

MINUTES OF MEETING  
CANOPY  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Canopy Community Development District was held Tuesday, February 5, 2019 at 11:04 a.m. at Dorothy B. Owen Park, 3205 Thomasville Road, Tallahassee, Florida.

Present and constituting a quorum were:

|                   |                     |
|-------------------|---------------------|
| Tom Asbury        | Chairman            |
| Gregg Patterson   | Vice Chairman       |
| John "Al" Russell | Assistant Secretary |
| Colleen Castille  | Assistant Secretary |

Also present were:

|                     |                            |
|---------------------|----------------------------|
| Darrin Mossing      | District Manager           |
| Jennifer Kilinski   | District Counsel           |
| Lauren Gentry       | Hopping Green & Sams, P.A. |
| Abraham Prado       | District Engineer          |
| Darrin Mossing, Jr. | GMS                        |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Mossing called the meeting to order at 11:04 a.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resolution 2019-06 Electing Darrin Mossing, Jr. as Assistant Secretary**

Mr. Mossing stated we have added this item to the agenda for administrative purposes for signing minutes and things in our office.

On MOTION by Ms. Castille seconded by Mr. Russell with all in favor Resolution 2019-06 was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 22, 2019 Meeting**

On MOTION by Mr. Patterson seconded by Ms. Castille with all in favor the minutes of the January 22, 2019 meeting were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Disclosure of Public Financing**

Mr. Mossing stated this is a statutory requirement once you have issued bonds that the District prepares and files in the public records of the County. We are going to ask you to approve this in substantial form.

Ms. Castille stated you want this approved in substantial form and you will go back and make sure all the numbers are correct.

Ms. Kilinski stated all the tables have been updated since your last meeting, Darrin had an opportunity to review it and I incorporated all those changes, but I don't think the chair has had the opportunity to provide specific comments to make sure our percentages are correct.

Mr. Asbury asked how much time do we have before you record it?

Ms. Kilinski stated we want to do it pretty soon, we issued bonds a while ago but a couple weeks to review it is not an issue. We want to be accurate so I would rather wait a few weeks to give you an opportunity to look at it.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor the Disclosure of Public Financing was approved in substantial form and staff authorized to record in the public records once reviewed and approved by the chairman.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-07 Approving Request for Proposal Documents for the District's Amenity Center Site Work Project**

Mr. Prado stated this is the site improvements, grading, underground work, parking lot for the proposed amenity and this will get the site ready for actual construction of the amenity improvements, the building and associated recreational facilities. This is just the site work.

Ms. Kilinski stated you are looking at a draft advertisement, the resolution before you for consideration approves the attached documents in substantial form, except that the evaluation criteria cannot change without action of the Board, and will give authorization to the Chair in conjunction with District staff to finalize the RFP package. GPI and I have worked on the actual package and the documents in the agenda package are the key components; the advertisement, instructions to proposers and the evaluation criteria on which you will base your evaluation. We have used the same evaluation criteria as we did for Units 4 and 5 and it is up to you if you want to change these.

On MOTION by Mr. Russell seconded by Ms. Castille with all in favor Resolution 2019-07 was approved.

#### **SEVENTH ORDER OF BUSINESS**

##### **Approval to Open a Capital Project Fund Checking Account at SunTrust Bank**

Mr. Mossing stated we discussed this at the last meeting, and I mentioned that I would be bringing this back for Board approval. We are going to have a number of capital projects that are going to be funded by the Developer and to keep the general operating funds separate from the capital projects funds we are recommending at this time to open a separate checking account to keep those funds separate.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor staff was authorized to open a Capital Project Fund checking account at SunTrust Bank.

#### **EIGHTH ORDER OF BUSINESS**

##### **Staff Reports**

##### **A. Attorney**

Ms. Kilinski stated the City Commission approved the Interlocal for Welaunee Blvd, Blueprint previously approved it, and we are working on final execution of that agreement, which is important as a precursor to bidding the rest of Welaunee Boulevard. We are not prepared to bid that yet, we have to wait on construction plan approval and a permit being issued by the City, but we expect that in the next few months.

##### **B. Engineer**

- i. Ratification of Requisition No. 1 for Unit 3 from the Series 2018 A-1/2 Bonds Capital Fund Project**

Mr. Prado stated we will have to have the contractor revise it to reflect 10% retainage so the amount will actually be less and we received some of the necessary paperwork today and it will be subject to verifying all the paperwork.

Ms. Kilinski stated it is probably not ratification, it is more consideration of the funding request because it hasn't been paid yet. It would be approval subject to us getting the final assignment package executed, including the plans, and the requisition to reflect 10% retainage, rather than 5%. We also need lot grading to be removed or a direct funding agreement for those services. You may recall that the documents in your last agenda package reflected an amendment to the existing contract that is being assigned. We are required by law to have a retainage provision, it is typically 10% until 50% completion then it goes to 5% until final acceptance by the District. This pay application will have to be reflective of that amount.

On MOTION by Ms. Castille seconded by Mr. Russell with all in favor Requisition No. 1 for Unit 3 from the Series 2018 A-1/2 Bonds Capital Fund Project was approved subject to getting the final package executed and the 10% retainage provision.

**C. Manager**

**i. Consideration of Funding Request No. 4**

On MOTION by Mr. Patterson seconded by Mr. Russell with all in favor Funding Request No. 4 in the amount of \$12,034 was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none,

On MOTION by Mr. Patterson seconded by Ms. Castille with all in favor the meeting adjourned at 11:22 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman