

Minutes of Meeting
Canopy
Community Development District

The regular meeting of the Board of Supervisors of the Canopy Community Development District was held Thursday, February 8, 2024 at 2:00 p.m. at the Canopy Amenity Center, 2877 Crestline Road, Tallahassee, Florida.

Present and constituting a quorum were:

Tom Asbury	Chairman
Jason Ghazvini	Vice Chairman
John "Al" Russell	Supervisor
Colleen Castille	Supervisor
David Brady	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski	District Counsel
Corbin deNagy	Governmental Management Services
Laura Kalinoski	Events Coordinator

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 2:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

A resident stated there is a breach in the fence.

Mr. Ghazvini stated it is scheduled to be repaired next week.

A resident stated there is trash in the woods across the dirt road.

Mr. Ghazvini stated we will take care of it.

A resident stated the windscreens are down at the pickleball courts.

Mr. Ghazvini stated I need to find another type of attachment.

A resident stated there is an accumulation of trash in the lake where they are building three houses. It looks like they cleaned that out in the last couple weeks but when they finish those houses it would be helpful if you did another sweep of the lake. There is a big hose that was left

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there after you had the pumps out about a year ago. There is a section that was never sodded or seeded behind my house between the triangle lake and the little lake.

Mr. Ghazvini stated after the meeting if you will give me the information I will take care of it.

A resident asked what is the status of the senior center?

Mr. Ghazvini stated I recently received notice that the City of Tallahassee has all their permits and plan to commence site work in 90 – 120 days. They will do site work first, parking lot and all those things then the vertical construction.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 14 2023 Meeting

On MOTION by Mr. Brady seconded by Mr. Russell with all in favor the minutes of the December 14, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion Regarding Annual Ethics Training & Annual Form 1 Filing

Ms. Kilinski stated you have received a memo from our office as a reminder the ethics training is going to be due by December 31, 2024. Historically, your form 1 is filed with the supervisor of elections in Leon County and that is changing this year. You are going to get lots of reminders from the supervisor or elections and the commission on ethics, it is going to be filed through an online portal at the commission on ethics website. This year you will see the provision that says, have you fulfilled your ethics training and you don't want to check yes, that is not for this year. Remember your form 1 is related to your financial interests from last year. When you get the 2025 filing that is when you will have to have completed your ethics training by December 31st of this year. There are a lot of choices online and we provided some links in the memo we sent to you.

Ms. Castille asked isn't there a new law about more intensive reporting on your financial interests.

Ms. Kilinski stated not for special district officers.

Mr. Russell stated it looks like we [Supervisor Russell and Supervisor Castille] roll off the Board in November. Mr. Russell asked if the training requirement still applies to them.

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Ms. Kilinski confirmed that it doesn't apply to them.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, General Election Resolution

Mr. Oliver stated Resolution 2024-01 authorizes the supervisor of elections to conduct the elections for seats 3 and 4, for which current terms are expiring this year. Seats 4 and 5 will be filled through the general election process in which residents would qualify for those seats as coordinated by the Leon County Supervisor of Elections. Candidates will be on the ballot in November, assuming there are two or more qualifiers for each of those seats. Otherwise, if there is just one qualifier, that candidate does not appear on the ballot and assumes the seat after the November election. If no persons qualify for a seat, the board will fill the vacancy after the November election. The third seat to be filled will be by landowners' election, which is the same statutory-mandated method the district has used since its establishment. Voting is based on property ownership within the district, with one vote allocated per acre or platted lot.

Ms. Kilinski stated staff will notify the public by a publication in the newspaper about the qualifying period, which is in June, and we will make sure the word gets out in the community.

On MOTION by Mr. Ghazvini seconded by Ms. Castille with all in favor Resolution 2024-01 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Acquisition Due Diligence Package

Ms. Kilinski stated this is an exercise we go through every year, pulling all the plats that have been recorded, making sure we have everything we need on real property as it is occurring. At the next meeting we will bring back a comprehensive outline of that and send it to staff to begin looking at the condition of landscaping, condition of ponds, that kind of thing. We are going through that process now and at your next meeting we should be prepared to recommend acquisition of all that real property and improvements that have been constructed to date. There is no specific action for you to take today.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

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B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated we are getting ready for the FY25 budget process with the proposed budget to be presented in June and the budget hearing for adoption to be held in August. We will discuss board guidance and Fiscal Year 2024/2025 Budget priorities at our next meeting.

i. Approval of Check Register Summary

On MOTION by Ms. Castille seconded by Mr. Ghazvini with all in favor the check run was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

Ms. Castille stated I want to make sure that the residents have enough notice that the room will be closed for the election process.

Mr. Adams stated I have lived here for six years. What is the status of our taxes going up? They have gone up at least twice in unbelievable amounts. We went from \$500 when we first moved here to \$1,000 or \$1,500.

Mr. Oliver stated there are two components to the CDD assessment, one is the debt service to pay the bonds that were issued to build the infrastructure, that is a fixed amount that stays constant for 30-years unless they are refinanced to a lower rate. The operations and maintenance component, changes with the cost of maintaining the facility, staffing the facility and that does change. Right now, your budget is heavily subsidized by the developer so you have assessments and developer contributions and that is what pays the bills. Typically, what you have for

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assessments on the O&M side are typical for CDDs. Earlier in this meeting I mentioned we are going to start the budget process with discussion at the next meeting, bring a proposed budget in June for approval, and set a public hearing for resident comment and budget adoption in August. If there is to be a proposed assessment increase, which has not been yet determined, there will be mailed notice to all Canopy property owners, so they will be informed of the proposed increase and August public hearing. Residents will have the opportunity to contact staff with questions and comments, and can reach out to board members with their budget concerns. Regardless of whether assessments are proposed to increase or stay flat, a public hearing preceding budget adoption will be held in August.

Mr. Asbury stated the first part of it was the debt service and that is what you were paying originally. We didn't charge the rest of it until we built this facility and once this facility was built, we went from just the debt to what was disclosed when you bought your house. There are no plans to increase that, it comes down to if we are covering the costs that we need to cover and if we are not then we might have to increase it. We built the roads we built this facility.

Mr. Adams stated it would be nice to have that in writing. The taxes doubled.

Mr. Asbury stated we did that. In meetings we explained that.

Mr. Adams stated I have only attended one meeting.

Mr. Oliver stated one thing to point out, you have a budget partially funded by assessments and the developer is making up the difference through developer contributions. Eventually the district will be self-sustaining, funded solely on assessments since the developer leaves the project once completed. While it is unlikely assessments will decrease, at project buildout, assessments will reach a normal levels and future increases will be tied to cost of living increases and future resident board decisions regarding issuances of additional bonds to fund new capital projects. That potential scenario would be when you are governed by five residents on the board.

Additional comments: Trees being down, buffer, non-resident usage of the amenity facilities, report specific issues and staff will check the cameras, pool attendant present on weekends as a result of residents requests, improvement in trails, point of contact for residents, signage with contact number after hours, in emergency situations call 911, lockbox for key for emergency services,

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TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April, 11, 2024 at
2:00 p.m. at the Canopy Amenity Center**

Mr. Oliver stated the next scheduled meeting is April 11th at 2:00 p.m. in this location.

On MOTION by Mr. Brady seconded by Mr. Ghazvini with all in favor the meeting adjourned at 2:38 p.m.

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

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Chairman/Vice Chairman