MINUTES OF MEETING
CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Crystal Ridge Community Development District held Public Hearings and a Regular Meeting on August 2, 2024 at 11:00 a.m., at the Hampton Inn Crystal River, 1103 North Suncoast Blvd, Crystal River, Florida 34429.

Present were:

Scott Prewitt	Chair
Rockdale Skair	Vice Chair
James Brunton	Assistant Secretary
Brian Dalrymple	Assistant Secretary

Also present:

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Joe Brown	District Counsel
Chuck Pigeon	Interim District Engineer
James Dicks	DIX Developments
Chris Torres (via telephone)	Maronda Homes

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

Mr. Wrathell called the meeting to order at 11:02 a.m. Mr. Prewitt, Mr. Skair, Mr. Dalrymple and Mr. Brunton were present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2026**

This item was deferred.

- **Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)**

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations 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 **Consideration of Resolution 2024-29, Electing and Removing Officers of the District, and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS **Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

A. Affidavit/Proof of Publication

B. Consideration of Resolution 2024-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Crystal Ridge Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Brunton and seconded by Mr. Skair, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2024-30.

On MOTION by Mr. Skair and seconded by Mr. Dalrymple, with all in favor, Resolution 2024-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Crystal Ridge Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

A. Affidavit/Proof of Publication

B. Mailed Notice to Property Owner(s)

These items were included for informational purposes.

C. Engineer's Report (for informational purposes)

Mr. Wrathell noted that the Engineer's Report was previously presented and approved.

Mr. Wrathell stated that there was a minor adjustment to the Engineer's Report to include the front footage for each single-family products in a table.

Mr. Pigeon presented the Engineer's Report and noted the following:

➢ The Report was updated to add an estimated planned lot size table to the total; it is broken into the Phases 1 through 4, plus an expansion area.

➢ The lot size widths include 40', 50', 60', 70' and 80' and are identified in Table 6.

➢ Phase 1 anticipates 234 lots, Phase 2 anticipates 500 lots, Phase 3 anticipates 148 lots, Phase 4 anticipates 67 lots and the Expansion Area anticipates 100 lots.

- The total estimated Capital Improvement Plan (CIP) cost is approximately $58 million for the primary CDD area and approximately $8 million for the Expansion Area.

Mr. Wrathell asked if the Expansion Area is planned to have 65,000 planned square feet of commercial town center, 100 residential single-family homes and 300 planned apartments. Mr. Pigeon replied affirmatively.

D. Master Special Assessment Methodology Report (for informational purposes)

Mr. Wrathell noted that the Master Special Assessment Methodology Report was previously presented and approved. He reviewed the Table at the back of the Methodology Report and noted the following:

- Table 1 summarizes the Development Plan per the Engineer’s Report, reflecting 957 units within the current boundaries of the CDD, and the Expansion Area consisting of 300 apartments, 40 40’ and 60 50’ single-family units and 65,00 square feet of commercial.
- Table 2 is the CIP reflects the anticipated CIP costs estimated at $58,135,000 for the area within the existing CDD boundaries and $7,937,000 in the expansion area.
- Table 3 reflects the Preliminary Sources and Uses of Funds related to the financing plan provides for issuance of bonds.
- Table 4 sets forth the Equivalent Residential Unit (ERU) allocations for each product type.
- Table 5 shows the maximum par amount of bonds and maximum annual debt assessment for the product types.

E. Consideration of Resolution 2024-31, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date

On MOTION by Mr. Prewitt and seconded by Mr. Brunton, with all in favor, the Public Hearing was opened.

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

  No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

  The Board, sitting as an Equalizing Board, made no changes to the assessment levels.

On MOTION by Mr. Brunton and seconded by Mr. Skair, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2024-31 and read the title.

On MOTION by Mr. Prewitt and seconded by Mr. Dalrymple, with all in favor, Resolution 2024-31, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date, was approved.

SEVENTH ORDER OF BUSINESS **Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

B. Consideration of Resolution 2024-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2024-32.

On MOTION by Mr. Dalrymple and seconded by Mr. Skair, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Prewitt and seconded by Mr. Brunton, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Prewitt and seconded by Mr. Brunton, with all in favor, Resolution 2024-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2024-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2024-33. The only change since the proposed Fiscal Year 2024 budget was approved was the addition of “Supervisor fees”.

On MOTION by Mr. Skair and seconded by Mr. Dalrymple, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Brunton and seconded by Mr. Dalrymple, with all in favor, Resolution 2024-33, Relating to the Annual Appropriations and Adopting the

Budgets for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

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

A. Affidavit of Publication

B. Consideration of Resolution 2024-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2024-34 and the proposed Fiscal Year 2025 budget.

On MOTION by Mr. Skair and seconded by Mr. Prewitt, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Brunton and seconded by Mr. Dalrymple, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, Resolution 2024-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-08, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-35, Designating Dates, Times and Locations for Regular Meetings of the Board of**

Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

This item was deferred.

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

Mr. Wrathell presented the Memorandum detailing this new requirement and explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives, publish an annual report on its website detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

Mr. Wrathell stated that District Management and District Counsel collaborated on identifying Communication and Engagement, Infrastructure and Facilities Maintenance, and Community Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

Mr. Wrathell presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD and explained how the CDD will meet the goals.

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

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

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

FOURTEENTH ORDER OF BUSINESS **Approval of Minutes**

A. January 16, 2024 Landowners' Meeting

B. May 31, 2024 Organizational Meeting

> **On MOTION by Mr. Brunton and seconded by Mr. Dalrymple with all in favor, the January 16, 2024 Landowners' Meeting and the May 31, 2024 Organizational Meeting Minutes, as presented, were approved.**

FIFTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Brown stated that the bond validation hearing is scheduled for September 3, 2024. Once the 30-day appeal period after the hearing expires, bonds can be marketed.

B. District Engineer (Interim): Pigeon-Ardurra, LLC

There was nothing additional to report.

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

- **NEXT MEETING DATE: TBD**

SIXTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS Public Comments

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS Adjournment

> **On MOTION by Mr. Prewitt and seconded by Mr. Brunton, with all in favor, the meeting adjourned at 11:26 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair