

MINUTES OF MEETING
PALM COAST PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Palm Coast Park Community Development District was held Friday, July 21, 2023 at 10:30 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Blvd., Palm Coast, Florida.

Present and constituting a quorum were:

David Root	Chairman
Heather Allen	Assistant Secretary
Ken Belshe	Assistant Secretary
Jeff Douglas	Assistant Secretary

Also present were:

George Flint	District Manager
Jeremy LeBrun	GMS
Clint Smith	Field Operations Manager
Vincent Sullivan	District Counsel
Michael Chiumento, III	District Counsel
Lo Etienne	Bond Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Root called the meeting to order. Mr. Flint called the roll, four Board members were present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Root asked if any members of the public would like to address the Board. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the June 16, 2023 Meeting

Mr. Root asked for any comments, corrections, or changes to the minutes of the June 16, 2023 meeting. The Board had no changes to the minutes.

On MOTION by Ms. Allen, seconded by Mr. Douglas, with all in favor, the Minutes of the June 16, 2023 Board of Supervisors Meeting, were approved, as presented.

FOURTH ORDER OF BUSINESS**Financing Matters****A. Consideration of Resolution 2023-09 Finalizing the Series 2023 Bonds – Somerset at Palm Coast Park Phases 1, 2 & 3**

Mr. Flint presented Resolution 2023-09 to the Board. He explained that this resolution finalizes the assessments for the Series 2023 bonds for the Somerset at Palm Coast Park Phases 1, 2 & 3 bond issue. He stated that MBS as their underwriter priced the bonds, and they previously approved a delegation resolution and authorized the Chairman to sign the bond purchase agreement and other documents necessary to effectuate the closing. He explained that they went through an assessment process previously and they levied a lien based on a Master Assessment Methodology. Now that the bonds have been priced, this brings the lien down to the actual terms of the bond issue. He noted that the only changes to the resolution from what was in their agenda was the numbers that were referenced in the resolution tie to the report, so there weren't any substantive changes other than the fact that the numbers were revised to reflect the actual terms of the pricing of the bonds. Mr. Flint asked for any questions on this resolution. Hearing none, he asked for a motion to approved.

On MOTION by Ms. Allen, seconded by Mr. Douglas, with all in favor, Resolution 2023-09 Finalizing the Series 2023 Bonds – Somerset at Palm Coast Park Phases 1, 2 & 3, was approved.

B. Consideration of Resolution 2023-10 Authorizing District to Execute Final Form of the Agreements Related to the Series 2023 Bond Issuance

Mr. Flint presented Resolution 2023-10 to the Board. He explained that this resolution approves the final form of the ancillary documents. He stated that they don't normally do this. He explained that they approved a resolution approving the ancillary documents in substantial form and just because there were some changes to the ancillary documents, they were bringing them back to have them approve the final form of those.

Mr. Sullivan explained that the original form that this Board approved said that they were going to acquire completed infrastructure improvements from the developer. He further explained that as they went through the pricing process, the developer wanted to be able to convey over partially completed infrastructure development. He stated that on the Acquisition Agreement they

would see that language added back in there to where they could accept partially completed improvements based on their bond issuance. He noted that the documents also reset the number to the actual pricing of the bond amount. Mr. Flint added that it was consistent with their last two bond issues and the language that it was modified to was consistent with the Dream Finders and the Four Star.

On MOTION by Mr. Belshe, seconded by Mr. Douglas, with all in favor, Resolution 2023-10 Authorizing District to Execute Final Form of the Agreements Related to the Series 2023 Bond Issuance, was approved.

FIFTH ORDER OF BUSINESS

Discussion of Landscape Maintenance Services for Reverie

Mr. Flint stated that they had previously, during the budget process, bid out landscaping services for the various new areas that were slated to come on. He stated that as a result of that bidding process, the Board selected Yellowstone as the landscaper service provider and they were also the provider of services for the rest of the areas that the District maintains. He noted that subsequent to that process, a representative from Dream Finders was at the last meeting and they made a request that United Land maintain the landscaping in the Reverie Project versus Yellowstone. He also noted that there was a cost difference between Yellowstone and United Land, and they had made an indication that they would be willing to potentially fund the difference, if that was the case. He stated that they had tried to be accommodating to Dream Finders. Mr. Smith went out and contacted United Land and provided the same scope of work that they had originally priced on. Based on that scope, they were significantly higher than Yellowstone. Subsequent to that, Dream Finders basically wanted a different scope, and they wanted United Land to maintain some areas that they didn't identify in the original scope associated with Reverie.

Mr. Flint stated that they had some discussions and the reality of it was that based on their original estimates, they estimated that the landscape maintenance would have come online already at this point in the fiscal year, and they assess based on a full year. He explained that they would like to use part of the assessment money that they had paid in this year that hasn't been used to cover that difference, if there ends up being a difference, which they were going to reprice with United Land unless the Board has an issue. He stated that he didn't necessarily have an issue with that as long as after that initial one-year period, where they were holding the warranty, they rebid it because the Board has a responsibility to make sure that they're providing it in a cost-effective

manner. He stated that they would like to suggest that they go out and negotiate an agreement with United Land based on the scope. He explained that the cost difference would be funded out of carry-forward assessment revenue that was collected and not spent for that project. The question was asked what their contractual obligation was to Yellowstone. Mr. Smith responded that the Board ranked them and selected them, but a contract was never signed because this was all last summer and it became evident that it wasn't going to be ready for maintenance in the Fall and then it got even worse because of the hurricane, FPL, etc. After further Board discussion, it was decided to approve concept of DFH using United Land Services for landscape maintenance through Fiscal Year 2024 and then be re-bid out. It was noted that any cost difference would be funded out of carryforward from Fiscal Year 2023, and Backstop Funding Agreement would be needed with DFH if carryforward cannot cover costs.

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, the Concept of DFH using United Land Services for Landscape Maintenance through FY 2024 and then Re-bid Out and Any Cost Difference will be Funded Out of Carryforward from FY 2023 and a Backstop Funding Agreement with DFH would be entered into if Carryforward Cannot Cover Costs, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Pond Management Services Contracts with Solitude Lake Management

A. Reverie at Palm Coast Park Phase 1

Mr. Smith presented the proposal for Reverie at Palm Coast Park Phase 1 to the Board. It was noted that it was \$6,564.

B. Reverie at Palm Coast Park Phase 2

Mr. Smith presented the proposal for Reverie at Palm Coast Park Phase 2 to the Board. It was noted that it was \$8,400.

C. Sawmill Branch Phases 2A and 2B

Mr. Smith presented the proposal for Sawmill Branch Phases 2A and 2B to the Board. He explained that all three of these proposals were lower than what they budgeted. He noted that they had not gone through all the turnover yet, but he would like the Board to approve them and give Chairman authorization to sign them and then they would give them a notice to proceed when it's the right time once the turnovers complete. It was noted that it was \$20,304.

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, the Proposals for Pond Management Services Contracts with Solitude Lake Management for Reverie at Palm Coast Park Phase 1, Reverie at Palm Coast Park Phase 2, and Sawmill Branch Phases 2A and 2B, were approved.

SEVENTH ORDER OF BUSINESS

Public Hearing

Mr. Root motioned to open the public hearing.

On MOTION by Mr. Root, seconded by Mr. Belshe, with all in favor, Opening the Public Hearing, was approved.

Mr. Root asked if any member of the public wanted to make comments. Hearing no comments, the Board closed the public hearing.

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2023-11 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Mr. Flint stated that the Board previously approved a proposed budget and they set today as the date for their public hearing for its final consideration. They met all the noticing requirements and posted it on the District's website as required. He noted that attached to the resolution was the revised proposed budget. He stated that they updated the actual expenses through the end of June for the current year and estimated the final three months. He explained that they had the FY 2024 budget as their last column and there were no significant changes to this budget since they approved it a few months ago. The assessment levels are the same as what they saw in their proposed budget. He reviewed the budget, which included the general fund budget that spreads across the entire District, the Sawmill Branch and Sawmill Creek budget, the Spring Lake Reverie budget, and Somerset KB homes budget. He noted that the per unit assessments included for the KB project were the same as what they currently have in place for the Reverie project assuming it's a similar project and the costs are going to be similar. He explained that they also have their debt service funds as well. He stated that he would be happy to answer any questions that anyone may have.

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, Resolution 2023-11 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2023-12 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint stated that this resolution was imposing the assessments associated with the budget that they just approved. He noted that Exhibit A was the adopted budget that they just approved, and Exhibit B was the assessment roll that would be certified to the county for collection on the tax bill.

On MOTION by Mr. Douglas, seconded by Mr. Belshe, with all in favor, Resolution 2023-12 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Audit Committee Recommendation and Selection of Firm to Perform the Fiscal Year 2023 Audit

Mr. Flint stated that the Board sat as the Audit Committee just prior to the Board meeting and they reviewed and ranked the two responses they received from Grau & Associates and DiBartolomeo, McBee, Hartley & Barnes, P.A. He explained that as a result of that ranking, the Audit Committee assigned 98 points to Grau & Associates and 88 Points to DiBartolomeo, McBee, Hartley & Barnes, P.A recommending Grau & Associates as their Independent Auditor.

On MOTION by Ms. Allen, seconded by Mr. Belshe, with all in favor, Accepting the Audit Committee's Recommendation of selecting Grau & Associates as their Independent Auditor and Authorizing Staff to Negotiate an Agreement that would be brought back to the Board, was approved.

NINTH ORDER OF BUSINESS

Ratification Items

A. City of Palm Coast Impact Fee Reimbursement Request

Mr. Root stated that was their last check. Mr. Smith confirmed that they were fully reimbursed.

On MOTION by Mr. Douglas, seconded by Ms. Allen, with all in favor, Ratifying the Chairman's Approval and Signature for the City of Palm Coast Impact Fee Reimbursement Request.

B. LED Lighting Agreement with Florida Power & Light for Reverie Phase 1

Mr. Smith explained that this was an agreement with Florida Power & Light to pay the operations and maintenance of the streetlights, which was less than \$400 a month.

On MOTION by Mr. Douglas, seconded by Ms. Allen, with all in favor, the LED Lighting Agreement with Florida Power & Light for Reverie Phase 1, was ratified.

C. Bill of Sale and Assignment of Intangible Property Related to Sawmill Branch at Palm Coast Park Phase 2B

Mr. Root reviewed this item with the Board and asked for ratification.

On MOTION by Mr. Douglas, seconded by Mr. Belshe, with all in favor, the Bill of Sale and Assignment of Intangible Property Related to Sawmill Branch at Palm Coast Park Phase 2B, was ratified.

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

Mr. Chiumento stated that the only thing that they were working on right now was with the City and DR Horton on the realignment on the Matanzas Woods Parkway. He stated that he learned three weeks ago that now that the City has funded for Matanzas Woods Parkway, there was an issue of someone placing a conservation easement over it. Ms. Allen stated that the City would be the applicant to make changes to the conservation easement. She noted that they were going to have some meetings with them next week to discuss the next steps.

B. Engineer and Maintenance Report**i. Presentation of Annual Engineer's Report**

Mr. Smith presented the Annual Engineer's Report done by Singhofen & Associates to the Board. He noted that it was for the bond holders and was something that they do every year. Mr. Smith stated that there were a couple of items he wanted to discuss with one being the speed limit signs. He explained that there was discussion at the last meeting about speed limit, so he checked with the city and right now they only authorize a 30-mph speed limit sign of residential areas, which is the state standard. He noted that they were doing a study everywhere to see if they can put lower speed limits in residential areas, but they thought they would be done next Spring. He

added that the City always takes longer than they think, so it would probably be a year away. He stated that in the meantime, he was pricing getting three speed limit signs put up in Sawmill Creek because there were none. He noted that the signs would be assigned at 30-mph.

ii. Landscape Maintenance Report

Mr. Smith presented the Landscape Maintenance Report to the Board. He stated that Tract K, which was the small park site that they didn't know they had for a year or so, but they now have deeded it to the HOA. He noted that Holiday Builders subcontractors had stuff piled and there is no grass left on it. He explained that he contacted the salesperson at Holiday Builders who had their onsite Superintendent and he explained that they wanted it cleaned up and re-grassed even though they don't own it anymore. He noted that they left a phone message for Mr. Smith responding that they were going to clean it up, which they hadn't done yet. He also stated that in Holiday Builders response was that their developer had promised them that they were going to sod it, so they are deferring to the developer. He suggested between the CDD and the HOA, they have Mr. Chiumento send them a letter saying that they expect it to be grassed again after they clean it up. It was recommended that they include a threat to them that if they don't re-grass it and clean it up by a certain amount of time, then the HOA is going to employ a contractor to clean it up and send them the bill.

On MOTION by Ms. Allen, seconded by Mr. Douglas, with all in favor, to Cooperate with HOA to Clean Up Tract K, was approved.

iii. Stormwater Maintenance Summary

Mr. Smith presented the Stormwater Maintenance Summary to the Board. He stated that they talked about the landscape bids for Sawmill Branch which were last summer. The Board ranked them and selected Yellowstone, but they never signed a contract. He noted that they were in their turnover procedure now and he didn't know if that would happen before the next meeting or not. He asked if the Board would consider granting the Chairman authorization to sign the contract once they complete the turnover, if that happens before another meeting.

On MOTION by Mr. Belshe, seconded by Mr. Douglas, with all in favor, to Authorize Chairman to Execute Contract with Yellowstone Landscape for Maintenance in Sawmill Branch, was approved.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint presented the check register for June totaling \$24,771.15. There being no comments or questions, Mr. Flint asked for a motion to approve.

On MOTION by Mr. Belshe, seconded by Mr. Douglas, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint reviewed the unaudited financials. He noted that if they had any questions that they could discuss those. Hearing none,

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, the Balance Sheet and Income Statement, was approved.

iii. Approval of Fiscal Year 2024 Meeting Schedule

Mr. Flint stated that each year they approve an annual meeting notice. They prepared one assuming that they would continue meeting on the same day and time each month in this location, which would be the third Friday at 10:30 a.m.

On MOTION by Mr. Douglas, seconded by Mr. Belshe, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

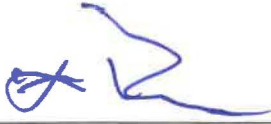
Supervisor's Requests

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Allen, seconded by Mr. Belshe, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman