

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **October 26, 2022** at 10:21 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chair
Chuck Cavaretta <i>by Zoom</i>	Assistant Secretary
Daniel Arnette	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Rey Malave	District Engineer, Dewberry
Roy Van Wyk	District Counsel, KE Law

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

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

Ms. Burns swore in Ms. Schwenk, Mr. Rhinehart, and Mr. Arnette. Mr. Heath and Mr. Cavaretta will be sworn in at a future meeting.

B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated that Mr. Heath and Ms. Schwenk would serve four-year terms. Mr. Arnette, Mr. Cavaretta, and Mr. Rhinehart would serve two-year terms.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated that previously Mr. Heath was Chairman, Ms. Schwenk was Vice Chairperson and the other three Supervisors were Assistant Secretaries. Ms. Burns was Secretary and Mr. George Flint was an Assistant Secretary.

D. Resolution 2023-02 Electing Officers

The Board elected to keep the officers the same.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2023-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 24, 2022 Organizational Meeting

Ms. Burns presented the August 24, 2022 organizational meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Minutes of the August 24, 2022 Organizational Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted that this public hearing had been advertised in the paper and they had sent mailed notice to all property owners within the community. Ms. Burns asked for a motion to open the public hearing.

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

i. Presentation of Engineer's Report

Mr. Malave noted that they had done a final revision to the report. Bradbury is located within Haines City in Florida and consists of approximately 210 acres with approximately 811 proposed residential units. There is a recreational facility, parks, and associated infrastructure. The ordinance was approved by the city on August 18, 2022. Shown on the tables, the breakdown of the acreage of the 210 and number of units between 42' and 52' proposed for the project. The report provides a description of all the proposed capital improvements to serve the community and I will note that the improvements are necessary for the development of the lands and provide a benefit to all the residents that would be living in this development. It includes roadways, wastewater facilities, some offsite improvements as well as amenities, parks, entry features, and ungrounding of the electric facilities and the processing and approvals of all of the development. As shown in the tables at the end of the report, there is a breakdown of all the proposed costs for the proposed capital improvement projects. The total for that is \$25,813,764.90 broken out between the various components of the infrastructure. Mr. Malave stated that this estimate is based on current costs and they believe that it can be built with these amounts of dollars. He asked for any questions on the report.

Mr. Van Wyk asked Mr. Malave to confirm that all these improvements are necessary for the development and use and enjoyment of the lands, and Mr. Malave stated that was correct. Mr. Van Wyk asked if the costs outlined are reasonable for the types of projects that are in the report, Mr. Malave answered yes. Mr. Van Wyk asked if there was any reason the District would not be able to complete the improvement plan as outline in the report, and Mr. Malave stated that he did not see any reason why they would not be able to.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Engineer's Report, was approved.
--

ii. Presentation of Assessment Methodology

Ms. Burns noted that this assessment report allocates debt to properties based on the special benefit each receives from the District's Capital Improvement Plan that Rey just reviewed. This assessment report will be supplemented with an additional Supplemental Methodology Report that will reflect the actual terms and conditions at the time of issuance of each of the series of bonds.

Table 1 shows the development program, there are two product types, a 42' single family and a 52' single family. There are a total of 811 units. The 42' lot has been assigned an ERU of .8

and the 52' lot has an ERU of 1.0. Table 2 shows the cost estimate from the Engineer's report of \$25,813,765. Table 3 shows an estimated bond sizing of \$31,475,000. Table 4 breaks down the improvement cost per unit and Table 5 shows the par debt per unit. For the single family 42' lot it will be \$35,177 and the 52' lot is \$43,972. Table 6 shows the net and gross annual debt assessment for both of those product types, 42' lot gross assessment would be \$3,102.18 and 52' lot would be \$3,877.72 annually. Table 7 shows the preliminary assessment roll which allocates debt by acre to each of the parcel IDs listed with the owners.

Ms. Burns stated that she believes these assessments are fairly and reasonably apportioned across the product types and the benefit given to them is equal to or in excess of the assessments placed on each of the property types.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Master Assessment Methodology, was approved.

iii. Consideration of Resolution 2023-03 Levying Special Assessments

Ms. Burns noted that the assessments are fairly and reasonably apportioned and the District Engineer believes that the project can be constructed as outlined in the Engineer's Report

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2023-03 Levying Special Assessments, was approved.

iv. Master Notice of Special Assessments

Ms. Burns noted that they were looking for authorization for counsel to record this document to put potential property owners on notice of the lien that has been placed.

On MOTION by Mr. Rhinehart, seconded by Mr. Arnette, with all in favor, Authorizing Counsel to Record the Master Notice of Special Assessments, was approved.

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

B. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

Ms. Burns noted that this public hearing was advertised in the paper. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2023-04 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Burns noted that this resolution would be sent to the Polk County property appraiser’s office which would allow them to utilize the tax bill to collect their assessments when they are ready to do so.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2023-04 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

C. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets

Ms. Burns noted that this public hearing was advertised in the paper. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2023-05 Adopting the District’s Fiscal Year 2021/2022 and 2022/2023 Budgets and Appropriating Funds

Ms. Burns noted that the 2022 budget was a prorated version of the admin expenses, but the 2023 budget has some minor playground lease and field contingencies included for the FY2023 in the event those are needed. Otherwise, the 2023 budget is predominantly admin expenses. Ms.

Burns noted that these expenses will only be billed as they are incurred. The Board had no questions or changes to the budget.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2023-05 Adopting the District's Fiscal Year 2021/2022 and 2022/2023 Budgets and Appropriating Funds, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

D. Public Hearing on the Adoption of the District Rules of Procedure

Ms. Burns noted that this public hearing was advertised in the paper. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2023-06 Adopting the Rules of Procedure

Ms. Burns noted that there had been no changes to these rules since the Board saw them at the previous meeting. The Board had no questions on the resolution.

On MOTION by Mr. Rhinehart, seconded by Mr. Arnette, with all in favor, Resolution 2023-06 Adopting the Rules of Procedure, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

SIXTH ORDER OF BUSINESS

Consideration of Proposal to Provide Interim District Engineering Services from Dewberry

Ms. Burns stated that this was Dewberry’s general work authorization, they were accepted as the Interim District engineer at the organizational meeting.

On MOTION by Mr. Rhinehart, seconded by Mr. Arnette, with all in favor, the Proposal to Provide Interim District Engineering Services from Dewberry, was approved.

SEVENTH ORDER OF BUSINESS

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

Ms. Burns stated that they issued an RFQ for engineering services and they received one response back from Dewberry Engineers. The qualification statement was included in the agenda package. Ms. Burns suggested ranking Dewberry #1 and authorize counsel to draft an agreement and authorize staff to send a Notice of Intent to Award to Dewberry.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Ranking the Proposal for District Engineering Services with Dewberry Ranked #1, Authorizing Counsel to Draft an Agreement, and Authorizing Staff to Send a Notice of Intent to Award to Dewberry, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that the validation hearing is set for November 16, 2022 at 10:00 a.m. and it will be a virtual hearing.

B. Engineer

Mr. Malave had nothing further to report to the Board.

C. District Manager’s Report

i. Discussion Regarding Date to Continue Meeting to Review Construction RFP Rankings (Bid Due Date: 10/26/22)

Ms. Burns noted that the construction RFPs were due back today, and they needed a few weeks to review them. Ms. Burns suggested continuing the meeting to November 9, 2022 at 10:30 a.m.

a) Next Board Meeting Schedule for: November 23, 2022

Ms. Burns noted that they would plan to cancel the November 23 meeting if they met on November 9 as discussed.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Continuation of Meeting to Wednesday, November 9, 2022

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the meeting was continued to November 9, 2022 at 10:30 a.m.

Jill Burns
Secretary/Assistant Secretary

Rennie Heath
Chairman/Vice Chairman