

**MINUTES OF MEETING  
CHAPEL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on Tuesday, **January 5, 2021** at 11:00 a.m. at the Hampton Inn – Dade City, 13215 US Hwy 301, Dade City, Florida.

Present and constituting a quorum were:

Brian Walsh	Chairman
Milton Andrade	Vice Chairman
Garret Parkinson	Assistant Secretary
Tim Jones	Assistant Secretary
Steve Johnson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Tracy Robin <i>via Zoom</i>	District Counsel, Straley Robin Vericker
Clayton Smith	GMS
Baron Hoffmeister	GMS
Tonja Stewart <i>via Zoom</i>	District Engineer

*The following is a summary of the discussions and actions taken at the January 5, 2021 Chapel Creek Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order. There were five members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted there were no members of the public present at the meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 1, 2020 Board of Supervisors Meeting**

Ms. Burns presented the December 1, 2020 Board meeting minutes and asked for questions, comments, or corrections on the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Minutes of the December 1, 2020 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-06 Electing a Treasurer and Assistant Treasurer**

Ms. Burns requested that Ariel Lovera be appointed Treasurer and Jill Burns be appointed as the Assistant Treasurer.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2021-06 Electing Mr. Lovera as Treasurer and Ms. Burns as Assistant Treasurer, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with Stantec Consulting Services, Inc.**

Ms. Burns presented the proposal for the engineer's report for the next bond issuance that will be paid out of the cost of issuance account when the bonds are issued. Ms. Stewart requested a copy of the legal description of the District. The agreement will be updated with E-Verify language.

On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the Agreement with Stantec Consulting Services, Inc. subject to counsel review, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscaping Proposals**

**A. Floralawn**

Mr. Smith presented the landscaping proposal and noted that Floralawn was the most expensive.

**B. Cardinal Landscaping**

Mr. Smith presented the landscaping proposal and noted the quality of their past work performance and that the price was lower than the current contract.

**C. Prince & Sons, Inc.**

Mr. Smith presented the landscaping proposal and noted the lower price than the current contract.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, to Terminate the Existing Landscaping Contract and Select the Landscaping Proposal from Cardinal Landscaping with Additional Areas Noted, subject to counsel review, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Audit Engagement Letter with McDirmit Davis – ADDED**

Ms. Burns noted the audit was for the Fiscal Year 2020 and stated that this was a renewal of the existing contract with the price of \$4,800.

On MOTION by Mr. Walsh, seconded by Mr. Jones, with all in favor, the Audit Engagement Letter with McDirmit Davis, subject to counsel review, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Robin had nothing further to report.

**B. Engineer**

Ms. Stewart requested the schedule for the bond issuance and the completion of the engineer's report. Ms. Burns stated the schedule would be discussed and determined on an upcoming conference call.

**C. Field Manager's Report**

Mr. Smith noted that outlets were added for Christmas decorations and there were plans for more decor next year. Mr. Smith's upcoming projects include landscaping improvements, adding in mulch at the playground, and a dog waste station for the pet park. He stated that he will

bring back quotes for more stations along the boulevard for the next meeting. Security options were discussed as well.

**D. District Manager's Report**

Ms. Burns had nothing further to report.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

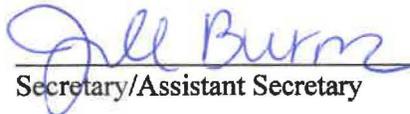
**Supervisors Requests and Audience Comments**

It was requested to add towing policies and resolution setting public hearing to the next agenda. Also, for Mr. Smith and Mr. Hoffmeister to look into getting Wi-Fi at the amenity.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman