

# **BOYETTE PARK**

## **COMMUNITY DEVELOPMENT DISTRICT**

**October 19, 2020**

**BOARD OF SUPERVISORS**

**VIRTUAL REGULAR**

**MEETING AGENDA**

**Boyette Park Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

October 12, 2020

Board of Supervisors  
Boyette Park Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

The Board of Supervisors of the Boyette Park Community Development District will hold a Virtual Regular Meeting on October 19, 2020 at 10:30 a.m., via Zoom, at <https://us02web.zoom.us/j/87222411240?pwd=Qjc3bldHWUdLZldMalp3WjV6ejdBUT09>  
**Meeting ID: 872 2241 1240, Passcode: 831324**, or by dialing **1-646-558-8656, Meeting ID: 872 2241 1240, Passcode: 831324**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Update: Turnover Strategy
4. Acceptance of Unaudited Financial Statements as of August 31, 2020
5. Approval of July 20, 2020 Telephonic Public Hearings and Meeting Minutes
6. Staff Reports
  - A. District Counsel: *Hopping Green & Sams, P.A.*
  - B. District Engineer: *Clearview Land Design, P.L.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - UPCOMING MEETING DATES:
      - I. November 3, 2020 Landowners' Meeting at 10:30 A.M. (*Board Members not required to attend*)
      - II. November 16, 2020 at 10:30 A.M.

○ QUORUM CHECK

<b>SEAT 1</b>	<b>MAC McCRAW</b>	<input type="checkbox"/>	<b>IN PERSON</b>	<input type="checkbox"/>	<b>PHONE</b>	<input type="checkbox"/>	<b>NO</b>
<b>SEAT 2</b>	<b>KEITH POLASKY</b>	<input type="checkbox"/>	<b>IN PERSON</b>	<input type="checkbox"/>	<b>PHONE</b>	<input type="checkbox"/>	<b>NO</b>
<b>SEAT 3*</b>	<b>JACOB EGAN</b>	<input type="checkbox"/>	<b>IN PERSON</b>	<input type="checkbox"/>	<b>PHONE</b>	<input type="checkbox"/>	<b>NO</b>
<b>SEAT 4*</b>	<b>THOMAS GRIGGS</b>	<input type="checkbox"/>	<b>IN PERSON</b>	<input type="checkbox"/>	<b>PHONE</b>	<input type="checkbox"/>	<b>NO</b>
<b>SEAT 5*</b>	<b>TIMOTHY MURRAY</b>	<input type="checkbox"/>	<b>IN PERSON</b>	<input type="checkbox"/>	<b>PHONE</b>	<input type="checkbox"/>	<b>NO</b>

*\*Seats subject to November 3, 2020 Landowners' Meeting*

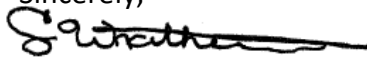
7. Board Members' Comments/Requests
8. Public Comments
9. Adjournment

"Further, please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth."

"That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District's manager in advance at 561-571-0010 or wrathellc@whhassociates.com."

Should have any questions or concerns, please do not hesitate to contact me directly at 561-719-8675.

Sincerely,



Craig Wrathell  
 District Manager

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
AUGUST 31, 2020**

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2020**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u>          </u>	<u>          </u>	<u>          </u>
<b>ASSETS</b>			
Cash	\$ 34,291	\$ -	\$ 34,291
Investments			
Revenue	-	160,298	160,298
Reserve	-	192,056	192,056
Cost of issuance	-	2	2
Total assets	<u>\$ 34,291</u>	<u>\$ 352,356</u>	<u>\$ 386,647</u>
 <b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:	\$ -	\$ -	\$ -
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>
 Fund balances:			
Restricted for:			
Debt service	-	352,356	352,356
Unassigned	34,291	-	34,291
Total fund balances	<u>34,291</u>	<u>352,356</u>	<u>386,647</u>
 Total liabilities and fund balances	<u>\$ 34,291</u>	<u>\$ 352,356</u>	<u>\$ 386,647</u>

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ -	\$ 77,056	\$ 76,649	101%
Assessment levy: off-roll	-	12,227	12,228	100%
Total revenues	<u>-</u>	<u>89,283</u>	<u>88,877</u>	100%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording	4,000	44,000	48,000	92%
Legal	806	7,215	17,000	42%
Engineering	-	83	3,000	3%
Audit	-	4,300	4,300	100%
Arbitrage rebate calculation*	-	-	750	0%
Dissemination agent	83	917	1,000	92%
Trustee	-	3,717	3,750	99%
Telephone	17	183	200	92%
Postage	-	47	500	9%
Printing & binding	42	458	500	92%
Legal advertising	1,300	3,888	1,200	324%
Annual special district fee	-	175	175	100%
Insurance	-	5,125	5,500	93%
Contingencies/bank charges	18	468	500	94%
Website maintenance	-	705	705	100%
ADA website compliance	-	199	200	100%
Tax collector	-	1,541	1,597	96%
Total professional & administrative	<u>6,266</u>	<u>73,021</u>	<u>88,877</u>	82%
Excess/(deficiency) of revenues over/(under) expenditures	(6,266)	16,262	-	
Fund balances - beginning	40,557	18,029	4,768	
Fund balances - ending	<u>\$ 34,291</u>	<u>\$ 34,291</u>	<u>\$ 4,768</u>	

\* These items will be realized the year after the issuance of bonds.

**BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2018  
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ -	\$ 318,104	\$ 316,344	101%
Assessment levy: off-roll	-	74,472	74,472	100%
Interest	1	2,542	-	N/A
Total revenues	<u>1</u>	<u>395,118</u>	<u>390,816</u>	101%
<b>EXPENDITURES</b>				
Principal	-	95,000	95,000	100%
Interest	-	286,478	286,478	100%
Tax collector	-	6,360	6,591	96%
Total debt service	<u>-</u>	<u>387,838</u>	<u>388,069</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	1	7,280	2,747	265%
Fund balances - beginning	<u>352,355</u>	<u>345,076</u>	<u>339,072</u>	
Fund balances - ending	<u><u>\$ 352,356</u></u>	<u><u>\$ 352,356</u></u>	<u><u>\$ 341,819</u></u>	



**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**DRAFT**

**MINUTES OF MEETING  
BOYETTE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Boyette Park Community Development District held Multiple Telephonic Public Hearings and a Meeting on July 20, 2020 at 10:30 a.m., at 1-888-354-0094, CONFERENCE ID: 2144145.

**Present at the meeting, were:**

Timothy Murray	Chair
Mac McCraw	Assistant Secretary
Jacob Egan	Assistant Secretary
Thomas Griggs	Assistant Secretary

**Also present, were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Daniel Rom	Wrathell, Hunt and Associates, LLC
Lindsay Whelan	District Counsel
Chris Fisher	District Engineer
Keith Polasky	Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 10:31 a.m. Supervisors Murray, McCraw, Griggs and Egan were present. Supervisor O’Brien was not present. Due to the COVID-19 pandemic, this meeting was being held telephonically, as permitted under the Florida Governor’s Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be telephonic and the agenda was posted on the District’s website.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

39 **THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Matt O'Brien**

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Mr. Wrathell presented the resignation of Mr. Matt O'Brien.

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**On MOTION by Mr. Murray and seconded by Mr. Egan, with all in favor, the resignation of Mr. Matt O'Brien, dated June 4, 2020, was accepted.**

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48 **A. Consider Appointment to Fill Unexpired Term of Vacant Seat 2 (*Term Expires***  
49 ***November, 2022*)**

50 Mr. Wrathell asked if there were any nominations to fill Vacant Seat 2. Mr. Murray  
51 nominated Mr. Keith Polasky. No other nominations were made.

52

**On MOTION by Mr. McCraw and seconded by Mr. Griggs, with all in favor, the appointment of Mr. Keith Polasky to fill the Unexpired Term of Vacant Seat 2, Term Expires November, 2022, was approved.**

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58 Mr. Wrathell stated that the Oath of Office was administered to Mr. Polasky prior to  
59 today's meeting and his Oath of Office was effective now that he was officially appointed to the  
60 Board. Management received the emailed copy of the administered Oath of Office and would  
61 forward it to District Counsel. Mr. Wrathell briefly described the following items:

- 62 **I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and**
- 63 **Employees**
- 64 **II. Membership, Obligations and Responsibilities**
- 65 **III. Financial Disclosure Forms**
  - 66 **a. Form 1: Statement of Financial Interests**
  - 67 **b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - 68 **c. Form 1F: Final Statement of Financial Interests**
- 69 **IV. Form 8B – Memorandum of Voting Conflict**

70 **B. Consideration of Resolution 2020-05, Designating a Chair, a Vice Chair, a Secretary,**  
 71 **Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, and**  
 72 **Providing an Effective Date**

73 Mr. Wrathell presented Resolution 2020-05. Mr. Griggs nominated the following slate  
 74 of officers:

75	Chair	Timothy Murray
76	Vice Chair	Mac McCraw
77	Secretary	Craig Wrathell
78	Assistant Secretary	Thomas Griggs
79	Assistant Secretary	Jacob Egan
80	Assistant Secretary	Keith Polasky
81	Assistant Secretary	Cindy Cerbone
82	Assistant Secretary	Daniel Rom
83	Treasurer	Craig Wrathell
84	Assistant Treasurer	Jeff Pinder

85 No other nominations were made.

86

87 **On MOTION by Mr. Murray and seconded by Mr. Egan, with all in favor,**  
 88 **Resolution 2020-05, Designating a Chair, a Vice Chair, a Secretary, Assistant**  
 89 **Secretaries, a Treasurer and an Assistant Treasurer of the District, and**  
 90 **Providing an Effective Date, was adopted.**

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93 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-06,**  
**Ratifying the Action of the District**  
**Manager in Re-Setting the Location of the**  
**Public Hearing on the Proposed Budget for**  
**Fiscal Year 2020/2021; Amending**  
**Resolution 2020-02 to Set the Public**  
**Hearing Thereon; Providing a Severability**  
**Clause; and Providing an Effective Date**

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102 Mr. Wrathell presented Resolution 2020-06. This Resolution ratifies Staff’s actions in  
103 advertising today’s meeting and amending Resolution 2020-02 to reflect today’s meeting as  
104 Telephonic Public Hearings and a Board meeting.

105

106 **On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor,**  
107 **Resolution 2020-06, Ratifying the Action of the District Manager in Re-Setting**  
108 **the Location of the Public Hearing on the Proposed Budget for Fiscal Year**  
109 **2020/2021; Amending Resolution 2020-02 to Set the Public Hearing Thereon;**  
110 **Providing a Severability Clause; and Providing an Effective Date, was adopted.**

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113 **FIFTH ORDER OF BUSINESS** **Public Hearing on Adoption of Fiscal Year**  
114 **2020/2021 Budget**

115 **A. Proof/Affidavit of Publication**

116 The affidavit of publication was provided for informational purposes.

117 **B. Consideration of Resolution 2020-07, Relating to the Annual Appropriations and**  
118 **Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**  
119 **September 30, 2020; Authorizing Budget Amendments; and Providing an Effective**  
120 **Date**

121 Mr. Wrathell presented Resolution 2020-07 and reviewed the Fiscal Year 2021 budget.

122

123 **On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, the**  
124 **Public Hearing was opened.**

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127 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2020-08,**  
128 **Making a Determination of Benefit and**  
129 **Imposing Special Assessments for Fiscal**  
130 **Year 2020/2021; Providing for the**  
131 **Collection and Enforcement of Special**  
132 **Assessments, Including But Not Limited to**  
133 **Penalties and Interest Thereon; Certifying**  
134 **an Assessment Roll; Providing for**  
135 **Amendments to the Assessment Roll;**  
136 **Providing a Severability Clause; and**  
137 **Providing an Effective Date**

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139 No members of the public spoke.

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141 **On MOTION by Mr. Murray and seconded by Mr. Polasky, with all in favor, the**  
142 **Public Hearing was closed.**

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145 Mr. Wrathell presented Resolution 2020-08.

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147 **On MOTION by Mr. Murray and seconded by Mr. Egan, with all in favor, the**  
148 **Resolution 2020-08, Making a Determination of Benefit and Imposing Special**  
149 **Assessments for Fiscal Year 2020/2021; Providing for the Collection and**  
150 **Enforcement of Special Assessments, Including But Not Limited to Penalties**  
151 **and Interest Thereon; Certifying an Assessment Roll; Providing for**  
152 **Amendments to the Assessment Roll; Providing a Severability Clause; and**  
153 **Providing an Effective Date, was adopted.**

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156 **SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Amended and Restated Rules of Procedure, Pursuant to Sections 190.11(5), 190.011(15) and 190.035, Florida Statutes [2019]**

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163 **A. Affidavits of Publication**

164 The proofs of publication were provided for informational purposes.

165 **B. Consideration of Resolution 2020-09, Adopting Amended and Restated Rules of**  
166 **Procedure; Providing a Severability Clause; and Providing an Effective date**

167

168 **On MOTION by Mr. Murray and seconded by Mr. McCraw, with all in favor, the**  
169 **Public Hearing was opened.**

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172 No members of the public spoke.

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174 **On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, the**  
175 **Public Hearing was closed.**

176 Mr. Wrathell presented Resolution 2020-09.

177

178 **On MOTION by Mr. Murray and seconded by Mr. Polasky, with all in favor,**  
179 **Resolution 2020-09, Adopting Amended and Restated Rules of Procedure;**  
180 **Providing a Severability Clause; and Providing an Effective date, was adopted.**

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183 Ms. Cerbone stated that a vote on Resolution 2020-07 was overlooked.

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185 **On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor,**  
186 **Resolution 2020-07, Relating to the Annual Appropriations and Adopting the**  
187 **Budget for the Fiscal Year Beginning October 1, 2020, and Ending September**  
188 **30, 2020; Authorizing Budget Amendments; and Providing an Effective Date,**  
189 **was adopted.**

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192 **EIGHTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for Fiscal Year Ended September 30, 2019,  
Prepared by Grau & Associates**

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196 Mr. Wrathell presented the Audited Financial Report and the information found on each  
197 page. There were no findings or instances of noncompliance; it was a clean audit.

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199 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-10,  
Hereby Accepting the Audited Financial  
Report for the Fiscal Year Ended  
September 30, 2019**

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204 Mr. Wrathell presented Resolution 2020-10.

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206 **On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor,**  
207 **Resolution 2020-10, Hereby Accepting the Audited Financial Report for the**  
208 **Fiscal Year Ended September 30, 2019, was adopted.**

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213 TENTH ORDER OF BUSINESS

Consideration of Resolution 2020-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date

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Mr. Wrathell presented Resolution 2020-11.

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On MOTION by Mr. Murray and seconded by Mr. Polasky, with all in favor, Resolution 2020-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date, was adopted.

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228 ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2020

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Mr. Wrathell presented the Unaudited Financial Statements as of May 31, 2020.

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On MOTION by Mr. Murray and seconded by Mr. Egan, with all in favor, the Unaudited Financial Statements as of May 31, 2020, were accepted.

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237 Mr. Wrathell noted the Balance Sheet reflected a \$5,500 advance from the Landowner;  
238 Staff recommended returning it to the Landowner.

239

On MOTION by Mr. Murray and seconded by Mr. Polasky, with all in favor, returning the \$5,500 advance back to the Landowner, was approved.

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244 TWELFTH ORDER OF BUSINESS

Approval of April 20, 2020 Telephonic Public Meeting Minutes

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Mr. Wrathell presented the April 20, 2020 Telephonic Public Meeting Minutes.

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On MOTION by Mr. Murray and seconded by Mr. Polasky, with all in favor, the April 20, 2020 Telephonic Public Meeting Minutes, as presented, were approved.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Hopping Green & Sams, P.A.***

Ms. Whelan stated that Staff would continue monitoring the Governor’s Executive Orders regarding virtual and telephonic meetings and provide updates, as necessary.

**B. District Engineer: *Clearview Land Design, P.L.***

There being no report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

**I. 318 Registered Voters in District as of April 15, 2020**

There were 318 registered voters residing within the District as of April 15, 2020.

**II. NEXT MEETING DATE: August 17, 2020 at 10:30 A.M.**

- **QUORUM CHECK**

The next meeting would be held on August 17, 2020.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There being no Board Members’ comments or requests, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, the meeting adjourned at 11:09 a.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair

**BOYETTE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**6C**

## BOYETTE PARK COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

#### LOCATION

<sup>1</sup>Hilton Garden Inn Tampa/Riverview/Brandon, 4328 Garden Vista Dr. Riverview, FL 33578  
Riverview Branch Library, 10509 Riverview Drive, Riverview, Florida 33578

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 19, 2020	Virtual Regular Meeting	10:30 AM
Join Zoom Meeting: <a href="https://us02web.zoom.us/j/87222411240?pwd=Qjc3bldHWUdLZldMalp3WjV6ejdBUT09">https://us02web.zoom.us/j/87222411240?pwd=Qjc3bldHWUdLZldMalp3WjV6ejdBUT09</a> Meeting ID: 872 2241 1240 Passcode: 831324 Phone in: 1-646-558-8656 Meeting ID: 872 2241 1240 Passcode: 831324		
November 3, 2020 <sup>1</sup>	Landowners' Meeting	10:30 AM
November 16, 2020 <sup>1</sup>	Regular Meeting	10:30 AM
December 21, 2020	Regular Meeting	10:30 AM
January 11, 2021*	Regular Meeting	10:30 AM
February 8, 2021*	Regular Meeting	10:30 AM
March 15, 2021	Regular Meeting	10:30 AM
April 19, 2021	Regular Meeting	10:30 AM
May 17, 2021	Regular Meeting	10:30 AM
June 21, 2021	Regular Meeting	10:30 AM
July 19, 2021	Regular Meeting	10:30 AM
August 16, 2021	Public Hearing & Regular Meeting	10:30 AM
September 20, 2021	Regular Meeting	10:30 AM

**\*Exception**

January meeting date is one week earlier to accommodate Martin Luther King Jr. Holiday

February meeting date is one week earlier to accommodate President's Day Holiday

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.