

VARREA NORTH

COMMUNITY DEVELOPMENT

DISTRICT

June 13, 2025

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Varrea North 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 6, 2025

Board of Supervisors
Varrea North Community Development District

Dear Board Members:

The Board of Supervisors of the Varrea North Community Development District will hold a Regular Meeting on June 13, 2025 at 10:00 a.m., at the D.R. Horton Tampa North Division Office, 3501 Riga Blvd., Ste 100, Tampa, Florida 33619. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2025-01, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date
4. Consideration of Resolution 2025-02, 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
5. Consideration of Resolution 2025-03, 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
6. Consideration of Resolution 2025-04, Designating the Location of the Local District Records Office and Providing an Effective Date
7. Acceptance of Unaudited Financial Statements as of April 30, 2025
8. Approval of August 9, 2024 Public Hearings, a Regular Meeting and Audit Committee Meeting Minutes
9. Staff Reports
 - A. District Counsel: *Kutak Rock, LLP*

ATTENDEES:

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

NOTE: Meeting Location

B. District Engineer: *Tampa Civil Design*

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

- 0 Registered Voters in District as of April 15, 2025
- UPCOMING MEETINGS
 - July 11, 2025 at 10:00 AM
 - August 8, 2025 at 10:00 AM
 - September 12, 2025 at 10:00 AM [Adoption of FY2026 Budget]
- QUORUM CHECK

SEAT 1	RYAN ZOOK	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	ANNE MIZE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	KYLE KEENAN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	ETHEN BROADWATER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	MICHELLE GUERRIER	☐ IN PERSON	☐ PHONE	☐ NO

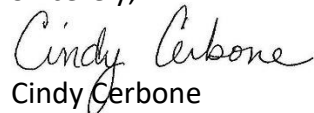
10. Board Members' Comments/Requests

11. Public Comments

12. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Andrew Kantarzhi at (415) 516-2161.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 801 901 3513

VARREA NORTH

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-01
[FY 2026 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Varrea North Community Development District (“**District**”) prior to June 15, 2025, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.
2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE:	<u>September 12, 2025</u>
TIME:	<u>10:00 a.m.</u>
LOCATION:	<u>D.R. Horton Tampa North Division Office</u>
	<u>3501 Riga Blvd., Ste 100</u>
	<u>Tampa, Florida 33619</u>

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** 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. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 13th day of June, 2025.

ATTEST:

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A: Proposed Budget

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
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**VARREA NORTH
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	92,290	20,616	50,592	71,208	\$ 673,540
Total revenues	92,290	20,616	50,592	71,208	673,540
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	48,000	12,000	12,000	24,000	48,000
Legal	25,000	110	24,890	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation*	500	-	300	300	500
Dissemination agent*	1,000	-	250	250	1,000
Trustee*	-	-	-	-	5,500
Telephone	200	100	100	200	200
Postage	500	-	500	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	5,000	-	5,000	5,500
Contingencies/bank charges	750	777	-	777	1,500
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Total professional & administrative	92,290	18,412	48,455	66,867	98,540
Field operations					
Misc. field operations	-	-	-	-	575,000
Total field operations	-	-	-	-	575,000
Total expenditures	92,290	18,412	48,455	66,867	673,540
Excess/(deficiency) of revenues over/(under) expenditures	-	2,204	2,137	4,341	-
Fund balance - beginning (unaudited)	-	(4,341)	(2,137)	(4,341)	-
Fund balance - ending (projected)	-	(2,137)	-	-	-
Unassigned	-	(2,137)	-	-	-
Fund balance - ending	\$ -	\$ (2,137)	\$ -	\$ -	\$ -

*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.

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

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* 1,000

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 5,500

Contingencies/bank charges 1,500

Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.

Website hosting & maintenance 705

Website ADA compliance 210

Misc. field operations 575,000

Total expenditures \$ 673,540

*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.

VARREA NORTH

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA NORTH 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 Varrea North 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 VARREA NORTH 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 13th day of June, 2025.

ATTEST:

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2025	Regular Meeting	10:00 AM
November 14, 2025	Regular Meeting	10:00 AM
December 12, 2025	Regular Meeting	10:00 AM
January 9, 2026	Regular Meeting	10:00 AM
February 13, 2026	Regular Meeting	10:00 AM
March 13, 2026	Regular Meeting	10:00 AM
April 10, 2026	Regular Meeting	10:00 AM
May 8, 2026	Regular Meeting	10:00 AM
June 12, 2026	Regular Meeting	10:00 AM
July 10, 2026	Regular Meeting	10:00 AM
August 14, 2026	Regular Meeting	10:00 AM
September 11, 2026	Regular Meeting	10:00 AM

VARREA NORTH

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT 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.

WHEREAS, the Varrea North Community Development District ("District") was established by an ordinance adopted by the City Commission of the City of Plant City, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements; and

WHEREAS, on June 5, 2024, at a duly noticed public meeting, the District's Board of Supervisors ("Board") adopted Resolution 2024-24, setting 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 for 10:00 a.m. on August 9, 2024, at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610; and

WHEREAS, the Board desires to ratify the action of District staff to change the date of the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. PUBLIC HEARING DATE RE-SET. Resolution 2024-24 is hereby amended to reflect that the public hearing as declared in Resolution 2024-24 is re-set to:

DATE: _____

TIME: 10:00 a.m.

LOCATION: D.R. Horton Tampa North Division Office
3501 Riga Blvd., Suite 100
Tampa, Florida 33619

SECTION 2. RESOLUTION 2024-24 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2024-24 continue in full force and effect.

SECTION 3. 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.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 13th day of June, 2025.

ATTEST:

**VARREA NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

VARREA NORTH

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-04

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

WHEREAS, the Varrea North Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the City of Plant City, Hillsborough 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
VARREA NORTH 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 _____ day of _____, 2025.

ATTEST:

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2025**

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2025**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 8,105	\$ -	\$ -	\$ 8,105
Due from Landowner	4,629	1,503	-	6,132
Total assets	<u>\$ 12,734</u>	<u>\$ 1,503</u>	<u>\$ -</u>	<u>\$ 14,237</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 6,528	\$ 1,503	\$ -	\$ 8,031
Due to Landowner	-	1,503	237	1,740
Landowner advance	6,206	-	-	6,206
Total liabilities	<u>12,734</u>	<u>3,006</u>	<u>237</u>	<u>15,977</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	4,629	-	-	4,629
Total deferred inflows of resources	<u>4,629</u>	<u>-</u>	<u>-</u>	<u>4,629</u>
Fund balances:				
Restricted for:				
Debt service	-	(1,503)	-	(1,503)
Capital projects	-	-	(237)	(237)
Unassigned	(4,629)	-	-	(4,629)
Total fund balances	<u>(4,629)</u>	<u>(1,503)</u>	<u>(237)</u>	<u>(6,369)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 12,734</u>	<u>\$ 1,503</u>	<u>\$ -</u>	<u>\$ 14,237</u>

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

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 2,058	\$ 22,674	\$ 92,290	25%
Total revenues	<u>2,058</u>	<u>22,674</u>	<u>92,290</u>	25%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	14,000	48,000	29%
Legal	801	911	25,000	4%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Telephone	16	117	200	59%
Postage	-	-	500	0%
Printing & binding	42	292	500	58%
Legal advertising	-	-	1,750	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	80	857	750	114%
Website hosting & maintenance	1,610	1,610	705	228%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>4,549</u>	<u>22,962</u>	<u>92,290</u>	25%
Total expenditures	<u>4,549</u>	<u>22,962</u>	<u>92,290</u>	25%
Excess/(deficiency) of revenues over/(under) expenditures	(2,491)	(288)	-	
Fund balances - beginning	(2,138)	(4,341)	-	
Fund balances - ending	<u>\$ (4,629)</u>	<u>\$ (4,629)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

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

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
EXPENDITURES		
Debt service	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	<u>(1,503)</u>	<u>(1,503)</u>
Fund balances - ending	<u><u>\$ (1,503)</u></u>	<u><u>\$ (1,503)</u></u>

**VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED APRIL 30, 2025**

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
EXPENDITURES	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	(237)	(237)
Fund balances - ending	<u><u>\$ (237)</u></u>	<u><u>\$ (237)</u></u>

VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**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. Mize, 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.

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

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185
186 No affected property owners or members of the public spoke.

187
188 **On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public**
189 **Hearing was closed.**

190
191 **On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution**
192 **2024-31, Adopting Joint Rules and Policies Regarding Amenity Facilities of**
193 **Varrea South Community Development District and Varrea North Community**
194 **Development District, as amended; Providing a Severability Clause; and**
195 **Providing an Effective Date**

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197
198 **THIRTEENTH ORDER OF BUSINESS**

Public Hearing on Adoption of Fiscal Year
2023/2024 Budget

199
200
201 **A. Affidavit of Publication**

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

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

207
208 **On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public**
209 **Hearing was opened.**

210
211 No affected property owners or members of the public spoke.

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

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216 **On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, Resolution**
217 **2024-32, Relating to the Annual Appropriations and Adopting the Budget(s) for**
218 **the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments;**
219 **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

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

294 #1 Grau & Associates 99 points

295 #2 Berger, Tombs, Elam, Gaines & Frank 98 points

296

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

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304

305 **EIGHTEENTH ORDER OF BUSINESS**

**Termination of Audit Selection Committee
Meeting/Reconvene Regular Meeting**

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

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311

312 **NINETEENTH ORDER OF BUSINESS**

**Consider Recommendation of Audit
Selection Committee**

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314

315 • **Award of Contract**

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

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323 **TWENTIETH ORDER OF BUSINESS**

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

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328 Ms. Cerbone presented the Memorandum detailing the new requirement for special
329 districts to establish goals and objectives annually and develop performance measures and
330 standards to assess the achievement of the goals and objectives, publish an annual report on its
331 website detailing the goals and objectives achieved, the performance measures and standards
332 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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412 _____
Secretary/Assistant Secretary

Chair/Vice Chair

VARREA NORTH
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS



April 22, 2025

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2025, listed below.

Community Development District	Number of Registered Electors
Varrea North CDD	0

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 367-8829 or pthomas@votehillsborough.gov.

Respectfully,

Patricia "Patti" Thomas
Administrative Assistant/Candidate Services



VARREA NORTH COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610</i>		
<i>¹D.R. Horton Tampa North Division Office, 3501 Riga Blvd., Ste 100, Tampa, Florida 33619</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 11, 2024 CANCELED	Regular Meeting	10:00 AM
November 8, 2024 CANCELED	Regular Meeting	10:00 AM
December 13, 2024 CANCELED	Regular Meeting	10:00 AM
January 10, 2025 CANCELED	Regular Meeting	10:00 AM
February 14, 2025 CANCELED	Regular Meeting	10:00 AM
March 14, 2025 CANCELED	Regular Meeting	10:00 AM
April 11, 2025 CANCELED	Regular Meeting	10:00 AM
May 9, 2025 CANCELED	Regular Meeting	10:00 AM
June 13, 2025 ¹	Regular Meeting <i>Presentation of FY2026 Proposed Budget</i>	10:00 AM
July 11, 2025 ¹	Regular Meeting	10:00 AM
August 8, 2025 ¹	Regular Meeting	10:00 AM
September 12, 2025 ¹	Regular Meeting	10:00 AM
	<i>Adoption of FY2026 Proposed Budget</i>	