MINUTES OF MEETING
PARKER POINTE
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Parker Pointe Community Development District held Public Hearings and a Regular Meeting on August 16, 2024 at 12:00 p.m., or as soon thereafter as the matter could be heard, at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179.

Present:

William (Bill) Fife	Chair
Deborah Leonard	Vice Chair (Appointed at meeting)
Jon Seifel	Assistant Secretary
Michael Caputo	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 12:45 p.m. Supervisors Fife, Caputo and Seifel were present. Supervisor Smith was not present. One seat was vacant. The Oath of Office was administered to Mr. Fife before the meeting; therefore, a quorum was established.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Supervisor William Fife (the following will be provided in a separate package)**

This item was addressed during the First Order of Business.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS **Acceptance of Resignation of Tim Smith [Seat 3]**

Mr. Kantarzhi presented Mr. Tim Smith's resignation.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the resignation of Mr. Tim Smith from Seat 3, was accepted.

FIFTH ORDER OF BUSINESS **Consider Appointment of Debbie Leonard to Fill Unexpired Term of Seat 3; Term Expires November 2026**

Mr. Fife nominated Ms. Debbie Leonard to fill Seat 3. No other nominations were made.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the appointment of Ms. Debbie Leonard to fill Seat 3, was approved.

- **Administration of Oath of Office**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Deborah Leonard. The items in the Third Order of Business were explained. Mr. Kantarzhi will email additional information and follow up later this week.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2024-35, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-35. Mr. Fife nominated the following:

William Fife	Chair
Deborah Leonard	Vice Chair
Michael Caputo	Assistant Secretary
Kristen Thomas	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Tim Smith	Vice Chair
Greg Meath	Assistant Secretary
Jon Seifel	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Nelson and seconded by Ms. Tucker, with all in favor, Resolution 2024-06, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

- **Acceptance of Resignation of Jon Seifel (Seat 2) & Consider Appointment to Fill Unexpired Term of Seat 2**

This item was an addition to the agenda.

Mr. Seifel tendered his resignation.

On MOTION by Mr. Caputo and seconded by Mr. Fife, with all in favor, the resignation of Mr. Jon Seifel from Seat 2, was accepted.

Mr. Fife nominated Mr. Luis Carcamo to fill Seat 2. No other nominations were made.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, the appointment of Mr. Luis Carcamo to Seat 2, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-38, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Mr. Kantarzhi presented Resolution 2024-38. The terms of Seats 2, 4 and 5 will be extended to coincide with the November 2026 General Election. The terms of Seats 1 and 3 will be extended to coincide with the November 2028 General Election.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, Resolution 2024-38, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-39, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-39. He reviewed the proposed Fiscal Year 2025 budget, which is unchanged since it was presented at the last meeting. This is a Landowner-funded budget with expenses funded as they are incurred.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Leonard and seconded by Mr. Caputo, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, Resolution 2024-39, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September

30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law**

A. Proof/Affidavit of Publication

B. Mailed Notice(s) to Property Owners

These items were included for informational purposes.

Regarding how Operations & Maintenance (O&M) assessments will be collected, Mr. Kantarzhi stated a consensus was not reached; the Board's preference is to continue discussion after the meeting and consider this at the next meeting. Mr. Earlywine stated it should be fine; he just wants it to be noted for the record. It is currently set up as an O&M assessment across the entire project; his understanding is that DR Horton owns some lots, some will be sold during the next year as the plat gets recorded, and Kolter owns some lots. He believes the O&M assessments can be collected by the assessments being in place across the entire project, which fixes the payment based on the full budget amount, or a Funding Agreement can allow the parties to split the cost and privately pass some of the cost along to end users at home closings. For flexibility, he suggests the Resolution be adopted today, subject to the Chair's decision regarding the method of collection, whether it be via O&M assessment or Funding Agreement.

A Board Member stated that more information is needed because construction is farther along than originally expected; closings might occur by the end of 2024.

Mr. Rom thinks the biggest question is the amenity cost of $100,000. Off-roll assessments would cause the full budgeted amount to be paid, whereas Landowner contribution allows the flexibility to pay as you go. It was noted that construction on the amenity is starting and completion will take nine months.

Mr. Earlywine thinks the Funding Agreement makes more sense, given the flexibility, if collection can be done at home closings. Mr. Rom stated that District Management will provide the Estoppel letters for upcoming home closings. Mr. Earlywine stated he will need to know the allocation percentages for the Funding Agreement.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, the Public Hearing was closed.

C. Consideration of Resolution 2024-40, Providing for Funding for the Fiscal Year 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-40 and read the title.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, Resolution 2024-40, Providing for Funding for the Fiscal Year 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, subject to the Chair's determination of collection method and to advise of the split between DR Horton and Kolter, was adopted.

TENTH ORDER OF BUSINESS — Discussion/Consideration: Notice to Commence Facilities Management Services

Mr. Rom stated that, in April, the CDD entered an Agreement with First Services Residential; they submitted a one-page Notice of Commencement in order to know when services should begin. It was noted that, with regard to field services, some landscaping is needed but facilities management for the amenity will not be needed for nine months.

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, authorizing the Chair to review and execute the Notice to Commence Facilities Management Services, outside of a meeting, and present it for ratification, was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondent: Alvarez Engineers, Inc.

D. Competitive Selection Criteria/Ranking

These items were included for informational purposes.

E. Award of Contract

Mr. Kantarzhi stated Alvarez Engineers, Inc., (Alvarez), the Interim District Engineer, was the sole respondent to the RFQ for Engineering Services. As such, the Board can deem Alvarez the most qualified and responsive respondent and direct Staff to negotiate an agreement.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, deeming Alvarez Engineers, Inc., the most qualified and responsive respondent to the RFQ for Engineering Services, ranking them as the #1 ranked respondent and authorizing Staff to negotiate a contract with Alvarez Engineers, Inc., was approved.

TWELFTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting convened.

THIRTEENTH ORDER OF BUSINESS **Review of Response to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

C. Respondent

- **Grau & Associates**

Bid $3,800 plus $1,500 with bond issuance; total of $5,300.

D. Auditor Evaluation Matrix/Ranking

Mr. Kantarzhi stated Grau & Associates was the sole respondent. As the only respondent, Grau can be deemed the most responsive respondent.

FOURTEENTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

FIFTEENTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, accepting the Audit Selection Committee recommendation to rank Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own ranking, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.

SIXTEENTH ORDER OF BUSINESS **Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Kantarzhi discussed the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives and the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

SEVENTEENTH ORDER OF BUSINESS **Ratification of EMMA® Filing Assistance Software as a Service License Agreement**

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, the EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

EIGHTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of June 30, 2024**

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.

NINETEENTH ORDER OF BUSINESS **Approval of May 17, 2024 Regular Meeting Minutes**

On MOTION by Mr. Caputo and seconded by Mr. Fife, with all in favor, the May 17, 2024 Regular Meeting Minutes, as presented, were approved.

TWENTIETH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): HSQ Group, LLC

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: September 20, 2024 at 12:00 PM**
  - **QUORUM CHECK**

TWENTY-FIRST ORDER OF BUSINESS **Board Members' Comments/Requests**

Mr. Fife noted that the solar streetlights were installed but none are on. He is unsure whether all have been installed or whether they are not yet switched on. He will serve as point of contact regarding this. Mr. Kantarzhi is securing insurance for the streetlights.

TWENTY-SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

TWENTY-THIRD ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Caputo and seconded by Ms. Leonard, with all in favor, the meeting adjourned at 1:02 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair