

**MINUTES OF MEETING
VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Varrea North Community Development District was held on June 5, 2024, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 9:15 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610.

Present were:

Ryan Zook
Ryan Hoppe
Brian Janek
Cody You

Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Andrew Kantarzhi
Ryan Dugan

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:25 a.m.

Ms. Cerbone stated that the Landowners' Election was held just before this meeting and the Oath of Office was administered to the elected Supervisors Mr. Ryan Zook, Mr. Ryan Hoppe, Mr. Brian Janek and Mr. Cody You prior to the start of this meeting.

Supervisors Zook, Hoppe, Janek and You were present. Supervisor-Elect Anne Mize was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)

The Oath of Office was administered before the meeting. The Oath of Office will be administered to Supervisor-Elect Anne Mize at or before the next meeting. The Board Members are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 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 2024-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-01 and recapped the results of the Landowners' Election, which will be inserted into Sections 1 and 2, as follows:

Seat 1	Ryan Zook	10 votes	4-year Term
Seat 2	Anne Mize	10 votes	4-year Term
Seat 3	Ryan Hoppe	5 votes	2-year Term
Seat 4	Brian Janek	5 votes	2-year Term
Seat 5	Cody You	5 votes	2-year Term

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Electing Certain Officers of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-02. Mr. Zook nominated the following slate:

Chair	Ryan Zook
Vice Chair	Anne Mize
Secretary	Craig Wrathell
Assistant Secretary	Ryan Hoppe
Assistant Secretary	Brian Janek
Assistant Secretary	Cody You
Assistant Secretary	Andrew Kantarzhi
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2024-02, Electing Certain Officers of the District, as amended, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL MATTERS, BANKING MATTERS & BUDGETARY MATTERS)

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS

**Consideration of the Following
Organizational Items:**

Ms. Cerbone presented the following Consent Agenda Items:

- A. Resolution 2024-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**
 - **Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**
- B. Resolution 2024-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date**
 - **Fee Agreement: Kutak Rock LLP**
- C. Resolution 2024-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date**

Mr. Craig Wrathell will be the Registered Agent and the Boca Raton office of WHA will be the Registered Office.

D. Resolution 2024-06, Appointing an Interim District Engineer for the Varrea North Community Development District, Authorizing Its Compensation and Providing for an Effective Date

- **Interim Engineering Services Agreement: Ardurra Group, Inc.**

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

F. Board Member Compensation: 190.006 (8), F.S.

Ms. Cerbone voiced her understanding that those who are not D.R. Horton employees will receive the allowable compensation for attending CDD meetings.

G. Resolution 2024-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

The Boca Raton office of WHA will be the Primary Administrative Office and the Principal Headquarters will be located within the City of Plant City, Florida.

H. Resolution 2024-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

I. Resolution 2024-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

J. Resolution 2024-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

The District Manager's office will be the CDD's records custodian.

K. Resolution 2024-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

Documents will be subsequently presented for ratification at the next meeting.

- L. Resolution 2024-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District; and Providing for an Effective Date**
- M. Authorization of Request for Proposals (RFP) for Annual Audit Services**
 - **Designation of Board of Supervisors as Audit Committee**
- N. Strange Zone, Inc., Quotation #M24-1024 for District Website Design, Maintenance and Domain Web-Site Design Agreement**
- O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**
- P. Resolution 2024-13, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**
- Q. Memorandum Regarding E-Verify Requirements**
- R. Resolution 2024-29, Authorizing the Chairperson to Take the Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and Providing an Effective Date**

This item was pulled from the Consent Agenda Items to be considered later in the meeting.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Matter:

- A. Resolution 2024-14, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date**

The Treasurer, Assistant Treasurer and Chair will be the authorized signors on the account.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

- A. Resolution 2024-15, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes
- B. Resolution 2024-16, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date
- C. Resolution 2024-17, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date
- D. Resolution 2024-18, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- E. Resolution 2024-19, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, the Consent Agenda Items listed in the Sixth, Seventh and Eighth Orders of Business, with the exception of Item 6R, which will be adopted separately, were approved and/or adopted and/or ratified and/or accepted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL MATTERS, BANKING MATTERS & BUDGETARY MATTERS)

- Resolution 2024-29, Authorizing the Chairperson to Take the Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and Providing an Effective Date

This item, previously Item 6R was presented out of order.

Ms. Cerbone stated that this item was pulled from the Consent Agenda Items to be considered later in the meeting.

The following change was made to Resolution 2024-29:

4th Whereas Clause and where necessary: Change “Twenty-Five Thousand Dollars (\$25,000)” to “Seventy-Five Thousand Dollars (\$75,000)”

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Resolution 2024-29, as amended, Authorizing the Chairperson to Take the Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and Providing an Effective Date, was adopted.

ORGANIZATIONAL MATTERS

NINTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Organizational Matters:

I. Resolution 2024-20, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

II. Resolution 2024-21, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices of Rule Development and Rulemaking

Ms. Cerbone presented Resolution 2024-21.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2024-21, To Designate Date, Time and Place of August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610 for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

III. Resolution 2024-22, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-22. The following will be added to the Fiscal Year 2024 Meeting Schedule:

DATES: July 12, 2024; August 9, 2024 and September 13, 2024

TIME: 10:00 AM

LOCATION: The Offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida
33610

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-22, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

IV. Resolution 2024-23, 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

Ms. Cerbone presented Resolution 2024-23. The following will be added to the Fiscal Year 2025 Meeting Schedule:

DATES: October 11, 2024; November 8, 2024; December 13, 2024; January 10, 2025; February 14, 2025; March 14, 2025; April 11, 2025; May 9, 2025; June 13, 2025; July 11, 2025; August 9, 2025 and September 12, 2025

TIME: 10:00 AM

LOCATION: The Offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida
33610

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-23, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

V. Resolution 2024-24, Designated a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments

Ms. Cerbone presented Resolution 2024-24.

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-24, Designated a Date, Time, and Location of August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610 for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments, was adopted.

VI. Resolution 2024-25, Adopting Interim Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District

Ms. Cerbone presented Resolution 2024-25. She noted that, at the Varrea South CDD meeting, changes were made to these Interim Joint Rules and Policies Regarding Amenity Facilities and those changes apply for the Varrea North CDD, as well.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2024-25, Adopting Interim Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District, as amended with the changes made at the Varrea South CDD, was adopted.

VII. Resolution 2024-26, Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Joint Rules, Policies, and Fees Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District; and Providing an Effective Date

- I. Joint Rules, Policies and Fees Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District**
- II. Notices of Rule Development and Rulemaking**

Ms. Cerbone presented Resolution 2024-26. She noted that, at the Varrea South CDD meeting, changes were made to these Joint Rules, Policies and Fees Regarding Amenity Facilities and those changes apply for the Varrea North CDD, as well.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2024-26, Designate August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610 as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Joint Rules, Policies, and Fees Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District, as amended with the changes made at the Varrea South CDD; and Providing an Effective Date, was adopted.

BANKING MATTERS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Banking Matter(s):

- A. Resolution 2024-27, Designating a Public Depository for Funds of the District and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-27.

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-27, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.

BUDGETARY MATTERS

ELEVENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Budgetary Matter(s):

- A. Resolution 2024-28, Approving a Proposed Budget for Fiscal Year 2023/2024 and Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2024-28. She reviewed the proposed Fiscal Year 2024 and Fiscal Year 2025 budgets, which are Landowner-funded, with expenses funded as they are incurred.

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-28, Approving a Proposed Budget for Fiscal Year 2023/2024 and Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to

Florida Law on August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

B. Budget Funding Agreements

I. Fiscal Year 2023/2024

II. Fiscal Year 2024/2025

Ms. Cerbone presented the Budget Funding Agreements.

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budget Funding Agreements, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that certain Public Hearing notices might be published together.

B. District Engineer (Interim): Ardurra Group, Inc.

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

The next meeting will be August 9, 2024 at 10:00 a.m., at this location.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

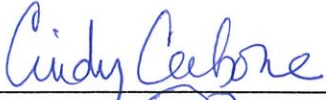
Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, the meeting adjourned at 10:42 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair