



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

**AVALON GROVES
COMMUNITY
DEVELOPMENT DISTRICT**

Agenda Package

***Board of Supervisors
Meeting***

**Date & Time:
Thursday
September 22, 2016
11:30 a.m.**

**Location:
Cagan Crossing
Community Library
16729 Cagan Oaks
Clermont, Florida**

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Avalon Groves Community Development District

Development Planning and Financing Group

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September 15, 2016

Board of Supervisors
**Avalon Groves Community
Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Avalon Park Community Development District is scheduled for September 22, 2016 at 11:30 a.m. at the Cagan Crossing Community Library 16729 Cagan Oaks Clermont, Florida.

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Comings-Thibault

Patricia Comings-Thibault
District Manager

cc: Attorney
Engineer
District Records

District: AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT
Date of Meeting: **Thursday September 22, 2016**
Time: 11:30 a.m.
Location: Cagan Crossing Community Library
16729 Cagan Oaks
Clermont, FL

Dial-in Number: 712-775-7031
Guest Access Code: 109-516-380

Agenda

I. Roll Call

II. Audience Comments

III Administrative Matters

- A. Approval of Minutes of August 25, 2016 Meeting Exhibit 1

IV. Business Items

- A. Review and Discussion of the Engineers Report *to be distributed*
- B. Review and Discussion of Assessment Methodology Report *to be distributed*
- C. Consideration and Approval of Resolution 2016- 29 Declaring
Special Assessments Exhibit 2
- D. Consideration of Resolution 2016- 30 Setting Special Assessments
Public Hearing Exhibit 3

VI. Staff Reports

- A. Manager
- B. Attorney
- C. Engineer

VII. Supervisors Requests

VIII. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
AVALON GROVES
COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Avalon Groves Community
7 Development District was held on Thursday, August 25, 2016 at 11:30 a.m. at Cagan Crossing
8 Community Library, 16729 Cagan Oaks, Clermont, Florida

9
10 **FIRST ORDER OF BUSINESS - Roll Call**

11 Mr. Aagaard called the meeting to order.

12 Present and constituting a quorum were:

13 Jim Harvey	Board Supervisor, Chairman
14 Greg Meath	Board Supervisor, Vice Chairman
15 David Langhout	Board Supervisor, Assistant Secretary
16 Brad Walker	Board Supervisor, Assistant Secretary

17 Also present were:

18 Maik Aagaard	Managing Principal-DPFG
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19
20 **SECOND ORDER OF BUSINESS – Audience Comments**

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22 There being none, the next item followed.

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24 **THIRD ORDER OF BUSINESS – Consent Agenda**

25
26 **A. Approval of Minutes of April 28, 2016 Meeting Minutes**

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28 Mr. Aagaard presented the Minutes of the April 28, 2016 Meeting Minutes and asked for
29 comments, questions or corrections.

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On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board approved the Minutes of the Meeting held on April 28, 2016 for the Avalon Groves Community Development District.
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33
34 **FOURTH ORDER OF BUSINESS – Business Matters**

35
36 **A. Consideration and Adoption of Resolution 2016-22 Canvassing and Certifying the**
37 **Landowners Election**

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39 Mr. Aagaard presented Resolution 2016-22 Canvassing and Certifying the Landowners Election.
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41 He stated that Mr. Harvey received 1,968 votes, Mr. Meath received 1,968 votes, Mr. Langhout received
42
43 1, 967 votes, Mr. Simpson received 1,967 votes and Mr. Walker received 1,967 votes. Mr. Harvey and
44
45 Mr. Meath will be serving a 4 year term, and Mr. Langhout, Mr. Simpson and Mr. Walker will be serving

a 2 year term.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-22** Canvassing and Certifying the Landowners Election for the Avalon Groves Community Development District.

B. Consideration and Adoption of Resolution 2016-23 Officers

Mr. Aagaard presented Resolution 2016-23 Officers and requested a nomination for Chairman.

On a MOTION by Mr. Meath, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board nominated Mr. Harvey as Chairman of the Board of Supervisors for the Avalon Groves Community Development District.

Mr. Aagaard requested a motion to nominate a Vice Chairman.

On a MOTION by Mr. Langhout, SECONDED by Mr. Harvey, WITH ALL IN FAVOR, the Board nominated Mr. Meath as Vice Chairman for the Avalon Groves Community Development District.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-23** Officers with Mr. Harvey as Chairman, Mr. Meath as Vice Chairman, Mr. Simpson, Mr. Langhout, and Mr. Walker as Assistant Secretaries, Ms. Comings-Thibault as Secretary/Treasurer, Mr. Aagaard as Assistant Treasurer, and Carolyn Stewart and Janet Johns as Assistant Secretaries for the Avalon Groves Community Development District.

C. Consideration of Resolution 2016-28 Designating Dates, Time and Location for Regular Meetings of the Board of Supervisors of the District

Mr. Aagaard presented Resolution 2016-28 Designating Dates, Time and Location for Regular Meetings of the Board of Supervisors of the District and asked for comments or questions.

The Board requested that the November 24, 2016 meeting be moved to November 22, 2016.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-28** Designating Dates, Time and Location for Regular Meetings of the Board of Supervisor of the District, as amended, for the Avalon Groves Community Development District.

FIFTH ORDER OF BUSINESS – FY 2015/2016 Budget Public Hearing

A. Open Public Hearing

Mr. Aagaard requested a motion to open the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board opened the Public Hearing for the Avalon Groves Community Development District.

B. Presentation of the FY 2015/2016 Budget

Mr. Aagaard presented the FY 2015/2016 Budget and he also mentioned that the developer had been notified of assessments/budgets.

C. Public Comment

There being none, next item followed.

D. Close Public Hearing

Mr. Aagaard requested a motion to close the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board closed the Public Hearing for the Avalon Groves Community Development District.

E. Consideration of Resolution 2016-24 Annual Appropriation Resolution Adopting the Fiscal Year 2015/2016 Budget

Mr. Aagaard presented Resolution 2016-24 Annual Appropriation Resolution Adopting the Fiscal Year 2015/2016 Budget.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-24** Annual Appropriation Resolution Adopting the Fiscal Year 2015/2016 Budget for the Avalon Groves Community Development District.

SIXTH ORDER OF BUSINESS – FY 2016/2017 Budget Public Hearing

A. Open Public Hearing

Mr. Aagaard requested a motion to open the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board opened the Public Hearing for the Avalon Groves Community Development District.

B. Presentation of the FY 2016/2017 Budget

Mr. Aagaard presented the FY 2016/2017 Budget and he also mentioned that the Developer had been notified of assessments/budgets.

C. Public Comment

There being none, next item followed.

D. Close Public Hearing

Mr. Aagaard requested a motion to close the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board closed the Public Hearing for the Avalon Groves Community Development District.

E. Consideration of Resolution 2016-25 Annual Appropriation Resolution Adopting the Fiscal Year 2016/2017 Budget

Mr. Aagaard presented Resolution 2016-25 Annual Appropriation Resolution Adopting the Fiscal Year 2016/2017 Budget and asked for comments or questions.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-25** Annual Appropriation Resolution Adopting the Fiscal Year 2016/2017 Budget for the Avalon Groves Community Development District.

F. Consideration of the Fiscal Year 2016/2017 Budget Funding Agreement

Mr. Aagaard presented Fiscal Year 2016/2017 Budget Funding Agreement and asked for comments or questions. He also mentioned that the developer had been notified that there is a budget.

Mr. Harvey stated that the agreement would ultimately be transferred to VK Avalon Groves LLC.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board approved the Fiscal Year 2016/2017 Budget Funding Agreement, in substantial form, and authorizing the Chairman to sign at a later date, for the Avalon Groves Community Development District.

SEVENTH ORDER OF BUSINESS - Public Hearing on the District's Intent to use the Uniform Method of Collection for Collecting Assessments as Imposed by the District.

A. Open Public Hearing

Mr. Aagaard requested a motion to open the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board opened the Public Hearing for the Avalon Groves Community Development District.

B. Review and Discussion Regarding the Uniform Method of Collection

Mr. Aagaard presented the Uniform Method of Collection and asked for comments or questions.

C. Public Comment

There being none, next item followed.

D. Close Public Hearing

Mr. Aagaard requested a motion to close the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board closed the Public Hearing for the Avalon Groves Community Development District.

E. Consideration of Resolution 2016-26 Adopting the Uniform Method of Collecting Assessments as Imposed by the District

Mr. Aagaard presented Resolution 2016-26 Adopting the Uniform Method of Collecting Assessments as Imposed by the District and asked for comments or questions.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-26** Adopting the Uniform Method of Collecting Assessments as Imposed by the District for the Avalon Groves Community Development District.

EIGHTH ORDER OF BUSINESS – Public Hearing on Rules of Procedure

A. Open Public Hearing

Mr. Aagaard requested a motion to open the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board opened the Public Hearing for the Avalon Groves Community Development District.

B. Presentation of the Rules of Procedure

Mr. Aagaard presented the Rules of Procedure and asked for comments or questions.

C. Public Comment

There being none, next item followed.

D. Close Public Hearing

Mr. Aagaard requested a motion to close the Public Hearing.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board closed the Public Hearing for the Avalon Groves Community Development District.

E. Consideration of Resolution 2016-27 Adopting the Rules of Procedure

Mr. Aagaard presented Resolution 2016-27 Adopting the Rules of Procedure and asked for comments or questions.

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adopted Resolution **2016-27** Adopting the Rules of Procedure for the Avalon Groves Community Development District.

NINTH ORDER OF BUSINESS – Staff Reports

A. Manager

There being none, next item followed.

B. Attorney

There being none, next item followed.

C. Engineer

There being none, next item followed.

TENTH ORDER OF BUSINESS – Supervisor Request

Mr. Aagaard asked if a meeting was needed in September to do the bond assessments.

Discussion ensued. It was decided to hold the meeting on September 29, 2016 at 11:30 a.m. at the Cagan Crossing Library.

ELEVENTH ORDER OF BUSINESS – Adjournment

On a MOTION by Mr. Harvey, SECONDED by Mr. Langhout, WITH ALL IN FAVOR, the Board adjourned the meeting for the Avalon Groves Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Signature

Printed Name

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2

RESOLUTION 2016-28

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE INFRASTRUCTURE IMPROVEMENTS WHOSE COST IS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE PAID; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, the Board of Supervisors (the “Board”) of the Avalon Groves Community Development District (the “District”) hereby determines to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements (the “Improvements”) described in the District’s Engineer’s Report, dated _____, attached hereto as **Exhibit A** and incorporated herein by reference; and

WHEREAS, it is in the best interest of the District to pay the cost of the Improvements by special assessments pursuant to Chapter 190, Florida Statutes, (the “Assessments”); and

WHEREAS, the District is empowered by Chapter 190, the Uniform Community Development District Act, Chapter 170, Supplemental and Alternative Method of Making Local Municipal Improvements, and Chapter 197, the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, Florida Statutes, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Improvements and to impose, levy and collect the Assessments; and

WHEREAS, the District hereby determines that benefits will accrue to the property improved, the amount of those benefits, and that special assessments will be made in proportion to the benefits received as set forth in the Master Special Assessment Allocation Report for the Series 2016 Bonds, dated _____, attached hereto as **Exhibit B** and incorporated herein

by reference and on file at the offices of the City Clerk, City of Tavares, 550 West Main Street, Tavares, Florida 32778 (the "District Records Office"); and

WHEREAS, the District hereby determines that the Assessments to be levied will not exceed the benefit to the property improved.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE AVALON GROVES
COMMUNITY DEVELOPMENT DISTRICT:**

1. Assessments shall be levied to defray the cost of the Improvements.
2. The nature and general location of, and plans and specifications for, the Improvements are described in Exhibit A, which is on file at the District Records Office. Exhibit B is also on file and available for public inspection at the same location.
3. The total estimated cost of the Improvements is \$_____ (the "Estimated Cost").
4. The Assessments will defray approximately \$_____, which includes the Estimated Cost, plus financing-related costs, capitalized interest, debt service reserve and contingency.
5. The manner in which the Assessments shall be apportioned and paid is set forth in Exhibit B, including provisions for supplemental assessment resolutions.
6. The Assessments shall be levied, within the District, on all lots and lands adjoining and contiguous or bounding and abutting upon such improvements or specially benefitted thereby and further designated by the assessment plat hereinafter provided for.
7. There is on file, at the District Records Office, an assessment plat showing the area to be assessed, with certain plans and specifications describing the Improvements and the estimated cost of the Improvements, all of which shall be open to inspection by the public.
8. Commencing with the year in which the Assessments are confirmed, the Assessments shall be paid in not more than (30) thirty annual installments. The Assessments may be payable at the same time and in the same manner as are ad-valorem taxes and collected pursuant to Chapter 197, Florida Statutes; provided, however, that in the event the uniform non ad-valorem assessment method of collecting the Assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law.

9. The District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in Exhibit B hereto, which shows the lots and lands assessed, the amount of benefit to and the assessment against each lot or parcel of land and the number of annual installments into which the assessment may be divided, which assessment roll is hereby adopted and approved as the District's preliminary assessment roll.

10. The Board shall adopt a subsequent resolution to fix a time and place at which the owners of property to be assessed or any other persons interested therein may appear before the Board and be heard as to the propriety and advisability of the assessments or the making of the Improvements, the cost thereof, the manner of payment therefore, or the amount thereof to be assessed against each property as improved.

11. The District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Lake County and to provide such other notice as may be required by law or desired in the best interests of the District.

12. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 22nd day of September, 2016.

ATTEST:

**AVALON GROVES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman

Exhibit A: Engineer's Report, dated _____

Exhibit B: Master Special Assessment Allocation Report for the Series 2016 Bonds, dated _____

EXHIBIT 3

RESOLUTION 2016-29

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON _____, 2016, AT _____.M. AT _____, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY WITHIN THE DISTRICT GENERALLY DESCRIBED AS THE AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH CHAPTERS 170, 190 AND 197, FLORIDA STATUTES.

WHEREAS, the Board of Supervisors of the Avalon Groves Community Development District, (the “Board”) has previously adopted Resolution 2016-28 entitled

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE INFRASTRUCTURE IMPROVEMENTS WHOSE COST IS TO BE DEFRAIDED BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAIDED BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE PAID; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, in accordance with Resolution 2016-28, a Preliminary Special Assessment Roll has been prepared and all other conditions precedent set forth in Chapters 170, 190 and 197, Florida Statutes, to the holding of the aforementioned public hearing have been satisfied, and the roll and related documents are available for public inspection at City of Tavares, office of the City Clerk, located at 550 West Main Street, Tavares, Florida 32778 (the “District Records Office”).

**NOW THEREFORE BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE AVALON GROVES
COMMUNITY DEVELOPMENT DISTRICT:**

1. There is hereby declared a public hearing to be held at _____.M., on _____, 2016, at _____, for the purpose of hearing comment and objections to the proposed special assessment program for District improvements as identified in the Preliminary Special Assessment Roll, a copy of which is on file. Affected parties may appear at that hearing or submit their comments in writing prior to the hearing to the office of the District Manager at 1060 Maitland Center Commons Blvd., Suite 340, Maitland, Florida 32751; (321) 263-0132.

2. Notice of said hearing shall be advertised in accordance with Chapters 170, 190 and 197, Florida Statutes, and the District Manager is hereby authorized and directed to place said notice in a newspaper(s) of general circulation within Lake County (by two publications one week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Records Offices. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 22nd day of September, 2016.

ATTEST:

**AVALON GROVES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman



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