

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 13, 2025 at 1:00 p.m. at the Canopy Amenity Center, 2877 Crestline Road, Tallahassee, Florida.

Present and constituting a quorum were:

Jason Ghazvini	Chairman
Thomas Asbury, Jr.	Vice Chairman
David Brady	Supervisor
Steve Durie	Supervisor
Toby Thomson	Supervisor

Also present were:

Corbin deNagy	District Manager
Jennifer Kilinski	District Counsel
Mary Grace Henley	District Counsel by telephone
Laura Kalinoski	Lifestyle Director
Several Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 1:00 p.m. and called the roll.

Ms. Kilinski stated we received word back from your landscaper that now the amount exceeds the bid threshold for public maintenance services. Anything over \$195,000 has to be publicly bid. Because it was not on the agenda it would be appropriate to take a motion to amend the agenda to add Resolution 2025-03 and take public comments on that item.

On MOTION by Mr. Ghazvini seconded by Mr. Asbury with all in favor the agenda was amended to add Consideration of Resolution 2025-03.

SECOND ORDER OF BUSINESS

Public Comment Period

A resident asked what is the status of my request to get the mail stations cleaned?

Mr. Ghazvini stated we did get bids, and that work should start next week.

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Ms. Alston asked how much over \$195,000 was the contract?

Mr. deNagy stated it was \$198,000.

A resident stated there is a collection of debris in the pond behind my house. I didn't know if Premier would send someone to get the debris out of the water.

Mr. Ghazvini stated we can do that.

A resident asked is the tree trimming all over the development. The trees on Sunset Peak are spindly and shooting out branches over the sidewalk. They also overhang the sidewalk on Red Sky.

Mr. Ghazvini stated if it is a street tree that is between the sidewalk and curb that is in the city right of way. We can reach out and ask the city what their protocol is for trimming trees in conflict with the sidewalk. If we as a neighborhood don't like that maybe we can get a proposal from Taylor to do the trimming more often.

A resident asked have the fallen trees at the bottom of Dove Pond ever been addressed?

Mr. Ghazvini stated we as a company intended to do this and we got a lot of pushback from some of the homeowners living out there. Maybe this is something as a CDD we can look at and decide if that is what we want to do. We can get a count of the number of trees to be removed and get a proposal and bring that back for discussion.

A resident stated a lot of the street signs need to be put upright. There is still a lot of trash in the little park.

Mr. Ghazvini stated we will make a list for them.

A resident asked has there been any follow-up on the Dove Pond signage for the trail?

Mr. Ghazvini stated we do have the signage, and I need a surveyor to stake it.

A resident stated people are upset about the live trees not the dead trees.

Mr. Ghazvini stated we had an arborist who came out there and assessed the trees to take down and I sent a crew out there and multiple homeowners came out and were very aggressive to our staff. From this point forward I'm not putting my guys back out in that circumstance but I'm happy to work through this process so the arborist can assess the trees, and we can get a proposal for the ones he recommends for removal and bring it back to the board.

A resident stated we previously discussed covers for the mailboxes and if I get a response back who do I reach out to in your organization?

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Mr. Ghazvini stated you can reach out to our office or to me and we would have to permit it. The only reason we haven't is because the city said they would not permit on top of the easement

A resident stated the pump station comes up at every meeting.

Mr. Ghazvini stated I did get a final answer of the city approving us to put the landscaping in. I have a company to do that and will give Corbin their start date as soon as they give it to me.

A resident stated they didn't put any pine straw where it backs up to Unit 5. On Broadmore Lane across the street from the swale where the apartments are being built, there are a lot of trees and vines going onto CDD property. Can you get someone to cut that back?

Mr. Ghazvini stated I need to make sure what we are doing is on our property. I need to have a survey marked for CDD property.

A resident asked who is spearheading the speed bump project on unit 5?

Mr. Ghazvini stated I was under the impression that all speed humps have been installed in Unit 5. The striping has not been finished.

Ms. Alston stated we are getting an unbelievable amount of weeds in the common areas. Taylor doesn't take care of that.

Mr. Ghazvini stated we are coming up with a map to get a proposal to get bids and bring that back to the board.

A resident stated they didn't do a good job when they trimmed around my pond. There are street trees you planted five or six years ago that are dead. They need to be replaced.

Mr. Ghazvini stated send that to Corbin and Premier will address that.

A resident asked is there a maintenance schedule for Dove Pond?

Mr. Ghazvini stated we need to get a more set schedule from Taylor.

A resident asked who maintains the sidewalks?

Mr. Ghazvini stated that is the homeowner's responsibility. We can send out a reminder to homeowners to do that.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 12, 2024 Meeting

On MOTION by Mr. Thomson seconded by Mr. Brady with all in favor the minutes of the December 12, 2024 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-03

Ms. Kilinski stated this is the first time this district has had a request for proposal for maintenance services go out to bid. The district at the beginning of its organizational set up adopted rules of procedure pursuant to Chapter 120 and it fleshes out the statutes that already exist. It dictates how the district proceeds from an operational basis. We typically have you review the evaluation criteria that dictates the evaluative review that you would give to all the proposals that are responsive to the district's bid. We will publish the advertisement in the newspaper as required by law, we can also reach out informally to any vendor that you know of, obviously the current vendor here, to let them know that this has now been published. We have put together a package that involves all the legal requirements; things like a bid bond, making sure they are certified in Leon County and the State of Florida as an authorized vendor, we have to run through E-Verify and there are provisions they have to meet and there are proposal forms they will fill out. The substantive bid will be based on your current landscape scope. I have heard some things today that we will want to add such as weed control, maintenance in and around Dove Pond, make sure our maintenance map is up to date. You will get an apples to apples bid based on the same proposal documents from every bidder that provides a bid. The reason we are bringing this to you today is because it will have budget impacts, and you will have to approve a budget prior to June 15th.

The evaluation criteria we have used before at other CDD's and have seen them work well. You can add or subtract from these criteria.

We have 5 points assigned for completeness of proposals. Sometimes contractors get sloppy and miss half the bid and we want to be able to dock them for incomplete bids.

Experience is 25 points. This would be what kind of equipment they have, do they have projects of similar size, how they performed at those projects, have they worked in other districts or larger master planned communities to see if they have the experience necessary to do the job.

We are recommending 25 points for qualifications of key personnel. This may be, do they have an arborist, what are the training parameters, do they have enough manual laborers so if there is turnover you are not dealing with crews not showing up.

We have 20 points for machinery, equipment and financial stability. It usually requires a two-year operational experience with similarly sized communities. Our experience is that the landscapers can undergo business changes at a moment's notice so having that financial stability and staying power is important especially on a project this size.

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There are 25 points associated with cost. The formula is the lowest cost proposal, but we also have some subjectivity so that if you get a bid that is not adding up, you can take some of the schedule of values into consideration in evaluating the total price.

You are allowed under state law to do five years of pricing, and we typically ask for five-year pricing. If there is going to be an escalation you will know that over a five-year period and be able to keep a contractor for at least five years before it goes back out to bid, subject to the termination provisions of the contract.

There is always a termination provision in our contracts, you have either 30 or 60 days to terminate with or without cause as a unit of government this allows you to have some budgeting certainty through the years and because you are adding property to the district my recommendation for these is to always have a schedule of values. If you know the price for mowing per acre you can get a good sense of what that cost is going to be when a new area comes online.

I will work with Corbin and you can appoint one supervisor to work with us to finalize the package. You don't meet until April, and we will have bids in plenty of time so you can evaluate them prior to the meeting. We will have a scoring card for you based on the evaluation criteria and we will send it out in advance, and you will sit as the board and evaluate them. I recommend that you come to the meeting prepared, you have looked at the proposals, you can be ready to discuss it as a board and adopt one evaluation you all agree on, a consensus or you can hand in your evaluations to Corbin, he can add them up and that is the winner.

Mr. Ghazvini asked do we get time in front of the bidders?

Ms. Kilinski stated you can have that. We almost always invite the bidders to come to the meeting. If you want to add some component to the evaluation score on their presentation you can. The only danger there is it is a sealed bid the presentations are just to add additional context to the bids, but they can't change their bid. Sometimes I don't find that as valuable as you would think.

On MOTION by Mr. Ghazvini seconded by Mr. Durie with all in favor Resolution 2025-03 was approved and Mr. Asbury was authorized to work with staff on the final bid proposal package to have bids back for the April meeting.

FOURTH ORDER OF BUSINESS

Ratification of Amendment to Truly Tailored Landscaping Agreement

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Canopy CDD

Mr. deNagy stated you received this updated scope earlier today; we worked with Taylor on this scope.

Mr. Durie stated the orange lines in the map that are being maintained by Taylor's company, two of the lines on Ardmore are easements and last meeting we were told that the easements are the homeowner's responsibility to maintain but it looks as if it is being outsourced.

Mr. Ghazvini stated I do agree with his point. The orange segments between lots, the ones on the northwest in the orange, those are different easements, meaning they are specific CDD easements. I need to look at the two easements on Ardmore because I don't think those are CDD easements. I take those as being a city drainage easement across a homeowner's property. I want to make sure we are not maintaining something we are not supposed to maintain. I will go out this afternoon and clarify that and follow-up with Corbin.

On MOTION by Mr. Durie seconded by Mr. Brady with all in favor the amendment to the agreement with Truly Tailored Landscaping was ratified.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register Summary

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

ii. Balance Sheet and Income Statement

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Canopy CDD

Mr. deNagy stated we have opened an interest-bearing account with the State Board of Administration and you will see that going forward in the financials. The cash in the general fund will be interest bearing.

SIXTH ORDER OF BUSINESS

Other Business

Mr. Durie stated at the last meeting Arbors came up and were they paying CDD fees and if so where is it in the balance sheet.

Mr. deNagy stated this came up a few months ago when it came to the Canopy POA and Arbors is part of the POA and the agreement with the POA is that they will provide payment to the district in return for the benefit received from the landscaping here in the district. We invoiced the POA for fiscal year 2024 and 2025 and you will see in the balance sheet and income statement the revenue for fiscal year 2025 has been booked in the actuals.

Ms. Kilinski stated they are not in the district and when the district there was a cost share put in place via a covenant over the POA property. We do this a lot with districts that have commercial property where there is a cost share, there is a covenant, and we will bill them annually and they remit their proportionate share based on an engineering analysis they benefit from.

Mr. Durie asked are they behind on making those payments?

Ms. Kilinski stated it was the first time we have had O&M associated with their delivery of infrastructure. My understanding is that there will be a catchup payment.

Mr. deNagy stated fiscal 2024 and 2025 have been invoiced.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Thomson stated I want to see if we can have solar lighting in our roundabouts that would light the palm trees. I asked Corbin to research that possibility. Also, a resident wanted to know if the sod can be installed on the gas line easement off Blue Blossom.

Mr. Ghazvini stated I have asked FGT if we can go onto it and grade and sod it, they told us we can, we just have to schedule a date with them. We need to come up with an overall square footage of what we are trying to do in that area. There are some areas that have gotten barren, but we don't want to do the whole thing. I will get a scope and proposal to bring back to the Board.

Mr. Durie asked can we have a vacuum street sweeper rather than the one we have the just moves dust around?

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Mr. Ghazvini stated I don't have the funds for a vacuum sweeper. The sweeper they have has a water mechanism and if they are using it appropriately it should be producing less dust.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – April 9, 2025 at 6:00 p.m. at the Canopy Amenity Center

Mr. deNagy stated the next meeting is scheduled for April 9, 2025 at 6:00 p.m. in the same location.

On MOTION by Mr. Ghazvini seconded by Mr. Durie with all in favor the meeting adjourned at 2:16 p.m.

Signed by:
Corbin deNagy
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Secretary/Assistant Secretary

DocuSigned by:
Jason Ghazvini
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Chairman/Vice Chairman