

**MINUTES OF MEETING  
SCENIC TERRACE NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Terrace North Community Development District was held Wednesday, **August 17, 2022** at 2:01 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chair
Pat Hudson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	KE Law Group
Rey Malave <i>via Zoom</i>	Dewberry
Lisa Kelley <i>via Zoom</i>	Dewberry
Ashton Bligh <i>via Zoom</i>	Greenberg
Daniel Arnette	Appointed to Board

**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. Acceptance of Resignation from Patrick Marone and Justin Frye**

Ms. Burns asked for a motion to accept the letter of resignation from Patrick Marone and Justin Frye.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, Accepting the Resignation from Patrick Marone and Justin Frye, was approved.
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**B. Appointment to Fill the Vacant Board Seat**

Ms. Burns asked if there was a nomination to fill the two vacant seats. For Seat #2 the Board recommended Daniel Arnette and for Seat #5 the Board nominated Chuck Cavaretta.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Appointment of Daniel Arnette to Fill the Vacant Board Seat #2, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Appointment of Chuck Cavaretta to Fill the Vacant Board Seat #5, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns noted that Mr. Cavaretta was not present, so he would be sworn in during the next meeting. She performed the oath of office for Mr. Arnette.

**D. Consideration of Resolution 2022-10 Electing Officers**

Ms. Burns asked for a motion to approve Resolution 2022-10 with Rennie Heath as Chair, Ms. Schwenk as Vice-Chair, and Ms. Hudson, Mr. Arnette, and Mr. Cavaretta as Assistant Secretaries.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2022-10 Appointing Rennie Heath as Chair, Ms. Schwenk as Vice Chair and Ms. Hudson, Mr. Arnette, and Mr. Cavaretta as Assistant Secretary as well as George Flint, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 18, 2022 Board of Supervisors Meeting**

Ms. Burns asked if the Board had any comments or corrections to the May 18, 2021 meeting minutes. The Board had no changes.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Minutes of the May 18, 2021 Board of Supervisors Meeting, were approved.

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**FIFTH ORDER OF BUSINESS****Presentation an Approval of Supplemental Assessment Methodology for Series 2022 Assessment Area dated August 17, 2022**

Ms. Burns stated this was updated to reflect in unit counts as well as an updated bond sizing provided by FMS. She reviewed the tables that reflect 330 units in the assessment area, 40' lots with an ERU of 1 and 50' lots with an ERU of 1.25. The total cost estimate is \$17,196,973 from the Engineer's report updated August 8, 2022. The bond sizing is \$13,000,000. The par debt for 40' lots is \$39,394 and the par debt per unit for 50' lots is the same. Gross debt assessment is \$2,963. She noted there were some updates needed for Developer ownership and they will leave it blank for now and update it later.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Supplemental Assessment Methodology for Series 2022 Assessment Area Dated August 17, 2022, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2022-11 Delegation Resolution**

Ms. Bligh reviewed the resolution noted it was contemplated when the Board adopted the authorizing resolution in September of last year for bonds in the amount of \$28,000,000. She noted a couple of edits made since it was submitted for the agenda package. Ms. Burns noted that they updated the effective date for the ordinance and reflected the revised Engineer's report and Assessment Methodology. She added this changed the not to exceed amount of the bonds from \$20,000,000 to \$16,000,000 and the updated date for the Engineer's report and replaced schedule 1 with the tables reflected in the latest draft of the Engineer's report. This will sell one series of bonds in the not to exceed amount of \$16,000,000. She noted that there were attached documents for Series 2022 bonds. Ms. Burns also noted the requirements so that a public offering is not needed. The parameters for the bonds are included and the interest rate for the Series 2022 bonds shall not exceed the maximum statutory interest rate under Florida statutes. She added the aggregate principal amount of the Series 2022 bonds shall not exceed \$16,000,000. Final maturity 30 years principal amortization. Ms. Burns noted this meeting will be continued for construction bid pricing.

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On MOTION by Mr. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-11 Delegation Resolution, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Series 2022 Project Developer Agreements:**

**A. True-Up Agreement**

Ms. Gentry reviewed all the agreements and stated these are standard agreements. She noted that Highland Sumner would pay true up amounts if the properties developed are not developed in the contemplated amounts.

**B. Collateral Assignment Agreement**

Ms. Gentry stated in the event of a default on the assessments the Developer will be obligated to assign the rights to complete the project.

**C. Completion Agreement**

Ms. Gentry stated this agreement obligates the Developer to complete the improvements.

**D. Acquisition Agreement**

Ms. Gentry stated this agreement sets about the terms under which the District can acquire from the Developer the previous constructed agreements and pay for out of bond funds.

**E. Declaration of Consent**

Ms. Gentry noted this declares that the Developer consents to all procedures of the bonds.

**F. Notice of Lien of Special Assessments for Series 2022 Project**

Ms. Gentry stated the Notice of Lien of Special Assessments would be filed once everything is finalized.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Developer Agreements, were approved in substantial form.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the District’s Fiscal Year 2023 Budget**

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

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

Ms. Burns noted there were no members of the public present. She asked for a motion to close the hearing.

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

**i. Consideration of Resolution 2022-12 Adoption of the District’s Fiscal Year 2022/2023 Budget and Appropriating Funds**

Ms. Burns noted this was included in the agenda packet for review and did not have many changes. She added there were limited field expenses and includes a playground. The total budget amount is \$258,666 and will be Developer funded.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-12 Adoption of the Districts Fiscal Year 2022/2023 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2022/2023 Developer Budget Funding Agreement**

Ms. Burns noted the Funding Agreement was with Highland Sumner.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fiscal Year 2022/2023 Developer Funding Agreement with Highland Sumner, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-13 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023**

Ms. Burns suggested the third Wednesday of the month at 1:30 p.m. at the same location.

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On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, Resolution 2022-13 Designation of a Regular Monthly Meeting Schedule for the Third Wednesday of the Month at 1:30 p.m. in the Same Location, was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of Notice of RFP for District Construction Services**

Ms. Burns noted the last meeting was canceled due to no quorum. She stated that an ad was placed and the proposals are due on Monday, 22<sup>nd</sup>. This is just a motion to ratify that action.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Notice of RFP for District Construction Services, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated they had been in contact on the boundary amendment to remove the school parcel.

**B. Engineer**

Mr. Malave had no further updates.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated that the check register was included in the agenda for review. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated that the financials were included in the agenda package for review and that there was no action needed.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns noted this meeting will be continued on Tuesday, September 6<sup>th</sup> at 1:15 for the review and ranking of the proposals.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the meeting was continued to Tuesday, September 6, 2022 at 1:15 PM at the current location.

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman