

CRYSTAL RIDGE

COMMUNITY DEVELOPMENT

DISTRICT

June 9, 2025

BOARD OF SUPERVISORS

SPECIAL MEETING

AGENDA

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Crystal Ridge 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

June 2, 2025

Board of Supervisors
Crystal Ridge Community Development District

Dear Board Members:

The Board of Supervisors of the Crystal Ridge Community Development District will hold a Special Meeting on June 9, 2025 at 11:00 a.m., at 275 S Rock Crusher Rd., Homosassa, Florida, 34448. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment to Fill Unexpired Term of Seat 1; *Term Expires November 2028*
 - 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
4. Consideration of Resolution 2025-01 Electing and Removing Officers of the District, and Providing for an Effective Date
5. Consideration of Resolution 2025-02, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
6. Consideration of Resolution 2025-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date
7. Consideration of Citrus County Property Appraiser Interlocal Agreement for Use of Uniform Method of Collecting Non- Ad Valorem Assessments

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

NOTE: Meeting Location

8. Consideration of Citrus County Tax Collector Interlocal Agreement Regarding Collection of Non-Ad Valorem Assessments
9. Consideration of Resolution 2025-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Remainder of Fiscal Year 2024/2025 and Providing for an Effective Date
10. Consideration of Resolution 2025-05, Designating the Location of the Local District Records Office and Providing an Effective Date
11. Acceptance of Unaudited Financial Statements as of April 30, 2025
12. Approval of August 2, 2024 Public Hearings and Regular Meeting Minutes
13. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *Pigeon-Ardurra, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 0 Registered Voters in District as of April 15, 2025
 - NEXT MEETING DATE: TBD
 - QUORUM CHECK
14. Board Members' Comments/Requests
15. Public Comments
16. Adjournment

SEAT 1		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	SCOTT PREWITT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ROCKDALE SKAIR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JAMES BRUNTON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	BRIAN DALRYMPLE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

Should you have any questions or concerns, please do not hesitate to contact me directly at (904) 295-5714.

Sincerely,



Ernesto Torres
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 782 134 6157

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

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**CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization on this ___ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Crystal Ridge Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida
Print Name: _____
Commission No.: _____ Expires: _____

MAILING ADDRESS: Home Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

CRYSTAL RIDGE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Crystal Ridge Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District’s Board of Supervisors of the District desires to elect and remove certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following is/are elected as Officer(s) of the District effective June 9, 2025:

_____ is appointed Chair

_____ is appointed Vice Chair

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Felix Rodriguez is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of June 9, 2025:

SECTION 3. The following prior appointments By the Board remain unaffected by this Resolution.

Craig Wrathell is Secretary

Ernesto Torres is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED this 9th day of June, 2025.

ATTEST:

**CRYSTAL RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Crystal Ridge Community Development District (“**District**”) prior to June 15, 2025, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (“**Fiscal Year 2025/2026**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Citrus County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of June, 2025.

ATTEST:

**CRYSTAL RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A: Proposed Budget

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
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**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed Budget FY 2026
	Adopted Budget FY 2025	Actual through 3/31/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Landowner contribution	106,326	17,934	65,583	83,517	\$ 109,076
Total revenues	<u>106,326</u>	<u>17,934</u>	<u>65,583</u>	<u>83,517</u>	<u>109,076</u>
EXPENDITURES					
Professional & administrative					
Supervisors	7,536	-	7,536	7,536	7,536
Management/accounting/recording**	48,000	12,000	24,000	36,000	48,000
Legal	25,000	1,267	23,733	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	-	-	5,500
Arbitrage rebate calculation*	500	-	-	-	500
Dissemination agent*	2,000	-	1,000	1,000	2,000
Trustee*	5,500	-	-	-	5,500
Telephone	200	100	100	200	200
Postage	500	10	490	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,750	-	1,750	1,750	1,750
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,250	-	5,250	6,500
Contingencies/bank charges	750	855	-	855	1,000
Emma software service	-	-	-	-	1,500
Website hosting & maintenance	705	1,680	-	1,680	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>106,326</u>	<u>21,587</u>	<u>61,069</u>	<u>82,656</u>	<u>109,076</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(3,653)	4,514	861	-
Fund balance - beginning (unaudited)	-	(861)	(4,514)	(861)	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (4,514)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*These items will be realized when bonds are issued.

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 7,536
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording**	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	2,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee*	5,500
Telephone	200
Postage	500
Telephone and fax machine.	
Printing & binding	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Legal advertising	1,750
Letterhead, envelopes, copies, agenda packages	
Annual special district fee	175
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Insurance	6,500
Contingencies/bank charges	1,000
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Emma software service	1,500
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 109,076</u></u>

*These items will be realized when bonds are issued.

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Crystal Ridge Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of June, 2025.

ATTEST:

**CRYSTAL RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<i>TBD</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2025	Regular Meeting	__:__ AM/PM
November __, 2025	Regular Meeting	__:__ AM/PM
December __, 2025	Regular Meeting	__:__ AM/PM
January __, 2026	Regular Meeting	__:__ AM/PM
February __, 2026	Regular Meeting	__:__ AM/PM
March __, 2026	Regular Meeting	__:__ AM/PM
April __, 2026	Regular Meeting	__:__ AM/PM
May __, 2026	Regular Meeting	__:__ AM/PM
June __, 2026	Regular Meeting	__:__ AM/PM
July __, 2026	Regular Meeting	__:__ AM/PM
August __, 2026	Regular Meeting	__:__ AM/PM
September __, 2026	Regular Meeting	__:__ AM/PM

CRYSTAL RIDGE

COMMUNITY DEVELOPMENT DISTRICT

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**INTERLOCAL AGREEMENT BY AND BETWEEN
CRYSTAL RIDGE COMMUNITY DEVELOPMENT
DISTRICT AND THE CITRUS COUNTY PROPERTY
APPRAISER FOR USE OF UNIFORM METHOD OF
COLLECTING NON- AD VALOREM ASSESSMENTS**

THIS AGREEMENT is made and entered into this ___ day of _____ 2025,
by and between the **Crystal Ridge Community Development District** (District), and **Cregg E.
Dalton, Citrus County Property Appraiser** (Property Appraiser), who understand and agree as
follows:

WITNESSETH

Whereas, the District has declared its intent to use the uniform method of collecting non-ad valorem assessment as authorized by section 197.3631, Florida Statutes (2024), pursuant to the method provided for in sections 197.3632 and 197.3635, Florida Statutes (2024).

Whereas, section 197.3632(2), Florida Statutes (2024), provides that a written agreement shall be entered into between the District and Property Appraiser providing for reimbursement by the District of the necessary administrative costs incurred by the Property Appraiser under section 197.3632.

Now Therefore, the parties agree that:

1. The Property Appraiser shall perform those services specified in section 197.3632, to be performed by a property appraiser for the benefit of the District.
2. The District shall reimburse the Property Appraiser for all necessary administrative costs incurred providing such services as set forth in section 197.3632(2).
3. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming as prescribed in section 197.3632(2). To the extent allowed by law, the District also agrees to hold the Property Appraiser harmless for any and all costs, court costs, and attorney's fees resulting from or arising from any and all challenges, both administrative and judicial, which the

Property Appraiser may be required to defend arising out of the acts or omissions of the District in the imposition and/or levy of non-ad valorem assessments. This indemnification is subject to and governed by the provisions and limitations of Section 768.28, Florida Statutes, and shall not be considered a further waiver of the limited waiver of sovereign immunity contained therein.

4. The District will pay the Property Appraiser the sum equal to two percent (2%) of the District's funds certified for collection from non-ad valorem assessments. In addition to the above-stated sum, the District shall in the year a new non-ad valorem assessment is created, pay to the Property Appraiser a start-up cost equal to the sum One Hundred Dollars (\$100.00), plus ten cents (10¢) per parcel and one percent (1%) of the anticipated annual revenue for the first year. The above sum shall be paid on or before April 1st of the year following the creation of each non-ad valorem assessment. The deadline for submitting all new non-ad valorem assessments to the Property Appraiser will be August 30th if provided to the Property Appraiser on electronic medium or June 15th if the data is to be entered by the Property Appraiser's staff.

The District will pay the Property Appraiser the sum equal to two percent (2%) of the District's non-ad valorem assessment from the preceding year if the Districts does not notify the Property Appraiser of its intention to discontinue its responsibilities under this Agreement prior to January 10th of any given year as required by section 197.3632(6), Florida Statutes (2024).

5. This Agreement is the minimum necessary to implement the law and will be amended as necessary from time to time to clarify or supplement the provisions hereof.

6. The parties hereto agree that the Property Appraiser, by executing this Agreement and agreeing to assist the District in the collection of non-ad valorem assessments, does not warrant either the legal efficacy or validity of any levies made by the District as non-ad valorem assessments, or the correctness of the amount of the levy or charge imposed against the parcels of property to be subject to the levy, or any individual parcel subject to said levy.

7. The parties agree that any errors made by the District or its directors, officers, employees, or agents in the amount of the levy or imposition or any other errors of omission or commission by the District or its directors, officers, employees, or agents related to the District's levy or imposition of non-ad valorem special assessments, shall be processed and corrected exclusively and solely by the District and that the Property Appraiser shall not be responsible for same. The parties further agree that all requests or claims made by any affected property owner for correction of any such foregoing errors shall be processed exclusively by the District and shall be filed with the District, or its designee, provided that its designee shall not be the Property Appraiser. Notwithstanding anything else herein to the contrary, the parties agree that any errors (of omission, commission, or otherwise) made by the Property Appraiser or its directors, officers, employees, or agents in connection with the Property Appraiser's performance of its duties and obligations under section 197.3632, Florida Statutes, shall be processed and corrected exclusively and solely by the Property Appraiser and the District shall not be responsible for same. However, where any errors referenced herein occur, the non-erring party shall cooperate in good faith with the erring party as may be reasonably necessary to correct such error.

8. The term of this Agreement shall commence with the 2025 non-ad valorem assessment rolls of the District and shall continue and extend uninterrupted from year to year from the effective date as indicated below unless a notice of discontinuance shall be issued by any party. A notice of discontinuance shall be in writing and shall be delivered not less than ninety (90) days in advance of the commencement of the next fiscal year of the District save and except during those years when the District in timely fashion notifies the Citrus County Tax Collector and the Property Appraiser that it needs to collect and enforce the assessment pursuant to other provisions of law.

9. The parties to this Agreement agree to consult and cooperate as necessary and practical for the efficient and timely listing, preparation, submissions, certification, collection

and enforcement against delinquencies of the District non-ad valorem or special assessment rolls and levies, including provision by the District to the other parties of any staff assistance reasonably necessary and required to effect the purposes of this Agreement.

10. The parties shall perform all their obligations under this Agreement in accordance with good faith and prudent practice.

11. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended, modified or discontinued, unless otherwise provided in this Agreement, except in writing and signed by all the parties hereto. Should any provision of this Agreement be declared to be invalid, the remaining provisions of this Agreement shall remain in full force and effect, unless such provision found to be invalid alter substantially the benefits of the Agreement for either of the parties or renders the statutory and regulatory obligations unperformable.

12. This Agreement shall be governed by the laws of the State of Florida.

13. Written notice shall be given to the parties at the following address, or such other place or person as each of the parties shall designate by similar notice:

- a. Crystal Ridge Community Development District: 2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
- b. Property Appraiser: 210 N Apopka Avenue, Suite 200
Inverness, Florida 34450

In Witness Whereof the parties have hereunto set their hand and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers and/or representatives.

ATTEST:

Printed Name: _____

As: _____

**CRYSTAL RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

By: _____

Printed Name: _____

As _____

WITNESSES:

Signature

Printed Name: _____

Signature

Printed Name: _____

**CITRUS COUNTY PROPERTY
APPRAISER**

Cregg E. Dalton, CFA, MBA
Citrus County Property Appraiser

CRYSTAL RIDGE

COMMUNITY DEVELOPMENT DISTRICT

8

**INTERLOCAL AGREEMENT
REGARDING COLLECTION OF NON-AD VALOREM ASSESSMENTS**

This *Interlocal Agreement Regarding Collection of Non-Ad Valorem Assessments* (“**Agreement**”), dated this ___ day of _____ is entered into by and between Ms. Janice A. Warren, the Citrus County Tax Collector, a constitutional officer of the State of Florida, whose address is 210 N Apopka Ave, Suite 100, Inverness, FL 34450 (“**Tax Collector**”) and Crystal Ridge Community Development District, a local unit of special purpose government situated within Citrus County (“**Crystal Ridge CDD**” and collectively with Tax Collector, the “**Parties**”).

WITNESSETH:

WHEREAS, Section 163.01, *Florida Statutes*, known as the “Florida Interlocal Cooperation Act of 1969” (the “**Cooperation Act**”), permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, Crystal Ridge CDD is authorized to levy, collect, and enforce special assessments pursuant to Chapters 170 and 190, *Florida Statutes*, and, by Resolution, has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by section 197.3632, *Florida Statutes*; and

WHEREAS, the uniform methodology, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

WHEREAS, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to the Crystal Ridge CDD; and

WHEREAS, the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

WHEREAS, section 197.3632(2), *Florida Statutes*, provides that the Crystal Ridge CDD shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the uniform methodology law; and

WHEREAS, section 197.3632(7), *Florida Statutes*, provides that the Crystal Ridge CDD shall bear all costs associated with any separate notice in the event the Property Appraiser is unable to merge a non-ad valorem assessment roll to produce the annual tax notice; and

WHEREAS, Section 197.3632(8)(c), *Florida Statutes*, provides that the Crystal Ridge CDD shall compensate the Tax Collector for the costs of collecting non-ad valorem assessments.

NOW, THEREFORE, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the Parties do contract and agree as follows:

SECTION 1. PURPOSE. The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by the Crystal Ridge CDD to include reimbursement by the Crystal Ridge CDD to the Tax Collector for costs of collection pursuant to section 197.3632(8)(c), *Florida Statutes*; any costs involved in separate mailings because of non-merger of any non-ad valorem assessment roll as certified by the Crystal Ridge CDD pursuant to section 197.3632(7), *Florida Statutes*; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632(2), *Florida Statutes*.

SECTION 2. TERM. The term of this Agreement shall commence on the date identified above, and shall run through September 30, 2025, the date of signature of the Parties notwithstanding, and shall automatically be renewed thereafter for successive one-year periods, unless Crystal Ridge CDD provides notice to the Tax Collector, Property Appraiser and Department of Revenue prior to January 10 of the assessment year that it will discontinue using the uniform method of collection.

SECTION 3. COMPLIANCE WITH LAWS AND REGULATIONS. The Parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments and any rules, policies, Resolutions, or other procedure promulgated by the Crystal Ridge CDD, not inconsistent with, nor contrary to, the provisions of section 197.3632, *Florida Statutes*, and section 197.3635, *Florida Statutes*, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE CRYSTAL RIDGE CDD. Crystal Ridge CDD covenants and contracts to:

- A. Compensate Tax Collector on an annual basis during the term of this agreement at rate of two percent (2%) of the amount of special assessments collected and remitted or the actual costs of collection, whichever is greater, pursuant to sections 197.3632(8)(c) and 192.091(2)(b), *Florida Statutes*; and
- B. Pay for or, alternatively, reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Property Appraiser to merge the non-ad valorem assessment roll certified by Crystal Ridge CDD, pursuant to section 197.3632(7), *Florida Statutes*; and
- C. Pay directly for necessary advertising relating to implementation of the new uniform non-ad valorem assessment law pursuant to sections 197.3632 and 197.3635, *Florida*

Statutes, and any applicable rules promulgated by the Department of Revenue thereunder, upon being timely billed by the Tax Collector; and

- D. Officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax roll submitted by the Property Appraiser to the Department of Revenue by the 15th day of September of each calendar year, and such official certification shall be by the chairperson of the governing board of the Crystal Ridge CDD, or his or her designee. Crystal Ridge CDD shall post the non-ad valorem assessment for each parcel on the said non-ad valorem assessment roll and shall exercise their individual responsibility that such non-ad valorem assessment roll be free of errors and omissions. If Crystal Ridge CDD discontinues using the uniform method of collection and enforcement of the applicable non-ad valorem assessment, it shall notify the Tax Collector, Property Appraiser and Department of Revenue prior to the 10th day of January of the assessment year; and
- E. Cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of sections 197.3632 and 197.3635, *Florida Statutes*, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rule.

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE TAX COLLECTOR. The Tax Collector covenants and contracts to the following:

- A. The Tax Collector shall prepare a collection roll and notice (the tax notice) for special assessments for Crystal Ridge CDD, pursuant to sections 197.3632 and 197.3635, *Florida Statutes*, and their successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific policies, rules, and resolutions adopted by Crystal Ridge CDD, so long as said policies, rules, and resolutions shall themselves each and every one clearly state intent to use the uniform method for collecting such assessments and so long as they are further not inconsistent with, nor contrary to, the provisions of sections 197.3632 and 197.3635, *Florida Statutes*, and their successor provisions, and any applicable rules; and
- B. The Tax Collector shall collect the non-ad valorem assessment of the Crystal Ridge CDD as certified to the Tax Collector by each district no later than the 15th day of September of each calendar year on compatible electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions; and

- C. The Tax Collector agrees to cooperate with Crystal Ridge CDD, individually, in implementation of the uniform method for collecting and enforcing non-ad valorem assessments pursuant to sections 197.3632 and 197.3635, *Florida Statutes*, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non-ad valorem assessment roll that is not officially certified to the Tax Collector by the 15th day of September of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue; and
- D. If the Tax Collector discovers errors or omissions on such roll, the Tax Collector may request the appropriate district file a corrected roll or a correction of the amount of any assessment and the district required to submit corrections shall bear the cost of any such error or omission; and
- E. If the Tax Collector determines that a separate mailing is authorized pursuant to section 197.3632(7), *Florida Statutes*, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non-ad valorem assessment or shall direct Crystal Ridge CDD to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to the Crystal Ridge CDD and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. If such a separate mailing is affected, the Crystal Ridge CDD shall bear all costs associated with the separate notice for the non-ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

SECTION 6. EXECUTION IN COUNTERPARTS. This Agreement may be simultaneously executed in counterparts, each which shall be an original and all of which shall constitute but one and the same instrument.

SECTION 7. LIMITATION ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed a waiver of immunity limits of liability of Crystal Ridge CDD or the Tax Collector beyond any statutory limited waiver of immunity or limits of liability contain in section 768.28, *Florida Statutes*, as amended or other statute. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

Notwithstanding the above, the District shall pay all attorney's fees both at the trial and appellate court level as well as related court costs and expenses associated with any lawsuit filed by a property owner or other third party contesting the validity of the non-ad valorem assessment. It shall be up to the sole discretion of the tax collector as to the choice of counsel in defending any such litigation and the total costs shall not be subject to the statutory limits of Section 768.28 Florida Statutes.

No covenant, stipulation, obligation or agreement contained in this Agreement shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member of

the governing body or agent or employee of the Parties in its, his, hers, or their individual capacity, and neither the members of the governing body of the Parties nor any official executing this Agreement shall be liable personally or shall be subject to any accountability for reason of the execution by the Parties of this Agreement or any related act.

SECTION 8. NOTICES. Any notices required or allowed to be delivered shall be in writing and be deemed to be delivered when: (i) hand delivered to the official hereinafter designated, or (ii) upon receipt of such notice when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to a party at the address set forth opposite the party's name below, or at such other address as the party or parties shall have been specified by written notice to the other party delivered in accordance herewith.

If to the Tax Collector: Janice A Warren, Citrus County Tax Collector
210 N Apopka Ave, Suite 100
Inverness, FL 34450
Attn: _____

If to the Crystal Ridge CDD: Crystal Ridge Community Development District
475 West Town Place, Suite 140
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

SECTION 9. GOVERNING LAW AND VENUE. This Agreement and the provisions contained herein shall be governed by and construed in accordance with the laws of the State of Florida. In any action, in equity or law, with respect to the enforcement or interpretation of this Agreement, venue shall be solely in Citrus County, Florida or the Middle District, Orlando, Florida for federal actions.

SECTION 10. ASSIGNMENT AND BINDING EFFECT. No assignment, delegation, transfer or novation of this Agreement or any part hereof shall be made unless approved in writing and signed by the Parties to this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

SECTION 11. AMENDMENTS. No modification, addendum or amendments of any kind whatsoever may be made to this Agreement unless in written consent and signed by all Parties to this Agreement.

SECTION 12. FILING. After approval of this Agreement by the respective governing bodies of the Parties, and its execution by the duly qualified and authorized officers of each of the Parties, the Crystal Ridge CDD shall cause this Agreement to be filed with the Clerk of the Circuit Court of Citrus County, Florida, in accordance with the requirements of section 163.01(11), *Florida Statutes*.

SECTION 13. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 14. ENTIRE AGREEMENT. This instrument and its exhibits constitute the entire agreement between the Parties and supersede all previous discussions, understandings and agreement between the Parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions herein shall be made by the Parties in writing by formal amendment, except changes in Chapter 189, 190 or any other Florida Law shall automatically amend this Agreement.

SECTION 15. EFFECTIVE DATE. This Agreement shall become effective after its execution by the authorized representatives of each of the Parties and upon the date of its filing with the Clerk of the Circuit Court of Citrus County, Florida.

[Signature pages follow]

IN WITNESS WHEREOF, the Parties hereto, by and through the undersigned, have entered into this Interlocal Agreement on this date and year first above written.

CITRUS COUNTY TAX COLLECTOR

By: _____
Name: Janice A. Warren
Title: Tax Collector, Citrus County, Florida

WITNESSES:

Name: _____
Title: _____

Name: _____
Title: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 2025, by _____, as _____ of Citrus County Tax Collector, on its behalf. He/She [] is personally known to me or [] produced _____ as identification.

Notary Public, State of Florida

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Name: _____
Title: _____

WITNESSES:

Name: _____
Title: _____

Name: _____
Title: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 2025, by _____, as _____ of the Board of Supervisors of Crystal Ridge Community Development District. He/She [] is personally known to me or [] produced _____ as identification.

Notary Public, State of Florida

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

9

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR THE REMAINDER OF FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Crystal Ridge Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. ADOPTING FISCAL YEAR 2024/2025 ANNUAL MEETING SCHEDULE. The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of June, 2025.

ATTEST:

**CRYSTAL RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>TBD</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
July __, 2025	Regular Meeting	__:__ AM/PM
August __, 2025	Regular Meeting	__:__ AM/PM
September __, 2025	Regular Meeting	__:__ AM/PM

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2025-05

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Crystal Ridge Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within Citrus County, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s local records office shall be located at: _____

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of June, 2025.

ATTEST:

CRYSTAL RIDGE COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2025**

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30 ,2025**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 20,015	\$ -	\$ 20,015
Due from Landowner	2,376	11,454	13,830
Total assets	<u>22,391</u>	<u>11,454</u>	<u>33,845</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 12,923	\$ 11,454	\$ 24,377
Tax Payable	245	-	245
Due to Landowner	-	11,454	11,454
Landowner advance	13,500	-	13,500
Total liabilities	<u>26,668</u>	<u>22,908</u>	<u>49,576</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	2,376	-	2,376
Total deferred inflows of resources	<u>2,376</u>	<u>-</u>	<u>2,376</u>
Fund balances:			
Unassigned	<u>(6,653)</u>	<u>(11,454)</u>	<u>(18,107)</u>
Total fund balances	<u>(6,653)</u>	<u>(11,454)</u>	<u>(18,107)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 22,391</u>	<u>\$ 11,454</u>	<u>\$ 33,845</u>

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2025**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ -	\$ 17,934	\$ 106,326	17%
Total revenues	<u>-</u>	<u>17,934</u>	<u>106,326</u>	17%
EXPENDITURES				
Professional & administrative				
Supervisor	-	-	7,536	0%
Management/accounting/recording*	2,000	14,000	48,000	29%
Legal	-	1,267	25,000	5%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	2,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	117	200	59%
Postage	-	10	500	2%
Printing & binding	41	292	500	58%
Legal advertising	-	-	1,750	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,250	5,500	95%
Contingencies/bank charges	80	935	750	125%
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>2,138</u>	<u>23,726</u>	<u>106,326</u>	22%
Total expenditures	<u>2,138</u>	<u>23,726</u>	<u>106,326</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	(2,138)	(5,792)	-	
Fund balances - beginning	<u>(4,515)</u>	<u>(861)</u>	-	
Fund balances - ending	<u>\$ (6,653)</u>	<u>\$ (6,653)</u>	<u>\$ -</u>	

*WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED APRIL 30, 2025**

	<u>Current Month</u>	<u>Year to Date</u>
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES		
Cost of issuance	-	11,454
Total expenditures	<u>-</u>	<u>11,454</u>
 Excess/(deficiency) of revenues over/(under) expenditures	-	(11,454)
 Fund balance - beginning	(11,454)	-
Fund balance - ending	<u>\$ (11,454)</u>	<u>\$ (11,454)</u>

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**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)**

- 41 **A. Required Ethics Training and Disclosure Filing**
- 42 • **Sample Form 1 2023/Instructions**
- 43 **B. Membership, Obligations and Responsibilities**
- 44 **C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 45 **D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local**
- 46 **Public Officers**

47

48 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2024-29,**
49 **Electing and Removing Officers of the**
50 **District, and Providing for an Effective Date**

51
52 This item was deferred.

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54 **FIFTH ORDER OF BUSINESS** **Public Hearing Confirming the Intent of the**
55 **District to Use the Uniform Method of**
56 **Levy, Collection and Enforcement of Non-**
57 **Ad Valorem Assessments as Authorized**
58 **and Permitted by Section 197.3632, Florida**
59 **Statutes; Expressing the Need for the Levy**
60 **of Non-Ad Valorem Assessments and**
61 **Setting Forth the Legal Description of the**
62 **Real Property Within the District’s**
63 **Jurisdictional Boundaries that May or Shall**
64 **Be Subject to the Levy of District Non-Ad**
65 **Valorem Assessments; Providing for**
66 **Severability; Providing for Conflict and**
67 **Providing for an Effective Date**

- 68
- 69 **A. Affidavit/Proof of Publication**
- 70 **B. Consideration of Resolution 2024-30, Expressing its Intent to Utilize the Uniform**
- 71 **Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which**
- 72 **May Be Levied by the Crystal Ridge Community Development District in Accordance**
- 73 **with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing**
- 74 **an Effective Date**

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

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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.

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

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

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

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

124 ➤ Table 1 summarizes the Development Plan per the Engineer's Report, reflecting 957
125 units within the current boundaries of the CDD, and the Expansion Area consisting of 300
126 apartments, 40 40' and 60 50' single-family units and 65,00 square feet of commercial.

127 ➤ Table 2 is the CIP reflects the anticipated CIP costs estimated at \$58,135,000 for the
128 area within the existing CDD boundaries and \$7,937,000 in the expansion area.

129 ➤ Table 3 reflects the Preliminary Sources and Uses of Funds related to the financing plan
130 provides for issuance of bonds.

131 ➤ Table 4 sets forth the Equivalent Residential Unit (ERU) allocations for each product
132 type.

133 ➤ Table 5 shows the maximum par amount of bonds and maximum annual debt
134 assessment for the product types.

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

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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

183 Mr. Wrathell presented Resolution 2024-32.

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

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189 No affected property owners or members of the public spoke.

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

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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.

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EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

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201

A. Affidavit of Publication

202

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

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

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

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213 No affected property owners or members of the public spoke

214

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

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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

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

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224 **NINTH ORDER OF BUSINESS**

Public Hearing on Adoption of Fiscal Year
2024/2025 Budget

225
226

227 **A. Affidavit of Publication**

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

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

233

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

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No affected property owners or members of the public spoke.

239

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

242

243 **On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor,**
244 **Resolution 2024-34, Relating to the Annual Appropriations and Adopting the**
245 **Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September**
246 **30, 2025; Authorizing Budget Amendments; and Providing an Effective Date,**
247 **was adopted.**

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250 **TENTH ORDER OF BUSINESS**

Consideration of Resolution 2024-08,
Designating the Location of the Local
District Records Office and Providing an
Effective Date

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253 This item was deferred.

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257 **ELEVENTH ORDER OF BUSINESS**

Consideration of Resolution 2024-35,
Designating Dates, Times and Locations for
Regular Meetings of the Board of

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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

298 A. January 16, 2024 Landowners’ Meeting

299 B. May 31, 2024 Organizational Meeting

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

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305 FIFTEENTH ORDER OF BUSINESS

Staff Reports

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307 A. District Counsel: Kutak Rock LLP

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

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

311 There was nothing additional to report.

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

- 313 • NEXT MEETING DATE: TBD

314

315 SIXTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

316
317 There were no Board Members’ comments or requests.

318

319 SEVENTEENTH ORDER OF BUSINESS

Public Comments

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321 No members of the public spoke.

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323 EIGHTEENTH ORDER OF BUSINESS

Adjournment

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

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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338 _____
Secretary/Assistant Secretary

_____ Chair/Vice Chair

CRYSTAL RIDGE
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

From: [Maureen Baird](#)
To: [Daphne Gillyard](#); [Citrus County Supervisor of Elections](#)
Subject: RE: VoteCitrus Contact Us Request
Date: Wednesday, April 9, 2025 4:07:07 PM

Hello,

Per your request and information provided we do not see any homes the properties on the Property Appraiser maps. If we can be of further assistance, please let us know.

Thank you,

**Citrus County
Supervisor of Elections Office**

[BE AN INFORMED VOTER!](#)

Physical Address: 1500 N Meadowcrest Blvd Crystal River, FL 34429
Mailing Address: PO Box 1870 Lecanto, FL 34460
Phone: 352-564-7120
Fax: 352-564-7121
Website: www.votecitrus.gov
Email: vote@votecitrus.gov




Maureen "Mo" Baird
Supervisor of Elections

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From: webmail@vrsystems.com <webmail@vrsystems.com>
Sent: Saturday, April 5, 2025 12:04 PM
To: Citrus County Supervisor of Elections <vote@votecitrus.gov>
Subject: VoteCitrus Contact Us Request

Send Email To

Citrus County Supervisor of Elections