

**MINUTES OF MEETING  
PARKLAND COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parkland Community Development District held a Public Hearing and Regular Meeting on August 8, 2023 at 2:00 p.m. (Central Time), at Adams Homes Sales Office, 6148 Old Bagdad Hwy., Milton, Florida 32583.

**Present at the meeting were:**

Chad Willard	Chair
Dan DuBose	Vice Chair
Mike Patterson	Assistant Secretary
Kyle Nicholas	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Kyle Magee (via telephone)	District Counsel
David Fitzpatrick	District Engineer
Luke Henderson (via telephone)	Developer Counsel, Garden Street Communities Southeast, LLC
Misty Taylor (via telephone)	Bond Counsel
Charles Lawshe	The Eagle Group

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 2:00 p.m. Supervisors Willard, DuBose, Patterson and Nicholas were present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2024**

- A. Administration of Oath of Office (the following will be provided in a separate package)**
  - 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
- B. Consideration of Resolution 2023-04, Removing & Designating Certain Officers of the District, and Providing for an Effective Date

These items were deferred.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

- A. Proof/Affidavit of Publication
- B. Consideration of Resolution 2023-12, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone stated that the proposed Fiscal Year 2024 budget is the same as the version presented a few months ago. She noted that District Management’s fees will increase at the time bonds are issued. This will be a Landowner-funded budget, with expenses paid as they are incurred, via funding requests.

**On MOTION by Mr. Willard and seconded by Mr. DuBose, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Patterson and seconded by Mr. Willard, with all in favor, Resolution 2023-12, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023/2024 Budget Funding Agreement**

Ms. Cerbone presented the Fiscal Year 2023/2024 Budget Funding Agreement, which is similar to last year’s Funding Agreement.

**On MOTION by Mr. Patterson and seconded by Mr. DuBose, with all in favor, Fiscal Year 2023/2024 Budget Funding Agreement with Garden Street Communities Southeast, LLC, was approved.**

**SIXTH ORDER OF BUSINESS**

**Continued Discussion: Evaluation Criteria for Request for Proposals for Parkland Place Phase 1 Civil Site Construction Services**

It was noted that the sample documents are still being reviewed and proposed revisions from Amanda are pending. Mr. Henderson stated the intent is to have it all ready for distribution and available simultaneously when the RFP is advertised. Because of this delay, Ms. Cerbone stated she will provide Staff and Mr. Henderson with the deadline dates to publish the RFP in the newspaper to meet the October goal of presenting the RFP responses.

Mr. Fitzpatrick provided updates on the following:

- He is still waiting for Pace Water to approve the plans and for Rachel to review the responses to her comments on the original submittal.
- The water and sewer permits were executed and submitted to the Department of Environmental Protection (DEP). The DEP water permit was received but not the sewer permit.
- Regarding a request that they prepare a complete Lot Grading Plan to include in the RFP package, the technician is working on this; it is expected next Thursday.

Ms. Cerbone and Mr. Magee confirmed that this cannot be included in the CDD’s RFP.

Mr. Henderson noted the following:

➤ The consensus is to advertise the RFP and, if needed, the other matter can be added as a component of the bid, at the appropriate time.

Asked if the remaining outstanding matters, for permitting purposes, are the DEP sewer permit, finalizing the Encroachment Agreement with Florida Power & Light (FPL) and receiving the final approval from Pace Water, Mr. Fitzpatrick replied affirmatively.

➤ Ms. Zare and Mr. Sealy suggested they might not need to have the actual Site Contracting Work contract awarded at the time they market the bonds, as long as they have a fair assumption of what the construction cost is going to be, which he believes they have. Brian wants to proceed with the bond process post haste and with the final RFP approvals obtained within the next two weeks, to meet the October deadline.

Discussion ensued regarding having the bid opening in Santa Rosa County, at the Adams Homes Sales Office, allowing sufficient time for the District Engineer to review the RFP responses and, if needed, deferring awarding the contract and continuing the October meeting.

Asked if they need to prepare a bid document, Ms. Cerbone replied affirmatively; it is part of the RFP Project Manual. She discussed how vendor questions will be addressed and, since the Project Manual will be sent from her office, the Board Members should email her office with names of the vendors they want to send the RFP to.

Regarding potentially advertising the RFP in specific newspapers or counties, Mr. Henderson will confirm with Brian if there is any interest.

Mr. Henderson discussed FPL acquiescing to certain items and requested CDD assistance to get FPL to adhere to the request that the Encroachment Agreement names the CDD as the Licensee, instead of adding the CDD to the Agreement.

**On MOTION by Mr. Patterson and seconded by Mr. Willard, with all in favor, authorizing District Counsel and Developer Counsel to work on the Right-of-Way Consent Agreement with FPL and authorizing the Chair or the Vice Chair, in the Chair's absence, to execute the Agreement, in substantial form and subject to the District Engineer's review and final legal review, was approved.**

**On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of July 11, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the July 11, 2023 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

Mr. Magee stated that his office will review the finalized RFP. Staff work to finalize the bond documents continues.

**B. District Engineer: David W. Fitzpatrick P.E., P.A.**

There was no report.

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

- **NEXT MEETING DATE: September 5, 2023 at 2:00 PM (Central Time)**
  - **QUORUM CHECK**

The next meeting will be September 5, 2023, unless cancelled. The next meeting will most likely be held in October 2023.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

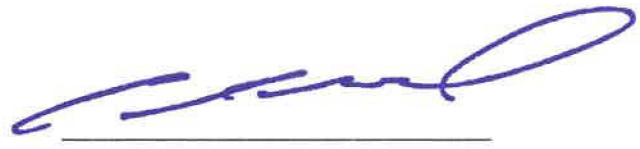
**Adjournment**

**On MOTION by Mr. DuBose and seconded by Mr. Patterson, with all in favor, the meeting adjourned at 2:35 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair