MINUTES OF MEETING
VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Varrea North Community Development District held Public Hearings, a Regular Meeting and Audit Committee Meeting on August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610.

Present:

Ryan Zook	Chair
Anne Mize	Vice Chair
Ryan Hoppe	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Ryan Dugan	District Counsel
Tuyen Tran (via telephone)	District Engineer
Ethen Broadwater	DR Horton
Michelle Guerrier	DR Horton
Kyle Kennan	Walton

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

Ms. Cerbone called the meeting to order at 11:03 a.m. The Oath of Office was administered to Ms. Anne Mize before the meeting.

Supervisors Zook, Mize and Hoppe were present. Supervisors Janek and You were not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Anne Mize (Seat 2) (the following will be provided in a separate package)**

This item was discussed during the First Order of business.

A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1

B. Membership, Obligation and Responsibilities

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

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

FOURTH ORDER OF BUSINESS **Acceptance of Resignation of Brian Janek (Seat 4); Term Expires November 2026**

Ms. Cerbone presented Mr. Brian Janek's resignation letter.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. Brian Janek from Seat 4, was accepted.

FIFTH ORDER OF BUSINESS **Consider Appointment of Ethen Broadwater to Fill Unexpired Term of Seat 4**

Mr. Zook nominated Mr. Ethen Broadwater to fill Seat 4. No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the appointment of Mr. Ethen Broadwater to fill Seat 4, was approved.

- **Administration of Oath of Office**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Ethen Broadwater.

SIXTH ORDER OF BUSINESS **Acceptance of Resignation of Ryan Hoppe (Seat 3); Term Expires November 2026**

Ms. Cerbone presented Mr. Ryan Hoppe's resignation letter.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. Ryan Hoppe from Seat 3, was accepted.

SEVENTH ORDER OF BUSINESS **Consider Appointment of Kyle Keenan to Fill Unexpired Term of Seat 5**

Mr. Zook nominated Mr. Kyle Keenan to fill Seat 5. No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the appointment of Mr. Kyle Keenan to fill Seat 5, was approved.

- **Administration of Oath of Office**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Kyle Keenan.

EIGHTH ORDER OF BUSINESS **Acceptance of Resignation of Cody You (Seat 5); Term Expires November 2026**

Ms. Cerbone presented Mr. Cody You's resignation letter.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. Cody You from Seat 5, was accepted.

NINTH ORDER OF BUSINESS **Consider Appointment of Michelle Guerrier to Fill Unexpired Term of Seat 5**

Mr. Zook nominated Ms. Michelle Guerrier to fill Seat 5. No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the appointment of Ms. Michelle Guerrier to fill Seat 5, was approved.

- **Administration of Oath of Office**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Michelle Guerrier.

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

Mr. Zook nominated the following:

Chair	Ryan Zook
Vice Chair	Anne Mize
Assistant Secretary	Ethen Broadwater
Assistant Secretary	Kyle Kennan
Assistant Secretary	Michelle Guerrier

No other nominations were made.

This Resolution removes the following from the Board:

Assistant Secretary	Brian Janek
Assistant Secretary	Ryan Hoppe
Assistant Secretary	Cody You

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

Secretary	Craig Wrathell
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Andrew Kantarzhi
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2024-35, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

ELEVENTH 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 2024-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone explained the purpose of the Rules of Procedure.

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

No affected property owners or members of the public spoke.

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

On MOTION by Mr. Zook and seconded by Ms. Mise, with all in favor, Resolution 2024-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Public Hearing to Hear Public Comments and Objections to the Adoption of the Joint Rules, Policies, and Fees Regarding Amenity Facilities, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

B. Consideration of Resolution 2024-31, Adopting Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone stated that the same changes will be made to the Joint Rules and Policies that was made in the Varrea South CDD meeting, which the same Board Members attended, with the exception of Mr. Keenan who attended as a member of the public. Mr. Dugan stated that the intent is for the Joint Rules and Policies to serve all the amenities for both CDDs.

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

No affected property owners or members of the public spoke.

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

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2024-31, Adopting Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District, as amended; Providing a Severability Clause; and Providing an Effective Date

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

A. Affidavit of Publication

B. Consideration of Resolution 2024-32, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone reviewed the proposed Fiscal Year 2024 budget, which is a partial year budget.

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

No affected property owners or members of the public spoke.

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

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, Resolution 2024-32, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

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

A. Affidavit of Publication

B. Consideration of Resolution 2024-33, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone reviewed the proposed Fiscal Year 2025 budget, which consists of only "Professional and administrative" expenses; it is unchanged since the last meeting.

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

No affected property owners or members of the public spoke.

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

Mr. Dugan stated that the Developer is funding the CDD budgets for the first three years, per the Funding Agreement with D.R. Horton, as no homeowners are anticipated until then.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2024-33, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTEENTH ORDER OF BUSINESS **Consideration of Resolution 2024-34, Amending Resolution 2024-24 to Re-Set the Date, Time and Location of the Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized**

by Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone stated there was difficulty properly noticing this public hearing. Since the CDD is Developer funded and does not need to utilize the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments at this time, the Board agreed with her request to coordinate with the Chair and schedule the public hearing for the same date as the next meeting, with the dates outlined in the Fiscal Year 2025 Meeting Schedule.

Discussion ensued regarding the need to schedule two other public hearings to commence the bond validation process.

This item was deferred.

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

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Regular Meeting recessed and the Audit Selection Committee meeting commenced.

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

A. Affidavit of Publication

B. RFP Package

C. Respondents

Ms. Cerbone voiced her opinion that both respondents are qualified to perform the CDD's audit; however, the last two years, Berger, Toombs, Elam, Gaines & Frank (BTEGF) has struggled to complete about 25% of its audits by the June 30th deadline.

I. Berger, Toombs, Elam, Gaines & Frank

The base bid is $3,120 and will increase to $4,375, if bonds are issued.

II. Grau & Associates

The base bid is $3,100 plus $1,500 with bond issuance.; the base rate will increase $100 per year over a three-year period.

D. Auditor Evaluation Matrix/Ranking

Ms. Cerbone presented her proposed scores and ranking, as follows.

#1	Grau & Associates	99 points
#2	Berger, Tombs, Elam, Gaines & Frank	98 points

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, accepting Ms. Cerbone's scores and ranking of the respondents to the RFP for Annual Audit Services, as the Audit Selection Committee's own scores and ranking, ranking Grau & Associates as the #1 ranked respondent, with 99 points, and Berger, Tombs, Elam, Gaines & Frank as the #2 ranked respondent, with 98 points, was approved.

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

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

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

- **Award of Contract**

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

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

Ms. Cerbone presented the Memorandum detailing the new requirement for 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. District Management and District

Counsel collaborated on identifying Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each. She 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. Zook and seconded by Ms. Mize, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TWENTY-FIRST ORDER OF BUSINESS **Consideration of Resolution 2024-20, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred, while Ms. Cerbone finds out if this was completed for the Varrea South CDD. The Amenity Center should be listed as the local District Records office for both CDDs.

TWENTY-SECOND ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of June 30, 2024**

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

TWENTY-THIRD ORDER OF BUSINESS **Approval of Meeting Minutes**

A. June 5, 2024 Landowners' Meeting

B. June 5, 2024 Organizational Meeting

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the June 5, 2024 Landowners' Meeting Minutes and the June 5, 2024 Organizational Meeting Minutes, both as presented, were approved.

TWENTY-FOURTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Zook offered to work with Mr. Dugan on selecting the two future public hearing dates.

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

Ms. Cerbone stated that there were no responses to the Request for Qualifications (RFQ) for Engineering Services so, as such, the Board can select an Engineering firm to serve as the District Engineer. She distributed the Letter of Interest submitted by Mr. Jeremy Couch, of Tampa Civil Design, after the response deadline.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, awarding the District Engineering Services Contract to Tampa Civil Design and authorizing District Counsel to prepare, negotiate and enter into a District Engineering Services Agreement with Tampa Civil Design, was approved.

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

- **NEXT MEETING DATE: September 13, 2024 at 10:00 A.M.**
  - **QUORUM CHECK**

The next meeting will be on September 13, 2024, unless cancelled.

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

There were no Board Members' comments or requests.

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

No members of the public spoke.

TWENTY-SEVENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 11:30 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair