



Rizzetta & Company

Chapel Creek Community Development District

Board of Supervisors' Meeting

February 5, 2019

**District Office:
5844 Old Pasco Road, Suite 100 Pasco, Florida 33544
813.994.1615**

www.chapelcreekcdd.org

**CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors	Chip Jones Bob Bishop Milton Andrade Brian Walsh John Blakley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthey Huber	Rizzetta & Company, Inc.
District Counsel	Roy Van Wyk	Hopping, Green & Sams, P.A.
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

January 28, 2019

Board of Supervisors
Chapel Creek Community
Development District

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Chapel Creek Community Development District will be held on **Tuesday, February 5, 2019 at 11:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on November 6, 2018 Tab 1
 - B. Consideration of Minutes of the Landowners' Meeting held On November 6, 2018..... Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for the Months of October, November and December 2018Tab 3
- 4. BUSINESS ITEMS**
 - A. Ratification of Requisition No. 285, 286, 287 and 290 Tab 4
 - B. Ratification of Requisition No. 288 and 289 Tab 5
 - C. Ratification of Requisition No. 291, 292, 293 and 294 Tab 6
 - D. Review of ADA Website Proposal..... Tab 7
 - E. Consideration of Aquatics Maintenance Proposals for CDD Tab 8
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 994-1001.

Sincerely,

Matthew Huber
District Manager

cc: Jason Walters, Hopping, Green and Sam
Tonja Stewart, Stantec Consulting

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

**CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Tuesday, November 6, 2018, at 11:07 a.m.** at the offices of Rizzetta and Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Chip Jones	Board Supervisor, Chairman
Bob Bishop	Board Supervisor, Vice Chairman
John Blakley	Board Supervisor, Assistant Secretary
Brian Walsh	Board Supervisor, Assistant Secretary (via conference call)

Also present were:

Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
Jordan Lansford	District Manager, Rizzetta & Company, Inc.
Jason Walters	District Counsel, Hopping, Green & Sam
Tonja Stewart	District Engineer, Stantec Consulting (via conference call)

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and read the roll call confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments on agenda items.

46 **THIRD ORDER OF BUSINESS** **Consideration of Minutes from the**
47 **Board of Supervisors' Meeting held on**
48 **October 2, 2018**
49

50 Mr. Huber presented the October 2, 2018 Meeting Minutes to the Board of
51 Supervisors.
52

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors Meeting held on October 2, 2018 as presented, for Chapel Creek Community Development District.

53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and Maintenance**
54 **Expenditures for September 2018**
55
56

57 Mr. Huber presented the September 2018 Operation and Maintenance
58 Expenditures to the Board of Supervisors.
59

On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors accepted the Operation and Maintenance Expenditures for September 2018 in the amount of \$14,502.28, for Chapel Creek Community Development District.

60 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2019-01,**
61 **Canvass and Certifying Election**
62 **Results**
63
64

65 Mr. Huber presented Resolution 2019-01, Canvass and Certifying Election Results
66 to the Board of Supervisors.
67

On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved Resolution 2019-01, Canvass and Certifying Election Results, for Chapel Creek Community Development District.

68 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2019-02,**
69 **Designating Officers**
70
71

On a Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved Resolution 2019-02, Designating Officers, for Chapel Creek Community Development District.

72
73
74
75
76

77 **SEVENTH ORDER OF BUSINESS** **Consideration of Resignation of David**
78 **Jae**
79

80 Mr. Huber presented Mr. Jae's Resignation to the Board of Supervisors.
81

On a Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved Mr. Jae's Resignation, for Chapel Creek Community Development District.

82
83 **EIGHTH ORDER OF BUSINESS** **Ratification of Revised Landscape**
84 **Maintenance Report**
85

86 Mr. Huber presented the Revised Landscape Maintenance Report to the Board of
87 Supervisors.
88

On a Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors Ratified the Revised Landscape Maintenance Report, for Chapel Creek Community Development District.

89
90 **NINTH ORDER OF BUSINESS** **Staff Reports**
91

92 A. District Counsel
93 No Report.

94 B. District Engineer
95 No Report.

96 C. District Manager
97

98
99
100 Mr. Huber reminded the Board of the next meeting scheduled for December 4,
101 2018, at 11:00 a.m.
102

103 **TENTH ORDER OF BUSINESS** **Adjournment**
104

On a Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors adjourned the meeting at 11:14 a.m. for Chapel Creek Community Development District.

105
106
107
108 _____
Assistant Secretary _____
Chairman/Vice Chairman

Tab 2

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

**CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The Landowner meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Tuesday, November 6, 2018, at 11:04 a.m.** at the offices of Rizzetta and Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

FIRST ORDER OF BUSINESS

Call to Order

Present:

Chip Jones

Proxy Holder, New Chapel Creek, LLC

Also Present Were:

Matthew Huber

District Manager, Rizzetta & Company, Inc.

Jordan Lansford

District Manager, Rizzetta & Company, Inc.

Jason Walters

District Counsel, Hopping, Green & Sam

Bob Bishop

Board Supervisor

Brian Walsh

Board Supervisor

John Blakley

Board Supervisor

SECOND ORDER OF BUSINESS

Appointment of Meeting Chairman

Mr. Jones appointed Mr. Huber as the meeting Chairman.

THIRD ORDER OF BUSINESS

**Determination of Number of Voting
Units Represented**

Mr. Jones provided documentation showing that New Chapel Creek, LLC owns 259 acres and is therefore eligible to cast 259 votes.

FOURTH ORDER OF BUSINESS

Election of Supervisors

Mr. Huber called for the casting of ballots. He stated that Mr. Jones cast his votes as follows: Milton Andrade received 33 votes, Mr. Walsh received 259 votes and Mr. Jones received 259 votes.

46
47 Mr. Huber stated that Mr. Andrade would serve in seat five with a two-year term,
48 Mr.
49 Walsh will serve a four-year term in seat four and Mr. Jones will serve a four-year term
50 in
51 seat two.

52
53 **FOURTH ORDER OF BUSINESS** **Adjournment**

54
55 Mr. Huber stated that there was no further business scheduled to come before the
56 landowners and adjourned the meeting.