

**MINUTES OF MEETING
FOREST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Forest Lake Community Development District was held Wednesday, **January 29, 2020** at 1:33 p.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Matthew Cassidy	Assistant Secretary
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Michelle Rigoni	Hopping Green & Sams
Dennis Wood <i>via phone</i>	Wood & Associates Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were five members present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for any public comments. There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns swore in Mr. Heath, Ms. Schwenk, Mr. Marone, Mr. Cassidy and Mr. Rhinehart.

B. Consideration of Resolution 2020-27 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns noted that the results of the Landowners' Election were four-year terms for Mr. Heath and Ms. Schwenk, and two-year terms for Mr. Marone, Mr. Cassidy, and Mr. Rhinehart.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-27 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns noted that at the last meeting they elected Rennie Heath as Chairman, Lauren Schwenk as Vice Chairman, and Matthew Cassidy, Patrick Marone, and Andrew Rhinehart as Assistant Secretaries. Ms. Burns was also elected as Secretary and George Flint was elected as Assistant Secretary. The board chose to keep the same slate of officers.

D. Consideration of Resolution 2020-28 Electing Officers

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-28 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the December 17, 2019 Meeting

Ms. Burns asked for any comments, questions, or changes to the December 17, 2019 meeting minutes. The board had no changes.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the December 17, 2019 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

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

i. Presentation of Engineer's Report

Ms. Burns confirmed that the proper notices were made for the public hearings in accordance with Florida laws. Mr. Wood noted Forest Lake was approximately 117.53 acres within Polk County. They are predicted to have 574 single family lots. Mr. Wood noted the

Engineer's Report addresses all the infrastructure needed to construct the subdivision. There are three phases planned for construction. Phase 1 consists of 203 lots, Phase 2 consists of 185 lots, and Phase 3 consists of 186 lots, for a total of 574 lots. The Phase 1 total cost is \$4,988,500. The Phase 2 total cost is \$3,938,000. The Phase 3 total cost is \$4,248,200. The total of the three phases and all 574 lots is \$13,174,700.

Ms. Rigoni asked Mr. Wood if the cost estimates in the Engineer's Report were reasonable, just, and proper for the type and scope of the project. Mr. Wood answered yes. Ms. Rigoni asked Mr. Wood if he was aware of any reasons to believe the project could not be carried out by the district. Mr. Wood answered no.

ii. Presentation of Assessment Methodology

Ms. Burns reviewed the methodology and noted that the report allocates the debt to properties based on the benefit they receive from the Capital Improvement Plan. The assessment report will be supplemented with at least one more Supplemental Methodology that will reflect the actual terms of the bonds at the time they are issued.

Ms. Burns reviewed the tables. Table 1 outlines units, and states that there are 574 units of similar size. The ERU for all 574 lots is 1. Table 2 shows the Capital Improvement Plan and outlines the costs that Mr. Wood reviewed in his report. Table 3 shows the bonds sizing of \$17,250,000 in order to generate the construction funds necessary to build the improvements in Table 2. Table 4 shows the improvement cost per unit. Table 5 shows the par debt per unit which is \$30,052 for each of the 574 units. Table 6 shows the Net and Gross Annual Debt Assessments per unit. The estimated Gross Annual Assessment Amount per unit is \$2,348, which includes the collection fees for early payment discounts for Polk County. Table 7 is the Preliminary Assessment Roll and it shows the owner and property ID's. Ms. Burns asked for any questions on the report, the board had none.

Ms. Rigoni asked Ms. Burns if the lands subject to the Special Assessments receive special benefits from the district's Capital Improvement Plan, and Ms. Burns answered yes. Ms. Rigoni asked if the special benefits the lands receive is equal to, or in excess of, the Special Assessments. Ms. Burns answered yes. Ms. Rigoni asked if the Special Assessments were reasonably and fairly apportioned among the lands within the district subject to those Special Assessments. Ms. Burns answered yes. Ms. Rigoni asked if it was reasonable, proper, and just to assess the costs of the

infrastructure improvements against the lands within the district in accordance with the methodology. Ms. Burns answered yes, it is. Ms. Rigoni asked if it was in the best interest of the district that the Special Assessments be levied and collected in accordance with the methodology. Ms. Burns answered yes.

Ms. Burns asked for any public comments. Hearing none, the next item followed.

iii. Consideration of Resolution 2020-29 Levying Special Assessments

Ms. Rigoni explained that Resolution 2020-29 levies the Special Assessments. Section 1 sets forth the board's authority to adopt the resolution including taking on the project. Section 2 makes certain findings, including findings made at the public hearing that took place today. Section 3 authorizes the district's project for construction and acquisition of the infrastructure improvements as set forth in the Engineer's Report. Section 4 sets forth the estimated costs of the project. Section 5 equalizes, approves, confirms, and levies the Special Assessments. Section 6 addresses the finalization of the Special Assessments once the project has been completed. Section 7 provides for the payment and collection of the Special Assessments. Section 8 provides for application of true-up payments in certain circumstances when true-up may be required. Section 9 provides that certain property owned by HOA's, POA's, and governments are exempt from the Special Assessments. Section 10 provides for the recording of an Assessment Notice, which will be presented after the resolution.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-29 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments

Ms. Burns stated this notice will be recorded to show there is a governmental lien on the lands within the district.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Notice of Special Assessments and Authorization for Staff to Record the Notice, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on Adoption of District Rules of Procedure

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

Ms. Burns confirmed that proper notices of rule development and rulemaking were published in accordance with Florida law.

i. Consideration of Resolution 2020-30 Adopting the Rules of Procedure

Ms. Burns presented Resolution 2020-30 and noted that the rules had not changed since the board saw them at the prior meeting. Ms. Burns asked for any questions from the board, the board had no questions. Ms. Burns also asked for any public comments, hearing none.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2020-30 Adopting the Rules of Procedure, was approved.

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

C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non Ad-Valorem Assessments

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

Ms. Burns confirmed proper notices were provided for the Uniform Method public hearing in accordance with Florida law.

i. Consideration of Resolution 2020-31 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns presented Resolution 2020-31 and noted that this would allow the district to use the Polk County tax bill to collect assessments. It does not obligate them to do so until they are ready.

On MOTION by Mr. Cassidy, seconded by Mr. Heath, with all in favor, Resolution 2020-31 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

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

SIXTH ORDER OF BUSINESS

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

Ms. Burns stated that they received one proposal from Wood & Associates, and she suggested ranking them #1 in accordance with the evaluation criteria.

On MOTION by Mr. Heath, seconded by Mr. Cassidy, with all in favor, Ranking Wood & Associates #1 and Authorization for Staff to send a Notice of Intent to Award, Authorization for Counsel to Draft the Agreement, and Authorization for the Chairman to Sign the Form of Agreement once Drafted, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Website Services Agreement

Ms. Burns noted the board had previously approved the quote at the last meeting, this was the form of agreement that needed approval.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Website Services Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of 2020 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this is an agreement that they send for all districts. It is related to not disclosing exempt parcels.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the 2020 Data Sharing and Usage Agreement with the Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni noted that the bond validation was scheduled to be held on February 26th at 10:45 a.m.

B. Engineer

Mr. Wood had nothing further to report.

C. District Manager's Report

Ms. Burns had nothing further to report.

TENTH ORDER OF BUSINESS

There being none, the next item followed.

Other Business

ELEVENTH ORDER OF BUSINESS

There being none, the next item followed.

Supervisors Requests and Audience Comments

TWELTH ORDER OF BUSINESS

Ms. Burns adjourned the meeting at 1:45 p.m.

Adjournment

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the meeting was adjourned at 1:45 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman