

Minutes of Meeting
Canopy
Community Development District

The regular meeting of the Board of Supervisors of the Canopy Community Development District was held Thursday, April 11, 2024 at 2:00 p.m. at the Canopy Amenity Center, 2877 Crestline Road, Tallahassee, Florida.

Present and constituting a quorum were:

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	GMS
Laura Kalinoski	Events Coordinator
Several Residents	

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 trash is still piled up in the vegetation behind the amenity center. At the last meeting Laura indicated that by the end of the month your website was going to be up and running.

Ms. Kalinoski stated it is still in the works.

A resident asked are people going to be allowed to bring relatives to the wine event?

Ms. Kalinoski responded no. I'm looking at other dates to see if that is possible and will move it if I can.

A resident stated the pool fence has been broken for a while and needs to be fixed. Due to the storm last night the fish that were in the pond on Fontana and Crestline are now on the sidewalk.

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A resident stated we are new to the neighborhood, but we are curious about the plan for landscaping, beautifying, and maintaining the big lake area and will there be a trail. Debris and trash float around the neighborhood and the subs need to be a neater and cleaner.

Mr. Ghazvini stated there is a trail system there, it needs to be finished, but there has been construction traffic back and forth. As to a timeframe we are trying to work on curb repair, then the final lift of asphalt will go down. Our plan is to do that on the north and south side of Unit 5. My goal is to be through that process towards the end of summer and have the permit acceptance for those areas, which means that sitework is completed, final lift is down in both areas and we have all our areas under construction, stabilized. That will go a long way with regard to the ponds. As to landscaping around the pond I will look into that. As to construction debris, we apologize for that. We are trying to go around on a regular basis and clean up and it helps if you remind us and just call and tell us where the trash is.

A resident stated some of the storm drains seem to have impediments to keep the water from flowing in.

Mr. Ghazvini stated all obstructions have to be removed from the storm drains, we have to do that with the surveyor and engineer signing off on it before we can get acceptance.

A resident asked what was the purpose of putting white powder on the retention pond?

Mr. Ghazvini stated the pond in front of Dove Pond is a treatment pond; it is meant to collect stormwater from impervious areas before it goes to Dove Pond. There is only so much capacity in the ponds and during a rain event everything dumps over into Dove Pond. The material you see going into the pond helps the sediment go to the bottom of the pond and allows the top of the pond to be pumped down towards Dove Pond. We have to do testing as part of that process, but that allows us to gain capacity back so we don't send muddy water to Dove Pond during the next rain event.

A resident stated there are no lights by our mailboxes on Sweet Valley Heights in area 5. I have asked the HOA several times, they said they reported it to you, but no one has done anything.

Mr. Ghazvini stated I know they have been ordered. I will follow-up.

A resident asked what is the status of the Dempsey Mayo Extension?

Mr. Ghazvini stated the roundabout at Dempsey Mayo and Miccosukee is one permit and that takes Dempsey Mayo from where it is now and continues it to where it intersects with Miccosukee. We just received the permit for that roundabout; the process we are working through

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now is we need to acquire right of way for the roundabout on the southern portion from Westminster Oaks and from the HOA on the opposite side. Because of that we will not make it this summer. Hopefully, if we get the acquisition it will be the summer of 2025. The other leg of Dempsey Mayo which carries it from the roundabout currently to Welaunee Boulevard up to what will be a future roundabout at Centerville. Some of that will be dictated on that town center becoming viable. That is a substantial piece of development in the middle of Canopy and the realization of that town center needs to happen and some of that is dictated by traffic so it is a chicken and egg thing. Hopefully, that permit is issued this year and we will be able to start that in the next 18 months. The last leg we haven't even started design, which will be the last roundabout at Centerville and Miccosukee Road. I'm hoping it doesn't have any right of way acquisition.

A resident asked is there still going to be a school and fire station in the area?

Mr. Ghazvini stated there is a site set aside that is shown as a fire station. The school is not happening.

A resident asked who do I ask for trees in the street swale?

Mr. Ghazvini stated the city engineer designs all that and all the street trees have been planted in Unit 5.

A resident stated I have scoured the internet looking for a master plan for Canopy for the density, amenities. Is there a website with the updated master plan?

Mr. Ghazvini stated I have one I can share and put it on the website. There is a master version that shows all the units, some of the areas that do not have a permit may change, right now it is an approximation of the number of units we expect.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 8, 2024 Meeting

On MOTION by Mr. Ghazvini seconded by Mr. Russell with all in favor the minutes of the February 8, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Acquisition and Due Diligence Package

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Ms. Kilinski stated in your agenda package is a fairly extensive acquisition package and this is what I call due diligence cleanup from plats that have been recorded since the last time the district accepted assignment of real property improvements. There is an acquisition agreement between the district and the landowner for the process for undertaking improvements and real property. That includes an engineer's certificate that certifies to the district that parts that the district is acquiring is part of the district's capital improvement plan. This board approved a master capital improvement plan that details all the public improvements the district is anticipated to fund, finance, own and operate. They will review not only the consistency with the engineer's report and that they are actually public improvements but also do a field visit to ensure that all of the improvements the district is acquiring are operating as they are supposed to. They will generate a punch list, make sure that those items are done prior to the district's acquiring the improvements and the acquisition will happen. The district will undertake its own operation, maintenance and control of those assets to ensure that they meet all the permitting requirements and they are done to the district's desired level and also we will include the sovereign immunity limitations which is a huge advantage of having a district.

In the package we have a draft form. I had a call with the engineer, Halff, to review the process, the steps that will have to be undertaken and it covers Canopy Unit 1 Phases 1-5 & 8, Canopy Unit 2, Phase 1, Canopy 3, Phases 1-7 and the Clubhouse tract, although I think we have already done that. I will check to make sure.

What we are asking for today is approval in substantial form. We need to get the estimated value of the improvements. Some of these things may be anticipated to be reimbursed from a future financing and to the extent there isn't a future financing then the district management company has to have an estimated value of the improvements to it goes into the district audit. It is easier to capture that information now. We have the amount that has been paid to the contractor and a release from the contractors to the district so that if two years from now there is impacts on those improvements, the district has appropriate contracts with the contractor to be able to go back and say this may be a warranty issue or construction defect issue and we have a work product that also goes with those improvements, whether they are construction plans that the district needs, as-builts for stormwater or roadways, all those things are transferred and any operating permits that may still be in construction phase with the water management district and all those permits are

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also transferred to operation and maintenance with the district’s name. All these things are contemplated when we first established the district and adopted the capital improvement plan.

On MOTION by Mr. Ghazvini seconded by Ms. Castille with all in favor the acquisition package was approved in substantial form and staff was authorized to complete the work product consistent with the acquisition agreement.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Halff Associates, Inc. for Professional Engineering Services

Ms. Kilinski stated we went out for qualifications last year and received three proposals and awarded a continuing services agreement with all three engineering companies because they all had different specialties. We are at the point where we need especially with this acquisition package, an independent engineer that can walk the property, give us the punch list and make sure we are getting what we need to acquire those properties. We gave a notice of award to Halff Associates, but we never finalized a contract with them.

On MOTION by Mr. Russell seconded by Ms. Castille with all in favor the engineering agreement with Halff Associates, Inc. was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Leon County Tax Collector

On MOTION by Mr. Brady seconded by Ms. Castille with all in favor the agreement with Leon County Tax Collector was approved.

SEVENTH ORDER OF BUSINESS

Overview of Fiscal Year 2025 Budget Process

Mr. Oliver stated we will bring a proposed budget to the June meeting at which time you will approve the proposed budget and set a public hearing date for adoption at your August meeting. That will be held at 6:00 p.m. so that more residents can attend. We will be working on the proposed budget over the next few months. We don’t know exactly how it is going to shake out right now, but we will do everything we can to keep assessments as low as possible. As you will recall there was no assessment increase for the current fiscal year.

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EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Kilinski stated as a reminder ethics training for those of you who will be staying on the board through next year is due by December 31, 2024. I can resend the links to you.

Form 1s are going to be coming out soon, you file that with the commission on ethics online now not the supervisor of elections. When you have the box that says that I completed my ethics training for this year, that is not required this year, it will be on your form 1 next year.

Hopefully, you got our recap of the legislative session from this year. There is one bill that deals with special districts specifically that has a requirement for performance measures, that bill hasn't been presented to the governor for signature yet. If that bill does get signed as we anticipate it will, we will bring back to you a guideline for what those performance measures may be. The law is not clear about what the requirements are, it says that special districts have to adopt annual objectives and performance measures for programs that the district has adopted. It may mean that you go through your budget and identify some goals and objectives that you wish to achieve for the CDD and that report has to be published every year on your website. It is not real clear on how robust those measures have to be when they get reported on our website. Our goal is to make something that is fairly easily digestible to you as a starting place and we will send it to you probably for your August meeting assuming the bill actually gets signed.

B. Engineer

There being none, the next item followed.

C. Manager**i. Approval of Check Register Summary**

On MOTION by Mr. Brady seconded by Ms. Castille 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.

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iii. Discussion of General Election

Mr. Oliver stated two seats will be filled by general election this year, this will be the first time we will use the general election process to fill board member seats. The process is managed by the supervisor of elections not by the district but in essence seats 3 and 4 will be filled by qualified electors. Qualified electors are registered voters living in the district; property ownership has nothing to do with it. If someone is interested in pursuing that the qualification period is June 10th through 14th from noon to noon, Monday to Friday. If someone is interested contact the supervisor of elections office well in advance and they can walk you through the process and you can prequalify to make it easier when you come back for qualification week. The best way to contact them is to go to the website, leonvotes.gov, and you can email them or their telephone number is on there also.

I received an email from a resident who suggested that we have an AED machine at the facility. I spoke with Jason about that and we are bringing it to the board to see you would like me to get proposals for that and if so I will work with Jason to make that happen.

Mr. Ghazvini stated if the board feels that it is worthwhile then do it, but from a building code perspective it wasn't a requirement so we didn't put it in the clubhouse. I want to understand the maintenance of whatever we get would be because we don't have a staff person here every day. I don't want to buy a piece of lifesaving equipment and we haven't maintained it and it fails. As long as we understand how it gets maintained and have a system and methodology to do it, then I have no reason to be against it.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests

There being none the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 13, 2024 at 2:00 p.m. at the Canopy Amenity Center

Mr. Oliver stated the next meeting is scheduled to be held June 13, 2024 at 2:00 p.m. in the same location.

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On MOTION by Mr. Brady seconded by Mr. Ghazvini with all in favor the meeting adjourned at 2:51 p.m.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
[Signature]
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Chairman/Vice Chairman