

MINUTES OF MEETING

**LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING**

Wednesday, May 8, 2024, at 12:30 p.m.

**5800 Lakewood Ranch Blvd,
Sarasota, FL 34240**

Board Members present:

Pete Williams	Chairperson	
Janice Snow	Vice Chairperson	
John Blakley	Assistant Secretary	
John Leinaweaver	Assistant Secretary	
Dale Weidemiller	Assistant Secretary	(via phone)

Also present:

Vivian Carvalho	PFM Group Consulting – District Manager	
Venessa Ripoll	PFM Group Consulting – District Manager	(via phone)
Amanda Lane	PFM Group Consulting – District Accountant	(via phone)
Jorge Jimenez	PFM Group Consulting – ADM	(via phone)
Tom Panaseny	Neal Communities – Developer	(via phone)
John McKay	J.H. McKay, LLC	
Andy Richardson	Neal Communities	(via phone)

FIRST ORDER OF BUSINESS

Administrative Matters

Roll Call

The Board of Supervisors' Meeting for Laurel Road CDD was called to order at 12:32 p.m. Those in attendance are outlined above either in person or via speakerphone.

Public Comment Period

There were no public comments.

Consent Agenda

1. Minutes of the April 10, 2024, Board of Supervisors' Meeting

2. Forsberg Construction – Additional Utility Boxes
3. Forsberg Construction – PH 1 Segment A Punch
4. Maverick – CBU Mailboxes
5. Maverick – Pool Shades
6. Forsberg Construction – Amenity Water
7. Florida Premier Farms – Sod Washouts
8. Funding Request No. 144 – 146
9. Payment Authorizations Nos. 042 – 043
10. District Financial Statements

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved the agenda items 1 - 10.

SECOND ORDER OF BUSINESS

Business Matters

Consideration of Resolution 2024-07, Designating a Date, Time and Location for the 2024 Landowner's Meeting.

Ms. Carvalho stated the suggested date for the meeting is November 5th, 2024, at 11am at this location. The reason for this date is to coincide with the other district project that is holding their Election on November 5th. In the past, Mr. McKay has been the proxyholder on behalf of the landowner.

Ms. Carvalho stated this meeting would be at 11:00am and the other meeting would be at 11:30am. As the date approaches, the proxyholder form will be provided, the Official Ballot, along with any other information that they have. Prior to coming to that meeting, they must have the originals sent in advance or hard copies brought to the meeting.

Mr. McKay clarified that he would only be the proxyholder for whatever land that Neal still owns.

Ms. Carvalho confirmed this, and it is for the actual landowner entities. There were no further questions or comments and she asked for a motion to approve the Resolution 2024-07, as well as holding the 2024 Landowner's Meeting on November 5th, 2024, at 11am, at this location.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the Resolution 2024-07.

**Letter from Supervisor of Elections,
Sarasota County**

Ms. Carvalho stated this letter is confirming the registered voters within the confines of the district. This confirmation occurs every year. They are still in the beginning stages. When the 250 threshold is reached, that is when two seats will begin transitioning.

Ms. Carvalho confirmed it must meet both criteria of 6 years after establishment and 250 registered voters.

There was a discussion regarding the fact that there were no registered voters according to the letter at this time, but there will be voters by the end of the month.

Ms. Carvalho stated this letter is generated at a point in time. Therefore, it will be revisited in two years' time to see where the numbers are at by that point.

Mr. Williams stated they have to query the Supervisor of Elections as of April 15th for how many registered voters there are.

Ms. Carvalho called for a motion to accept the letter for record keeping purposes.

ON MOTION by Mr. Williams, seconded by Mr. Blakley with all in favor, the Board accepted the Letter from Supervisor of Elections, Sarasota County.

**Consideration of Resolution 2024-08,
approving a Preliminary Budget for Fiscal
Year 2025, and Setting a Public Hearing
Date**

Ms. Carvalho stated that the suggested date for the Public Hearing is August 14th, 2024. This coincides with the Board Meeting. She reviewed all the documents to the Board. Exhibit A is the actual proposed budget. This has been vetted and reviewed by PFM staff as well as

representatives from the Landowner, as it relates to everything from October 1st – September 30th, that is anticipated to come online for the district to maintain. As of now, if no changes were made, the adopted budget, for 2024, would be \$370,000.00 and a Proposed Budget for 2025 would be \$882,000.00 That is a significant increase, but there are many items that are going to come online that the District will be responsible to maintain.

In addition to the budget itself, the Debt Service Budget is also included. This is payment obligation for the Debt Service Funds of the A1 and A2 Bonds. The last page in the packet is the Proposed Assessment Schedule that is anticipated for all the phases.

Ms. Snow stated that there was one thing that had come up in the last few days, but she believed the Budget would be sufficient for this. There is a consultant at North River Ranch. His name is Tyree Brown. He is a consultant that manages the landscaping. They would like to see if he would have an interest in doing the same thing for Vistera/ Laurel Road CDD district. Post-developer and post-warranty, there will be no one onsite with that experience and expertise who could manage the common area landscaping. She does feel they should be on par with the Budget.

Ms. Carvalho clarified the Board the ability to switch certain line items around to accommodate that potential cost.

Ms. Snow stated that his cost was \$500 a month at North River Ranch. She stated it should not be anywhere near that cost for Vistera/ Laurel Road CDD district. There might be travel time included, due to his location. She asked Ms. Carvalho to ask the district to pursue that contract with him.

Ms. Carvalho confirmed and stated she would put a notation to obtain the contract so the Board can consider at the next meeting. She reminded the Board that this is a high-level overview. Between now and 60 days, at the Public Hearing, if there are certain contracts that come online that may be lowered from the estimated amount, that can be addressed. With this in mind, all landowners in the district will receive a notice of the potential increase.

Ms. Snow clarified that right now there are numbers in the budget for the Lifestyle Team at fulltime for two people. This most likely would not happen for another year, but the numbers are in there in case it does happen. If the right person is found, the Board would like to ensure that they can bring them on to work.

Ms. Carvalho stated last version has a Total Net Revenue of \$892,899.65.

Ms. Lane confirmed that version is the correct version with all the previous changes.

Mr. Williams stated he does not like stratifying assessments over phases, where only one phase is paying for all the infrastructure improvement and the amenity center, while undeveloped phases pay nothing. He wanted to understand how the allocated numbers were created.

Ms. Lane confirmed that Phase 2 is only paying for their portion of the Administrative, while Phase 1 is paying for the Administrative, Field Operations and Amenity portion.

Mr. Panaseny asked if there was anything prohibiting the Board from adopting the O&M assessment as they were presented, but then change it prior to the August meeting.

Ms. Carvalho stated the Total Net Revenue is \$892,899.65, as of now. The Board must notify every single landowner or end-user, so they must have that amount finalized prior to the notice going out to the end users, residents and landowners. The Board can re-visit the O&M assessment back to the next meeting to confirm what approach the Board wants to proceed with the assessment allocation.

Ms. Carvalho clarified the motion is to approve the Total Net Revenue for the Preliminary Budget for FY25 at \$892,899.65 and to approve the Public Hearing Date of August 14th, 2024, at 12:30PM at this location

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Preliminary Budget for Fiscal Year 2025 and the Public Hearing Date, time and location.

Review and Acceptance of the FY 2023 Audit

Ms. Carvalho stated this would be filed with the Auditor General. This is the complete Audit Report that has been vetted and signed off by the Chair of the District, the accountant, and herself. The attorney also provides an opinion of the Audit Report. She called for a motion to accept the Audit as presented.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board accepted the FY 2023 Audit.

**Consideration of Forsberg Construction for
Vistera Amenity Center Fire Line**

Mr. Panaseny stated the fire line running from the public utilities to the building was not in the building contractor's scope. It was never installed as part of site development. A fire line must be done by a licensed fire main contractor. This line runs from the city line on Vistera Blvd. to inside the building. This was a cost installed by Forsberg, the site contractor. It is necessary to get fire protection to the Amenity Center. The total cost is \$49,981.00.

Ms. Carvalho asked for any questions regarding the proposal. There were none.

ON MOTION by Mr. Blakley, seconded by Mr. Leinaweaver, with all in favor, the Board approved the Consideration of Forsberg Construction for Vistera Amenity Center Fire Line.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho stated that the next meeting is scheduled for June 12, 2024, 12:30pm, at the same location.

**Audience Comments and Supervisor
Requests**

There were no requests at this time.

FOURTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments.

ON MOTION by Mr. Blakley, seconded by Mr. Williams, with all in favor, the May 8, 2024, Board of Supervisors' Meeting for the Laurel Road Community Development District was adjourned at 12:56 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson