



Rizzetta & Company

# Chapel Creek Community Development District

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## Board of Supervisors' Meeting June 18, 2020

Via conference call pursuant to Governor DeSantis'  
Executive Order 20-69 (as extended by Executive  
Order 20-112) at <https://zoom.us/j/6015680675/>  
Meeting ID: 601 568 0675 One tap mobile  
+19292056099,,6015680675# US (New York)

[www.chapelcreekcdd.org](http://www.chapelcreekcdd.org)

## CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT

<b>Board of Supervisors</b>	Chip Jones Bob Bishop Milton Andrade Brian Walsh John Blakley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tracy Robin	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones must be placed on mute while in the conference.**

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.

June 10, 2020

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 **Thursday, June 18, 2020 at 11:30 a.m. via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112)**. The following is the tentative 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 May 5, 2020 .....Tab 1
  - B. Consideration of Minutes of the Board of Supervisors' Special Meeting held on May 27, 2020.....Tab 2
  - C. Consideration of Minutes of the Board of Supervisors' Meeting held on June 2, 2020.....Tab 3
- 4. BUSINESS ITEMS**
  - A. Consideration of Resolution 2020-06; Adopting the Third Amendment to the Assessment Methodology Report.....Tab 4
  - B. Consideration of Resolution 2020-08; Adopting Amenity Rules.....Tab 5
  - C. Consideration of Aquatic Proposals.....USC
- 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

# Tab 1

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**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, May 5, 2020 at 11:02 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112) at <https://zoom.us/j/6015680675/> Meeting ID: 601 568 0675 One tap mobile+19292056099,,6015680675# US (New York).

Present and constituting a quorum:

Chip Jones	<b>Board Supervisor, Chairman</b>
Bob Bishop	<b>Board Supervisor, Vice Chairman</b>
Milton Andrade	<b>Board Supervisor, Assistant Secretary</b>
Brian Walsh	<b>Board Supervisor, Assistant Secretary</b>
John Blakely	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tracy Robin	<b>District Counsel, Straley Robin Vericker</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b>
Scott Brizendine	<b>Finance Mgr.; Rizzetta &amp; Company, Inc.</b>
Kayla Connell	<b>Finance Assoc., Rizzetta &amp; Company, Inc.</b>
Scott Campbell	<b>Lerner Advisors</b>

Audience	<b>Not Present</b>
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**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**

The Board heard no audience comments.

45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes from the**  
46 **Board of Supervisors' Meeting held on**  
47 **February 4, 2020**  
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49 Ms. Lansford presented the December 3, 2019 Meeting Minutes to the Board of  
50 Supervisors.  
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On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors Meeting held on February 4, 2020, as presented, for Chapel Creek Community Development District.

52 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**  
53 **Maintenance Expenditures for**  
54 **December 2019, January, February,**  
55 **and March 2020**  
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58 Ms. Lansford presented the December 2019, January, February, and March 2020  
59 Operation and Maintenance Expenditures to the Board of Supervisors.  
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On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for December 2019, January, February, and March 2020, as presented, for Chapel Creek Community Development District.

61 **FIFTH ORDER OF BUSINESS** **Presentation of Solitude Aquatic**  
62 **Report**  
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65 The Board tabled this report.  
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67 **SIXTH ORDER OF BUSINESS** **Consideration of Solitude Annual Lake**  
68 **Management Contract**  
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70 Ms. Lansford presented the Solitude Annual Lake Management Contract to the  
71 Board for consideration. The Board is asking Solitude to reduce the price.  
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82 **SEVENTH ORDER OF BUSINESS** **Consideration of K. Johnson**  
83 **Landscaping Proposal for Amenity**  
84 **Center**  
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86 Ms. Lansford presented the K. Johnson Landscaping Proposal for consideration.  
87 K. Johnson reduced the price down to \$600.00 a month.  
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On a Motion by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Board of Supervisors approved the \$600.00 a month proposal from K. Johnson for the Amenity Center, for Chapel Creek Community Development District.

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91 **EIGHTH ORDER OF BUSINESS** **Consideration of Establishment of**  
92 **Audit Committee for FY 2021-2023**  
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94 The establishment of Audit Committee for Fiscal Year 2021-2023 was tabled until  
95 November 2020.  
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97 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2020-06;**  
98 **Adopting the Third Amendment to the**  
99 **Assessment Methodology Report**

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101 The Third Amendment to the Assessment Methodology Report was tabled until the  
102 next meeting.  
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104 **TENTH ORDER OF BUSINESS** **Presentation of Proposed Budget for**  
105 **FY 2020-2021**  
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107 Ms. Lansford presented the Proposed Budget for Fiscal Year 2020-2021 to the  
108 Board.  
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110 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-04;**  
111 **Approving Proposed Budget and**  
112 **Setting the Public Hearing**  
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114 Ms. Lansford presented Resolution 2020-04; Approving Proposed Budget and  
115 Setting the Public Hearing. A discussion ensued.  
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On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors adopted Resolution 2020-04; Approving Proposed Budget and Setting the Public Hearing in substantial form, for Chapel Creek Community Development District.

On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors adopted Resolution 2020-04; Approving Proposed Budget and Setting the Public Hearing, for Chapel Creek Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Ratification of Resolution 2020-05;  
Authorizing District Signatories**

Ms. Lansford presented Resolution 2020-5; Authorizing District Signatories to the Board for ratification.

On a Motion by Mr. Bishop, seconded by Mr. Walsh, with all in favor, the Board of Supervisors ratified Resolution 2020-05; Authorizing District Signatories, for Chapel Creek Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2020-07; Re-Designating  
Secretary of the District**

Ms. Lansford presented Resolution 2020-07; Re-Designating Secretary of the District.

On a Motion by Mr. Jones, seconded by Mr. Walsh, with all in favor, the Board of Supervisors adopted Resolution 2020-07; Re-Designating Secretary of the District – Bob Schliefer, for Chapel Creek Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**

**Presentation of Property  
Insurance Proposal for Amenity  
Center**

The Property Insurance Proposal was presented, by Ms. Lansford, for informational purposes only, with expected turnover in June.

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**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel  
No report.

B. District Engineer  
A discussion ensued regarding pond management.

C. District Manager  
Ms. Lansford reminded the Board of the next regular meeting is scheduled for Tuesday, June 2, 2020 at 11:00 a.m.



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**SIXTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

Ms. Lansford asked if there were any Supervisor Requests and there were none.

**SEVENTEENTH ORDER OF BUSINESS**                      **Adjournment**

Ms. Lansford stated that if there was no further business to come before the Board then a motion to adjourn the meeting would be in order.

On a Motion by Mr. Jones, seconded by Mr. Walsh, with all in favor, the Board of Supervisors adjourned the meeting at 11:56 a.m., via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112).
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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 2

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**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 special meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Wednesday May 27, 2020 at 10:04 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112) at <https://zoom.us/j/6015680675/> Meeting ID: 601 568 0675 One tap mobile+19292056099,,6015680675# US (New York).

Present and constituting a quorum:

Chip Jones	<b>Board Supervisor, Chairman</b>
Bob Bishop	<b>Board Supervisor, Vice Chairman</b>
Milton Andrade	<b>Board Supervisor, Assistant Secretary</b>
Brian Walsh	<b>Board Supervisor, Assistant Secretary</b>
John Blakely	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tracy Robin	<b>District Counsel, Straley Robin Vericker</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b>

Audience	<b>Not Present</b>
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**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**

The Board heard no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Plat 3 and 6**

Ms. Lansford presented Plat 3 and 6 to the Board for consideration. The Board

45 motioned for the Chairman or Vice Chairman to sign Plat 3 and 6.

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On a Motion by Mr. Jones, seconded by Mr. Andrade, with all in favor, the Board of Supervisors approved Plat 3 and 6 and authorized the Chairman or Vice Chairman to sign them, for Chapel Creek Community Development District.

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48 **FOURTH ORDER OF BUSINESS**

**Supervisor Requests**

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50 Ms. Lansford asked if there were any Supervisor Requests and there were none.

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52 **FIFTH ORDER OF BUSINESS**

**Adjournment**

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54 Ms. Lansford stated that if there was no further business to come before the Board  
55 then a motion to adjourn the meeting would be in order.

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On a Motion by Mr. Bishop, seconded by Mr. Andrade, with all in favor, the Board of Supervisors adjourned the meeting at 10:06 a.m., via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112).

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 3

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**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 special meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Tuesday, June 2, 2020 at 11:02 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112) at <https://zoom.us/j/6015680675/> Meeting ID: 601 568 0675 One tap mobile+19292056099,,6015680675# US (New York).

Present and constituting a quorum:

Chip Jones	<b>Board Supervisor, Chairman</b>
Bob Bishop	<b>Board Supervisor, Vice Chairman</b>
Milton Andrade	<b>Board Supervisor, Assistant Secretary</b>
Brian Walsh	<b>Board Supervisor, Assistant Secretary</b>
John Blakely	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tracy Robin	<b>District Counsel, Straley Robin Vericker</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b>
Scott Brizendine	<b>Finance Mgr., Rizzetta &amp; Company, Inc.</b>

Audience

**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**

The Board heard no audience comments.

**THIRD ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for April 2020**

Ms. Lansford presented the Operation and Maintenance Expenditures for April 2020.

On a Motion by Mr. Jones, seconded by Mr. Walsh, with all in favor, the Board of Supervisors ratified the April 2020 (\$8,258.25) Operation and Maintenance Expenditures, for Chapel Creek Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-08; Approving Amenity Policies**

The Board set a Public Hearing date of July 7, 2020 to consider approving the Amenity Policies (Exhibit A).

**FIFTH ORDER OF BUSINESS**

**Consideration of 2020-06; Adopting the Third Amendment to the Assessment Methodology Report**

Ms. Lansford presented Resolution 2020-06; Adopting the Third Amendment to the Assessment Methodology Report (Exhibit B). The Board agreed to schedule a regular meeting to June 18, 2020 at 11:00 a.m. to again review.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

The Board agreed to continue with the current K. Johnson's Landscaping (\$62,760) contract.

On a Motion by Mr. Blakely, seconded by Mr. Bishop, with all in favor, the Board of Supervisors agreed to continue with the K. Johnson's Landscaping Company Contract (\$62,760), for Chapel Creek Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Aquatic Proposals**

Ms. Lansford presented Aquatics Proposals to the Board for consideration (Exhibit C). A discussion ensued.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**  
No report.

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**B. District Engineer**  
No report.

**C. District Manager**  
Ms. Lansford stated that the next regular meeting was scheduled for June 18, 2020 at 11:30 a.m.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Lansford asked if there were any Supervisor Requests and there were none.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Lansford stated that if there was no further business to come before the Board then a motion to adjourn the meeting would be in order.

On a Motion by Mr. Jones, seconded by Mr. Andrade, with all in favor, the Board of Supervisors adjourned the meeting at 11:28 a.m., via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112).

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Assistant Secretary

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Chairman/Vice Chairman



# Tab 4

**RESOLUTION 2020-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE THIRD SUPPLEMENTAL SPECIAL ASSESSMENT ALLOCATION REPORT FOR THE DISTRICT'S SERIES 2006A SPECIAL ASSESSMENT BONDS; AMENDING THE DISTRICT'S ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Chapel Creek Community Development District (the "**District**") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District;

**WHEREAS**, the District is located in Pasco County, Florida;

**WHEREAS**, the District owns and operates certain capital infrastructure improvements, and provides certain maintenance and operations services for the infrastructure improvements in accordance with Chapter 190, Florida Statutes;

**WHEREAS**, the District previously issued its Series 2006A Special Assessment Bonds (the "**Bonds**") to be repaid by special assessments on benefited property located within the District;

**WHEREAS**, the District previously levied special assessments on the benefited property in the District; and

**WHEREAS**, material changes have occurred to the development plan making it necessary to approve the Third Supplemental Special Assessment Allocation Report (the "**Supplemental Report**"), dated [REDACTED], 2020, prepared by Rizzetta & Company, Inc., a copy of which is attached hereto as **Exhibit "A"**;

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

**RESOLVED**, that the foregoing recitals are true and correct, and are incorporated herein as a part of this Resolution;

**RESOLVED**, that the Supplemental Report is hereby ratified and adopted, and the special assessments for the Bonds shall be allocated forthwith in accordance with the Supplemental Report; and

**FURTHER RESOLVED**, this Resolution shall become effective upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_TH DAY OF MAY, 2020.**

**ATTEST:**

**CHAPEL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chip Jones  
Chair of the Board of Supervisors

**Exhibit “A” – Third Supplemental Special Assessment Allocation Report for Series 2006A  
Special Assessment Bonds**

# Tab 5

**RESOLUTION 2020-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHAPEL CROSSINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING RULES, POLICIES, RATES AND FEES FOR ALL USERS OF THE AMENITY FACILITIES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Chapel Crossings Community Development District (hereinafter the "**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Pasco County, Florida; and

**WHEREAS**, the District owns and operates certain recreational amenity facilities within the District, including but not limited to a clubhouse, swimming pool, playground area, dog park, and shade structures with their appurtenant facilities and areas (the "**Amenity Facilities**"); and

**WHEREAS**, pursuant to Sections 120.54, 120.81, 190.011(5), and 190.011(15), Florida Statutes, the District is authorized to adopt and modify rules prescribing the conduct of the business of the District and to establish rules and policies for the use, operation and maintenance of the Amenity Facilities; and

**WHEREAS**, Section 190.035, Florida Statutes, authorizes the District to prescribe, fix, establish, and collect rates, fees and other charges for facilities and services furnished by the District; and

**WHEREAS**, at the recommendation of the District Manager and the manager of the Amenity Facilities, the District's Board of Supervisors (the "**Board**") desires to adopt rules, policies, rates and fees pertaining to the Amenity Facilities for all users of the Amenity Facilities; and

**WHEREAS**, the District has complied with the applicable provisions of Chapter 120 and Chapter 190, Florida Statutes, and has held a public hearing on June 2, 2020 to consider public comment upon the proposed rules, rates, policies and fees; and for the adoption and enactment of the Chapel Crossings Community Development District Amenity Facility Policy attached hereto and incorporated herein as **Exhibit "A"** (the "**Amenity Facility Policy**"); and

**WHEREAS**, the Board finds that the Amenity Facility Policy are necessary in order to provide for the orderly operation and maintenance of the Amenity Facilities; and that the adoption of such Amenity Facility Policy is in the best interest of the residents of the District; and

**WHEREAS**, after hearing and considering public comment, the Board has concluded that the Amenity Facility Policy shall be adopted.

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

Section 1. Adoption of Rules, Rates, Policies and Fees. The Amenity Facility Policy as set forth in **Exhibit "A"** and incorporated herein are hereby ratified, approved and adopted by the District.

Section 2. Conflicts. All motions, resolutions or parts of motions or resolutions in conflict herewith are hereby repealed to the extent of such conflict; the intent of this Resolution being to adopt the Amenity Facility Policy, thereby replacing, as of the Effective Date of this Resolution, any prior policies, rules, or rates applicable to the Amenity Facilities.

Section 3. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or ineffective for any reason, the remainder of this Resolution shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF SUPERVISORS OF THE CHAPEL CROSSINGS COMMUNITY DEVELOPMENT DISTRICT EFFECTIVE THIS 2ND DAY OF JUNE, 2020.**

Attest:

**Chapel Crossings Community  
Development District**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman