	705	-	705	705
Website ADA compliance	210	210	-	210	210
Tax collector	2,109	1,988	-	1,988	2,109
Total expenditures	90,395	42,377	47,923	90,300	90,395
Excess/(deficiency) of revenues over/(under) expenditures	10,913	57,072	(46,064)	11,008	10,913
Fund balance - beginning (unaudited)	7,358	5,288	62,360	5,288	16,296
Fund balance - ending (projected)					
Assigned					
Working capital	18,270	18,270	18,270	18,270	18,270
Unassigned	1	44,090	(1,974)	(1,974)	8,939
Fund balance - ending	\$ 18,271	\$ 62,360	\$ 16,296	\$ 16,296	\$ 27,209

\* These items will be realized when bonds are issued

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2018  
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
<b>REVENUES</b>					
Assessment levy: on-roll	\$ 407,925				\$ 407,925
Allowable discounts (4%)	(16,317)				(16,317)
Net assessment levy - on-roll	391,608	\$ 384,722	\$ 6,886	\$ 391,608	391,608
Interest	-	6,933	-	6,933	-
Total revenues	391,608	391,655	6,886	398,541	391,608
<b>EXPENDITURES</b>					
<b>Debt service</b>					
Principal	110,000	-	110,000	110,000	115,000
Principal prepayment	-	5,000	-	5,000	-
Interest	273,765	136,883	136,882	273,765	269,219
Tax collector	8,159	7,691	468	8,159	8,159
Total expenditures	391,924	149,574	247,350	396,924	392,378
Excess/(deficiency) of revenues over/(under) expenditures	(316)	242,081	(240,464)	1,617	(770)
Fund balance:					
Beginning fund balance (unaudited)	352,953	357,977	600,058	357,977	359,594
Ending fund balance (projected)	<u>352,637</u>	<u>600,058</u>	<u>359,594</u>	<u>359,594</u>	<u>358,824</u>
Use of fund balance:					
Debt service reserve account balance (required)					(192,056)
Interest expense - November 1, 2024					(132,079)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 34,689</u>

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

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/01/23			134,609.38	134,609.38	5,385,000.00
05/01/24	115,000.00	4.400%	134,609.38	249,609.38	5,270,000.00
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**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
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	-
<b>Total</b>	<b>5,385,000.00</b>		<b>4,246,981.46</b>	<b>9,631,981.46</b>	

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON  
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll					
<u>Product/Parcel</u>	<u>Units</u>	<u>FY 2024 O&amp;M Assessment per Unit</u>	<u>FY 2024 DS Assessment per Unit</u>	<u>FY 2024 Total Assessment per Unit</u>	<u>FY 2023 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
<b>Total</b>	<b>414</b>				

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5**



## RESOLUTION 2023-05

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the Boyette Park Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, on August 21, 2017, the Board of Supervisors of the Boyette Park Community Development District ("**Board**"), adopted Resolution 2017-10 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

**WHEREAS**, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

**WHEREAS**, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

**1. CONFLICTS.** This Resolution is intended to amend, in part, Resolution 2017-10, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2017-10 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**2. AMENDMENT.** The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("**Division**") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum

retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**3. 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.

**PASSED AND ADOPTED** this 24th day of April, 2023.

ATTEST:

**BOYETTE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MARCH 31, 2023**

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MARCH 31, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash	\$ 62,360	\$ -	\$ 62,360
Investments			
Revenue	-	408,526	408,526
Reserve	-	191,248	191,248
Prepayment	-	282	282
Cost of issuance	-	2	2
Total assets	\$ 62,360	\$ 600,058	\$ 662,418
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:	\$ -	\$ -	\$ -
Total liabilities	-	-	-
Fund balances:			
Assigned			
Working capital	18,270	-	18,270
Debt service	-	600,058	600,058
Unassigned	44,090	-	44,090
Total fund balances	62,360	600,058	662,418
Total liabilities and fund balances	\$ 62,360	\$ 600,058	\$ 662,418

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 929	\$ 99,449	\$ 101,308	98%
Total revenues	<u>929</u>	<u>99,449</u>	<u>101,308</u>	98%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	-	646	3,230	20%
Management/accounting/recording	4,000	24,000	48,000	50%
Legal	372	1,588	14,750	11%
Engineering	-	-	2,000	0%
Audit	-	4,600	4,600	100%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	500	1,000	50%
Trustee	-	-	3,750	0%
Telephone	16	100	200	50%
Postage	23	84	500	17%
Printing & binding	42	250	500	50%
Legal advertising	-	1,454	1,150	126%
Annual special district fee	-	175	175	100%
Insurance	-	5,988	6,266	96%
Contingencies/bank charges	13	89	500	18%
Website maintenance	-	705	705	100%
ADA website compliance	-	210	210	100%
Tax collector	19	1,988	2,109	94%
Total professional & administrative	<u>4,568</u>	<u>42,377</u>	<u>90,395</u>	47%
Excess/(deficiency) of revenues over/(under) expenditures	(3,639)	57,072	10,913	
Fund balances - beginning	65,999	5,288	7,358	
Assigned				
Working capital	18,270	18,270	18,270	
Unassigned	44,090	44,090	1	
Fund balances - ending	<u>\$ 62,360</u>	<u>\$ 62,360</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 MARCH 31, 2023**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 3,595	\$ 384,722	\$ 391,608	98%
Interest	1,823	6,933	-	N/A
Total revenues	<u>5,418</u>	<u>391,655</u>	<u>391,608</u>	100%
<b>EXPENDITURES</b>				
Principal	-	-	110,000	0%
Principal prepayments	-	5,000	-	N/A
Interest	-	136,883	273,765	50%
Tax collector	72	7,691	8,159	94%
Total debt service	<u>72</u>	<u>149,574</u>	<u>391,924</u>	38%
Excess/(deficiency) of revenues over/(under) expenditures	5,346	242,081	(316)	
Fund balances - beginning	<u>594,712</u>	<u>357,977</u>	<u>352,953</u>	
Fund balances - ending	<u>\$ 600,058</u>	<u>\$ 600,058</u>	<u>\$ 352,637</u>	

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**A**



**DRAFT**

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

The Boyette Park Community Development District held a Landowners' Meeting on November 28, 2022 at 6:00 p.m., at the Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Drive, Riverview, Florida 33578.

**Present were:**

Kristen Suit	District Manager
Lindsay Whelan (via telephone)	District Counsel
Bob Windheuser	Landowner
Greg Murphy	Landowner
Joshua Yearout	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 6:01 p.m.

**SECOND ORDER OF BUSINESS**

**Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**THIRD ORDER OF BUSINESS**

**Election of Chair to Conduct Landowners' Meeting**

Ms. Suit served as Chair to conduct the Landowners' Meeting.

**FOURTH ORDER OF BUSINESS**

**Election of Supervisor [SEATS 1, 2 & 3]**

**A. Nominations**

The following nominations were made:

Seat 1	Joshua Yearout
Seat 2	David Allen
Seat 3	Robert Windheuser

38 No other nominations were made.

39 **B. Casting of Ballots**

40 **I. Determine Number of Voting Units Represented**

41 Two voting units were represented.

42 **II. Determine Number of Voting Units Assigned by Proxy**

43 No voting units were assigned by proxy.

44 Each Landowner is eligible to cast up to two votes per Seat.

45 Mr. Robert Windheuser cast the following votes:

46 Seat 1 Joshua Yearout 1 vote

47 Seat 2 David Allen 1 vote

48 Seat 3 Robert Windheuser 1 vote

49 Mr. Greg Murphy cast the following votes:

50 Seat 2 David Allen 1 vote

51 Seat 3 Robert Windheuser 1 vote

52 **C. Ballot Tabulation and Results**

53 Ms. Suit reported the following ballot tabulation, results and term lengths.

54 Seat 1 Joshua Yearout 1 vote 2-year Term

55 Seat 2 David Allen 2 votes 4-year Term

56 Seat 3 Robert Windheuser 2 votes 4-year Term

57

58 **FIFTH ORDER OF BUSINESS**

**Landowners' Questions/Comments**

59

60 There were no Landowners' questions or comments.

61

62 **SIXTH ORDER OF BUSINESS**

**Adjournment**

63

64 There being nothing further to discuss, the meeting adjourned at 6:04 p.m.

65

66

67

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

68  
69  
70  
71  
72  
73

---

Secretary/Assistant Secretary

---

Chair/Vice Chair

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**B**

**DRAFT**

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

The Board of Supervisors of the Boyette Park Community Development District held 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.

**Present were:**

Bob Windheuser	Vice Chair
Greg Murphy	Assistant Secretary
Joshua Yearout	Supervisor-Elect

**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 6:05 p.m.  
Supervisors Windheuser and Murphy and Supervisor-Elect Yearout, were present.  
Supervisor Puzzo and Supervisor-Elect Allen were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**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)**

38 Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of  
39 Office to Mr. Murphy, who was appointed at the last meeting, and Mr. Robert Windheuser and  
40 Mr. Joshua Yearout, who were elected at the Landowners’ Election.

41 Ms. Suit and Ms. Whelan briefly explained the following and urged the Board Members  
42 to keep their personal and CDD-related emails, files, etc., separate from each other and to  
43 avoid communicating with each other about CDD-related matters outside of a meeting:

- 44 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 45 **B. Membership, Obligations and Responsibilities**
- 46 **C. Chapter 190, Florida Statutes**
- 47 **D. Financial Disclosure Forms**
  - 48 **I. Form 1: Statement of Financial Interests**
  - 49 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - 50 **III. Form 1F: Final Statement of Financial Interests**
- 51 **E. Form 8B – Memorandum of Voting Conflict**

52

53	<b>FOURTH ORDER OF BUSINESS</b>	<b>Consideration of Resolution 2023-01,</b>
54		<b>Canvassing and Certifying the Results of</b>
55		<b>the Landowners’ Election of Supervisors</b>
56		<b>Held Pursuant to Section 190.006(2),</b>
57		<b>Florida Statutes; and Providing for an</b>
58		<b>Effective Date</b>

60 Ms. Suit presented Resolution 2023-01 and reported the results of the Landowners’  
61 Election, as follows:

62	Seat 1	Joshua Yearout	1 vote	2-year Term
63	Seat 2	David Allen	2 votes	4-year Term
64	Seat 3	Robert Windheuser	2 votes	4-year Term

65

66 **On MOTION by Mr. Windeheuser and seconded by Mr. Murphy, with all in**  
 67 **favor, Resolution 2023-01, Canvassing and Certifying the Results of the**  
 68 **Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2),**  
 69 **Florida Statutes; and Providing for an Effective Date, was adopted.**

70

71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date**

Ms. Suit presented Resolution 2023-02. Mr. Windeheuser nominated the following:

- |                     |                    |
|---------------------|--------------------|
| Chair               | Joshua Yearout     |
| Vice Chair          | Greg Murphy        |
| Secretary           | Craig Wrathell     |
| Assistant Secretary | Robert Windeheuser |
| Assistant Secretary | David Allen        |
| Assistant Secretary | David Puzzo        |
| Assistant Secretary | Kristen Suit       |

No other nominations were made.

Prior appointments made by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Windeheuser and seconded by Mr. Murphy, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**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**

Ms. Suit presented Resolution 2023-03. It is necessary to amend the Fiscal Year 2022 budget to account for unanticipated and unbudgeted expenses incurred during the fiscal year.

**On MOTION by Mr. Murphy and seconded by Mr. Windeheuser, with all in favor, 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, was adopted.**

107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2022**

Ms. Suit presented the Unaudited Financial Statements as of October 31, 2022.

**On MOTION by Mr. Yearout and seconded by Mr. Murphy, with all in favor, the Unaudited Financial Statements as of October 31, 2022, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of September 26, 2022 Public Hearings and Regular Meeting Minutes**

Ms. Suit presented the September 26, 2022 Public Hearings and Regular Meeting Minutes.

**On MOTION by Mr. Murphy and seconded by Mr. Windheuser with all in favor, the September 26, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

There was no report.

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

There was no report.

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

- **NEXT MEETING DATE: April 24, 2023 at 6:00 P.M.**
- **QUORUM CHECK**

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.



143 **ELEVENTH ORDER OF BUSINESS**

**Public Comments**

144

145           There were no public comments.

146

147 **TWELFTH ORDER OF BUSINESS**

**Adjournment**

148

149

150           **On MOTION by Mr. Murphy and seconded by Mr. Yearout, with all in favor, the**  
151           **meeting adjourned at 6:26 p.m.**

152

153

154

155

156

157

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

158  
159  
160  
161  
162  
163

---

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*

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