



Breeze
1540 International Parkway
Suite 2000
Lake Mary, Florida 32746
(813) 564-7847

NORMANDY II COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

***Board of Supervisors
Organizational Meeting***

February 21, 2025

9:30 a.m.

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.

Normandy II Community Development District

Breeze Connected, LLC d.b.a. Breeze, 1540 International Parkway, Suite 2000, Lake Mary, FL 32746
Phone: (813) 567-7847

February 21, 2025

Board of Supervisors
Normandy II Community
Development District

Dear Board Members:

The Organizational Meeting of the Normandy II Community Development District is scheduled for **February 21, 2025 at 9:30 a.m. at the Fairfield Inn located at 561 Chaffee Point Blvd., Jacksonville, Florida 32221.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

In the meantime if you have any questions, please contact me.

Sincerely,

Taylor Ross Staats
Taylor Ross Staats
District Manager

Normandy II Community Development District

DISTRICT OFFICE – 1540 International Parkway, Suite 2000, Lake Mary, Florida 32746

February 21, 2025

Board of Supervisors
Normandy II Community Development District

Dear Board Members:

The organizational meeting of the Board of Supervisors of the Normandy II Community Development District will be held on **Friday, February 21st, 2025, at 9:30 a.m. at the Fairfield Inn located at 561 Chaffee Point Blvd., Jacksonville, Florida 32221.** The following is the advance agenda for this meeting:

AGENDA ORGANIZATIONAL MEETING

1. **Call to Order**
2. **Public Comment Period**
3. **Oath of Office for Supervisors**
4. **Review of Chapter 190, Florida Statutes**
5. **Review of Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
6. **Administrative Matters**
 - A. Consideration of Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers Exhibit 1
 - B. Resolution 2025-01 – Designating Officers: Chairman, Vice Chairman, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary Exhibit 2
 - C. Resolution 2025-02 – Appointing District Manager Exhibit 3
 1. District Management Agreement
 - D. Resolution 2025-03 – Appointing District Counsel Exhibit 4
 - E. Resolution 2025-04 – Designating Registered Agent and Registered Office Exhibit 5

- F. Resolution 2025-05 – Designating Primary Administrative Office and Principal Headquarters Exhibit 6
- G. Resolution 2025-06 – Designating Local District Records Office Exhibit 7
- H. Resolution 2025-07 – Designating Public Comment Period Exhibit 8
- I. Consideration of Establishment of Audit Committee – **By Motion**
- J. Discussion of District Website Services – **By Motion**

7. Organizational Matters

- A. Resolution 2025-08 – Consideration of Travel Reimbursement Policy Exhibit 9
- B. Resolution 2025-09 – Consideration of Resolution Setting Forth District Policy for Legal Defense of Board Members and Officers Exhibit 10
 - 1. Authorization to Obtain Public Officers Liability Insurance - **By Motion**
- C. Resolution 2025-10 – Authorizing the Recorded Notice of Establishment Exhibit 11
- D. Resolution 2025-11 – Adopt Records Retention Schedule Exhibit 12
- E. Resolution 2025-12 – Prompt Payment Policies and Procedures Exhibit 13
- F. Consideration of Retention of Interim Engineer – **By Motion**
- G. Authorize RFQ for District Engineer – **By Motion** Exhibit 14
- H. Resolution 2025-13 – Authorizing Chair to Execute Plats, Permits and Conveyances Exhibit 15

8. Meetings and Hearing Dates Matters

- | | | |
|----|--|------------|
| A. | Resolution 2025-14 – Designate Regular Meeting Dates, Time and Location for FY 2024/2025 | Exhibit 16 |
| B. | Resolution 2025-15 – Consideration of Proposed Budget for FY 2024/2025 for Submission to City of Jacksonville County and Set Date, Time, Place for Public Hearing <ul style="list-style-type: none">• Proposed Budget FY 2024/2025 | Exhibit 17 |
| C. | Resolution 2025-16 -- Set Date, Time and Place and Authorize Publication of Notice of Public Hearing on Rules of Procedure <ol style="list-style-type: none">1. Discussion regarding draft rules and notices<ul style="list-style-type: none">• Notice of Rule Development• Notice of Rulemaking• Rules of Procedure | Exhibit 18 |
| D. | Resolution 2025-17 -- Set Date, Time and Location and Authorize Publication of Notice of Public Hearing on Uniform Method of Collection | Exhibit 19 |
| E. | Resolution 2025-18 -- Set Date, Time and Location and Authorize Publication of Notice of Landowners' Meeting | Exhibit 20 |

9. Banking Matters

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|----|---|------------|
| A. | Resolution 2025-19 -- Select District Depository | Exhibit 21 |
| B. | Resolution 2025-20 – Authorize Bank Account Signatories | Exhibit 22 |
| C. | Resolution 2025-21 – Approve Disbursement of Expenses | Exhibit 23 |
| D. | Consideration of Funding Request | |
| E. | Resolution 2025-22 – Adopting Investment Guidelines | Exhibit 24 |

10. Bond Matters

- A. Appointment of Financing Team
 - 1. Appointment of Bond Counsel – **By Motion** Exhibit 25
 - Approval of Bond Counsel Agreement
 - 2. Appointment of Investment Banker – **By Motion** Under Separate Cover
 - Approval of Underwriting Agreement
 - 3. Appointment of Trustee – **By Motion**
 - 4. Breeze Bond and Assessment Agreement – **By Motion** Exhibit 26
- B. Resolution 2025-23 – Authorizing the Issuance of Bonds, Approving the Form of Indenture, and Authorizing Commencement of Validation Proceedings Exhibit 27
- C. Resolution 2025-24 – Approving the Development Acquisition Agreement and Promissory Note Exhibit 28
- D. Approve Master Assessment Methodology Report Exhibit 29
- E. Approve District Engineer’s Report Exhibit 30
- F. Resolution 2025-25 – Declaring Special Assessments Exhibit 31
- G. Resolution 2025-26 – Setting Public Hearing on Special Assessments Exhibit 32

11. E-Verify – Memorandum of Understanding

- A. Memorandum of Understanding for E-Verify Employer Exhibit 33
- B. E-Verify website: www.e-verify.gov

12. Staff Reports

- a. District Counsel
- b. Interim Engineer
- c. District Manager

13. Supervisor Requests and Audience Comments

14. 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) 564-7847.

Very truly yours,

Taylor Ross Staats

Taylor Ross Staats, District Manager
On behalf of the Normandy II Community
Development District