Pollard Road Community Development District

Meeting Agenda

May 25, 2022

AGENDA

Pollard Road Community Development District

219 E. Livingston St., Orlando, Florida 32801 Phone: 407-841-5524 – Fax: 407-839-1526

May 18, 2022

Board of Supervisors Pollard Road Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Pollard Road Community Development District will be held on Wednesday, May 25, 2022, at 2:00 PM at 346 E. Central Ave., Winter Haven, FL 33880.

Zoom Video Link: <u>https://us06web.zoom.us/j/83849768198</u> Zoom Call-In Number: 1-646-876-9923 Meeting ID: 838 4976 8198

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

- 1. Roll Call
- 2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
- 3. Approval of Minutes of the April 27, 2022 Landowners' and Board of Supervisors Meetings
- 4. Public Hearings
 - A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets
 - i. Consideration of Resolution 2022-38 Adopting the District's Fiscal Year 2021/2022 Budget and Appropriating Funds
 - ii. Continuation of Public Hearing on Fiscal Year 2022/2023 Budget to Wednesday, July 27, 2022
- 5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Presentation of Number of Registered Voters-0

¹ Comments will be limited to three (3) minutes

- 6. Other Business
- 7. Supervisors Requests and Audience Comments
- 8. Adjournment

MINUTES

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MINUTES OF MEETING POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT

The Landowners' meeting of the Board of Supervisors of the Pollard Road Community Development District was held on Tuesday, **April 27, 2022** at 9:43 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present were:

Lauren Schwenk Justin Frye Patrick Marone Bobbie Henley Jill Burns Meredith Hammock *by Zoom* Jessica Kowalski

The following is a summary of the discussions and actions taken at the April 27, 2022 Pollard Road Community Development District's Landowners' Meeting.

FIRST ORDER OF BUSINESS Determination of Number of Voting Units Represented

Ms. Burns stated that Justin Frye was present as a proxy on behalf of Highland Cassidy, LLC which authorized him to cast 112 votes for that entity.

SECOND ORDER OF BUSINESS Call to Order

Ms. Burns called the meeting to order at 9:43 a.m.

THIRD ORDER OF BUSINESSElection of Chairman for the Purpose of
Conducting the Landowners' Meeting

Ms. Burns was elected Chairperson for the purpose of holding the landowners' meeting.

FOURTH ORDER OF BUSINESSNominations for the Position of SupervisorMr. Frye nominated Lauren Schwenk, Rennie Heath, Justin Frye, Patrick Marone, andBobbie Henley to serve as Supervisors.

FIFTH ORDER OF BUSINESS

Mr. Frye casted 100 votes for Lauren Schwenk, Rennie Heath 100 votes, Patrick Marone 50 votes, Bobbie Henley 50 votes, and Justine Frye 50 votes.

Casting of Ballots

SIXTH ORDER OF BUSINESS Ballot Tabulation

Ms. Burns stated that Ms. Schwenk and Mr. Heath will serve 4-year terms, and Mr. Frye, Mr. Marone, and Ms. Henley will serve 2-year terms.

SEVENTH ORDER OF BUSINESS Landowner's Questions and Comments

There being none, the next item followed

EIGHTH ORDER OF BUSINESS Adjournment

Ms. Burns adjourned the landowners' meeting.

Secretary/Assistant Secretary

Chairman/Vice Chairman

MINUTES OF MEETING POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pollard Road Community Development District was held on Tuesday, **April 27, 2022** at 9:48 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk	Vice Chair	
Justin Frye	Assistant Secretary	
Patrick Marone	Assistant Secretary	
Bobbie Henley	Assistant Secretary	
-	-	

Also, present were:

Jill Burns Meredith Hammock *by Zoom* Rey Malave *by Zoom* Lisa Kelley *by Zoom* Jessica Kowalski District Manager, GMS KE Law Dewberry Dewberry Appointed as Supervisor

The following is a summary of the discussions and actions taken at the April 27, 2022 Pollard Road Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS Roll Call

Ms. Burns called the meeting to order at 9:48 a.m. Four Supervisors were in attendance at

the meeting constituting a quorum.

SECOND ORDER OF BUSINESS Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS Organizational Matters

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

Ms. Burns swore in the four Supervisors in attendance. Mr. Marone submitted his letter of

resignation.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, Accepting the Resignation of Patrick Marone, was approved.

Ms. Schwenk nominated Ms. Jessica Kowalski to fill the open seat on the Board created by Mr. Marone's vacancy.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Nomination of Jessica Kowalski to the Board of Supervisors, was approved.

Ms. Kowalski was sworn in at this time.

B. Consideration of Resolution 2022-33 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated that this resolution is to certify the results of the Landowners' election.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-33 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

1. Resolution 2022-34 Electing Officers

Ms. Burns stated that previously Mr. Heath was the Chairman and Ms. Schwenk was the

Vice Chairperson and the remaining Supervisors were Assistant Secretaries along with George

Flint from GMS, and Ms. Burns was Secretary. The Board voted to keep this slate the same.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-34 Electing Officers with Mr. Heath as Chair and Ms. Schwenk as Vice Chair, Mr. Frye, and Ms. Henley and Ms. Kowalski as Assistant Secretaries, George Flint as Assistant Secretary and Jill Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 8, 2022 Organizational Meeting Ms. Burns asked for changes or corrections to the March 8, 2022 Organizational Meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Minutes from the March 8, 2022 Organizational Meeting, were approved.

FIFTH ORDER OF BUSINESSPublic HearingsA. Public Hearing on the Imposition of Assessments

Ms. Burns stated that mailed notice was sent to all landowners and that the public hearing was advertised at least 30 days prior to the hearing date.

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

i. Presentation of Engineer's Report

Ms. Kelley with Dewberry reviewed the Engineer's Report for the Board. She highlighted that the Pollard Road District is located entirely within the city of Winter Haven in Polk County, Florida. She stated that the District contains approximately 111.94 acres and is expected to consist of 469 residential lots with recreational and amenity areas.

Ms. Kelley also reviewed the tables in the report for the Board, and offered to answer any questions regarding the report.

Ms. Hammock asked Ms. Kelley if there were any reasons why she would believe the capital improvement plan could not be carried out by the District. Ms. Kelley said they had no reason to believe that it could not be carried out.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Engineer's Report, was approved.

ii. Presentation of Assessment Methodology

Ms. Burns stated that this assessment report allocates the debt to be incurred by the District to the properties in the District that benefit from the capital improvement plan. She stated that this

assessment report will be supplemented with one or more Supplemental Assessment Methodology reports that reflect the actual terms and conditions for each series of bonds at the time of issuance.

Ms. Burns reviewed the tables included in the methodology for the Board and offered to answer any questions. She stated that there is a single landowner for the District, Highland Cassidy, LLC, and they own all 111.94 acres.

Ms. Burns stated that all assessments are fairly and reasonably apportioned across the product types and the benefit to the lots is equal to or in excess of the burden placed on the by the debt that will be assigned.

Ms. Hammock asked Ms. Burns if it was in her opinion that it is in the best interest of the District that the Master Assessment be paid and collected in accordance with the methodology. Ms. Burns stated yes.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Assessment Methodology, was approved.

iii. Consideration of Resolution 2022-35 Levying Special Assessments

Ms. Burns stated that this will levy assessments across the District.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-35 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments

Ms. Burns stated that this will be recorded to put potential property owners on notice of the assessment.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Notice of Special Assessments and Authorizing Counsel to Record, was approved.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, 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 stated that the public hearing had been advertised in the paper.

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

i. Consideration of Resolution 2022-36 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns stated that this is the resolution they will send to the Property Appraiser and Tax

Collector so that they can utilize the Polk County tax bill to collect their assessments when they are ready to do so.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-36 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

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

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

Ms. Burns stated that the public hearing had been advertised in the paper.

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

1. Consideration of Resolution 2022-37 Adopting the Rules of Procedure

Ms. Burns stated that these are the standard set of rules that will govern the District. She stated that these had not changed since the last meeting. She offered to answer any questions from the Board.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-37 Adopting the Rules of Procedure, was approved.

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

SIXTH ORDER OF BUSINESS

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

Ms. Burns reviewed the two proposals for District engineering services that were received. One was from the current Interim District Engineer, Dewberry. The other proposal was from Lighthouse Engineering. Mr. Frye reviewed the proposals and provided rankings. Mr. Frye stated that Dewberry had 98 points and Lighthouse had 88 points. He said he deducted from Lighthouse for location, and for their CDD experience not being as strong as Dewberry. The Board agreed and accepted Mr. Frye's rankings.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Ranking Dewberry as #1 Proposal for District Engineering Services and Allowing Staff to Send Notice of Intent to Award to Dewberry, was approved.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Hammock stated that they had filed the bond validation complaint and the hearing was scheduled for May 16, 2022 at 3:15 p.m. She also offered to answer any questions from the Board.

B. Engineer

Ms. Kelley stated that they had prepared the Engineer's Report that they went over earlier in the meeting, and offered to answer any questions.

C. District Manager's Report

Ms. Burns noted she had nothing further.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

SECTION A

SECTION 1

RESOLUTION 2022-38

THE ANNUAL APPROPRIATION RESOLUTION OF POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pollard Road Community Development District ("District") was recently established by the City Commission of the City of Winter Haven, Florida on February 28, 2022; and

WHEREAS, the District Manager has submitted to the Board of Supervisors ("Board") of the District proposed budget ("Proposed Budget") for the remainder of the fiscal year beginning October 1, 2021, and ending September 30, 2022 ("Fiscal Year 2021/2022") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, to the extent practical and recognizing the establishment date of the District, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearings to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared the Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal years.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for Pollard Road Community Development District for the Fiscal Year Ending September 30, 2022."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of $\frac{75,516}{100}$ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$75,516
TOTAL ALL FUNDS	\$ 75, 516

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in lineitem appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 25th day of May, 2022.

ATTEST:

POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2021/2022 Budget

Exhibit A Fiscal Year 2021/2022 Budget

Pollard Road Community Development District

Proposed Budgets FY2022 - FY2023



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1	General Fund
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Pollard Road

Community Development District

Proposed Budget

General Fund

Description	Proposed Budget FY2022*	Proposed Budget FY2023
Revenues		
Developer Contributions	\$ 75,516	\$ 181,810
Total Revenues	\$ 75,516	\$ 181,810
Expenditures		
<u>General & Administrative</u>		
Supervisor Fees	\$ 7,000	\$ 12,000
Engineering	\$ 8,750	\$ 15,000
Attorney	\$ 14,583	\$ 25,000
Annual Audit	\$ -	\$ 4,000
Assessment Administration	\$ -	\$ 5,000
Arbitrage	\$ -	\$ 450
Dissemination	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ 3,600
Management Fees	\$ 20,417	\$ 35,000
Information Technology	\$ 1,050	\$ 1,800
Website Maintenance **	\$ 2,450	\$ 1,200
Telephone	\$ 175	\$ 300
Postage & Delivery	\$ 583	\$ 1,000
Insurance	\$ 5,000	\$ 5,000
Printing & Binding	\$ 583	\$ 1,000
Legal Advertising	\$ 10,000	\$ 10,000
Other Current Charges	\$ 4,000	\$ 5,000
Office Supplies	\$ 365	\$ 625
Travel Per Diem	\$ 385	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175
Total General & Administrative:	\$ 75,516	\$ 131,810
Operations & Maintenance		
Playground Lease	\$ -	\$ 25,000
Field Contingency	\$ -	\$ 25,000
Total Operations & Maintenance:	\$ -	\$ 50,000
Total Expenditures	\$ 75,516	\$ 181,810
Excess Revenues/(Expenditures)	\$ -	\$ -

* Budget is prorated from March 2022 to September 2022.

** FY22 Budget amount includes a one-time website creation fee.

Pollard Road Community Development District General Fund Narrative

Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

<u>Attorney</u>

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

<u>Annual Audit</u>

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

<u>Arbitrage</u>

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Pollard Road Community Development District General Fund Narrative

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

<u>Management Fees</u>

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

<u>Telephone</u>

Telephone and fax machine.

Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

<u>Insurance</u>

The District's general liability and public official's liability insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Pollard Road Community Development District General Fund Narrative

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

<u>Travel Per Diem</u>

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Operations & Maintenance:

<u>Playground Lease</u>

Represents the cost of leasing playground equipment.

Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

SECTION V

SECTION C

SECTION 1



April 21, 2022

Samantha Hoxie – Recording Secretary Pollard Road CDD Office 219 E. Livingston Street Orlando, Florida 32801-1508



RE: Pollard Road Community Development District Registered Voters

Dear Ms. Hoxie,

In response to your request, there are currently no voters within Pollard Road Community Development District as of April 15, 2022.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

Loui Edwards

Lori Edwards Supervisor of Elections Polk County, Florida

P.O. Box 1460, Bartow, FL 33831 PHONE: (863) 534-5888 Fax: (863) 845-2718 **PolkElections.com**