



Rizzetta & Company

Chapel Creek Community Development District

**Board of Supervisors' Meeting
May 7, 2019**

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

www.chapelcreekcdd.org

**CHAPEL CREEK
COMMUNITY DEVELOPMENT DISTRICT
MAY 7, 2019 at 11:00 a.m.**

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	Jordan Lansford	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.

CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD• SUITE 100 • WESLEY CHAPEL, FL 33544
www.chapelcreekcdd.org

April 29, 2019

Board of Supervisors
Chapel Creek Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Chapel Creek Community Development District will be held on **Tuesday, May 7, 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 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 April 2, 2019..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for the Month of March 2019..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Presentation of Aquatic Systems Report Tab 3
 - B. Presentation of Registered Voter Count..... Tab 4
 - C. Consideration of Website ADA Proposals..... Tab 5
 - D. Discussion of Gideon Circle Landscaping..... Tab 6
 - E. Presentation of Fiscal Year 2019-2020 Budget Tab 7
 - F. Consideration of Resolution 2019-03; Approving Fiscal Year 2019-2020 Proposed Budget and Setting Public Hearing. 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) 933-5571.

Sincerely,

Jordan Lansford

Jordan Lansford
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, April 2, 2019, at 11:08 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)
Milton Andrade	Board Supervisor, Assistant Secretary (via conference call)

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Jordan Lansford	District Manager, Rizzetta & Company, Inc.
Roy Van Wyk	District Counsel, Hopping, Green & Sam
Tonja Stewart	District Engineer, Stantec

Audience	None
----------	-------------

FIRST ORDER OF BUSINESS

Call to Order

Ms. Lansford 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 members present.

46
47
48
49
50
51
52
53

THIRD ORDER OF BUSINESS

Consideration of Minutes from the Board of Supervisors' Meeting held on February 5, 2019

Ms. Lansford presented the February 5, 2019 Meeting Minutes to the Board of Supervisors.

On a Motion by Mr. Bishop, seconded by Mr. Blakey, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors Meeting held on February 5, 2019, as presented, for Chapel Creek Community Development District.

54
55
56
57
58
59
60
61

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for January & February 2019

Ms. Lansford presented the January and February 2019 Operation and Maintenance Expenditures to the Board of Supervisors.

On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures January 2019 in the amount of \$10,332.22 and February 2019 in the amount of \$11,620.41, for Chapel Creek Community Development District.

62
63
64
65
66
67
68

FIFTH ORDER OF BUSINESS

Ratification of Requisition No. 295 thru 306

Ms. Lansford presented Requisition No. 295 through 306 to the Board of Supervisors.

On a Motion by Mr. Blakley, seconded by Mr. Jones, with all in favor, the Board of Supervisors Ratified Requisition No. 295 through 306, for Chapel Creek Community Development District.

69
70
71
72

SIXTH ORDER OF BUSINESS

Ratification of Aquatic Systems Proposal

On a Motion by Mr. Bishop, seconded by Mr. Jones, with all in favor, the Board of Supervisors Ratified the Aquatic Systems proposal in the amount of \$726.00 per month for pond maintenance services, for Chapel Creek Community Development District.

73
74
75

76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109

SEVENTH ORDER OF BUSINESS **Discussion of Amenities Staffing and Amenities Access**

The Board discussed the Amenities Staffing and Amenities Access. The Board also inquired when the site plan for the amenity center would be available.

EIGHTH ORDER OF BUSINESS **Staff Reports**

- A. District Counsel
Mr. Van Wyk requested that the Board begin adopting policies for ADA Website Compliance. Ms. Lansford will provide the Board with ADA Website proposals at the next meeting.
- B. District Engineer
No report.
- C. District Manager

Ms. Lansford reminded the Board of the next meeting scheduled for May 7, 2019, at 11:00 a.m.

NINTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Jones stated that they are bringing on 49 more lots. For budget purposes these are from SPE and will need to be accounted for in the FY 19-20 budget.

Mr. Bishop confirmed that the county has finished paving the entryway and that he has not heard back from the county in regard to funding the conduit repair at the entrance.

TENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Blakley, seconded by Mr. Jones, with all in favor, the Board of Supervisors adjourned the meeting at 11:28 a.m. for Chapel Creek Community Development District.

110
111
112
113

Assistant Secretary

Chairman/Vice Chairman

Tab 8

RESOLUTION 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2019/2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Chapel Creek Community Development District (“**District**”) prior to June 15, 2019, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 6, 2019
HOUR: 5:00 p.m.
LOCATION: Rizzetta & Company, Inc.
5844 Old Pasco Road Suite 100
Wesley Chapel, FL 33544

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 7TH DAY OF MAY, 2019.

ATTEST:

**CHAPEL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____
Its: _____

Exhibit A: Approved Proposed Budgets for Fiscal Year 2019/2020

Exhibit A:

Approved Proposed Budgets for Fiscal Year 2019/2020