

**MINUTES OF MEETING  
LAKEWOOD PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Lakewood Park Community Development District held Multiple Public Hearings and a Regular Meeting on December 9, 2020, *immediately following the Landowners' Meeting, scheduled to commence at 2:00 p.m.*, at the offices of Cobb Cole, 231 North Woodland Boulevard, Deland, Florida 32720, Volusia County, Florida.

**Present were:**

Chris Helfrich	Chair
Julia Aragona	Vice Chair
Brian Martin	Assistant Secretary
Neil Klapproth	Assistant Secretary
Chad Moorhead (via telephone)	Assistant Secretary/Interim District Engineer

**Also present, were:**

Craig Wrathell	District Manager
Mark Watts	District Counsel
Nika Hosseini	Cobb Cole, P.A.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 2:25 p.m. The Landowners' Election was conducted just prior to this meeting. He recapped the results of the Landowners' Election, as follows:

Seat 1	Chris Helfrich	198 votes	Four-year Term
Seat 2	Julie Aragona	198 votes	Four-year Term
Seat 3	Brian Martin	197 votes	Two-year Term
Seat 4	Neil Klapproth	197 votes	Two-year Term
Seat 5	Chad Moorhead	197 votes	Two-year Term

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**Administration of Oath of Office to Initial Board of Supervisors *(the following will be provided in a separate electronic package)***

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Helfrich, Ms. Aragona, Mr. Martin and Mr. Klapproth. Mr. Moorhead would be sworn in by a Notary present at his physical location. Mr. Wrathell provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-29, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-29.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, Resolution 2021-29, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-30, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Lakewood Park Community Development District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-30. Mr. Helfrich nominated the following slate of officers:

Chair	Julia Aragona
Vice Chair	Chris Helfrich
Secretary	Craig Wrathell
Assistant Secretary	Neil Klapproth
Assistant Secretary	Chad Moorhead
Assistant Secretary	Brian Martin
Assistant Secretary	Howard McGaffney
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, Resolution 2021-30, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Lakewood Park Community Development District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**A. Affidavits of Publication**

The affidavits of publication were included for informational purposes

**B. Consideration of Resolution 2021-31, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2021-31 and stated the Rules of Procedure is a standard document that complies with the State Statutes.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, Resolution 2021-31, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2021-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Lakewood Park Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2021-32.

**On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, Resolution 2021-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Lakewood Park Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Mailed Notice to Property Owner(s)**

A copy of the Mailed Notice to property owners was included for informational purposes.

**C. Engineer’s Report for Capital Improvements *(for informational purposes)***

Mr. Moorhead gave a brief overview of the Engineer’s Report for Capital Improvements and confirmed that the total cost of the CIP would be \$10,670,087.

**D. Master Special Assessment Methodology Report *(for informational purposes)***

Mr. Wrathell gave a brief overview of the Master Special Assessment Methodology Report. He discussed the purpose of the Methodology, debt service, maximum par amount of bonds and the Appendix Tables on Pages 11 through 13. Discussion ensued regarding the bond issuance and the bond delegation hearing.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the Public Hearing was closed.**

- E. Consideration of Resolution 2021-33, Authorizing District Projects For Construction and/or Acquisition of Infrastructure Improvements; Equalizing Approving, Confirming, And Levying Special Assessments On Property Specially Benefited By Such Projects To Pay the Cost Thereof; Providing For The Payment and the Collection Of Such Special Assessments By the Methods Provided For By Chapters 170, 190 and 197, Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Revenue Bonds; Making Provisions For Transfers of Real Property To Homeowners Associations, Property Owners Associations and/or Governmental Entities; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date**

Mr. Wrathell presented Resolution 2021-32 and read the title.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, Resolution 2021-33, Authorizing District Projects For Construction and/or Acquisition of Infrastructure Improvements; Equalizing Approving, Confirming, And Levying Special Assessments On Property Specially Benefited By Such Projects To Pay the Cost Thereof; Providing For The Payment and the Collection Of Such Special Assessments By the Methods Provided For By Chapters 170, 190 and 197, Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Revenue Bonds; Making Provisions For Transfers of Real Property To Homeowners Associations, Property Owners Associations and/or Governmental Entities; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date, was adopted.**

Mr. Wrathell stated the District’s first audit would be after September 30, 2021. Three responses to the RFP were received.

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. RFP Package**

A copy of the RFP Package was included for informational purposes.

**C. Respondents**

**I. Berger, Toombs, Elam, Gaines & Frank**

**II. Carr, Riggs & Ingram, LLC**

**III. Grau & Associates**

Mr. Wrathell stated all three firms were well qualified and he reviewed each firm’s fee schedule.

**D. Auditor Evaluation Matrix/Ranking**

Mr. Wrathell presented District Management’s rankings as follows:

Berger, Toombs, Elam, Gaines & Frank (BTEGF)	99 total points
Carr, Riggs & Ingram, LLC (CRI)	97 total points
Grau & Associates	100 total points

Mr. Wrathell indicated that the Board could accept District Management’s rankings or proceed with their own evaluations.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, District Management’s rankings awarding 100 total points to Grau & Associates 99 total points to BTEGF and 97 total points to CRI, and ranking Grau and Associates as the number one ranked firm, was accepted.**

**E. Award of Contract**

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, awarding the contract to Grau & Associates, the number-one ranked firm, and authorizing District Staff to negotiate an agreement and engage Grau & Associates as Auditor for the District, was approved.**

**Consideration of Response(s) to Request  
for Qualifications (RFQ) for Engineering  
Services**

- **Discussion/Consideration: Extension of Deadline for Responses**

Mr. Wrathell stated, due to issues related to the pandemic, it was necessary to extend the deadline for RFQ responses. Mr. Watts recommended extending the deadline to December 31, 2020.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, extending the deadline for RFQ responses for Engineering Services to December 31, 2020, was approved.**

- A. **Affidavit of Publication**
- B. **RFQ Package**
- C. **Respondent**
- D. **Competitive Selection Criteria/Ranking**
- E. **Award of Contract**

These items were deferred.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-14,  
Adopting the Annual Meeting Schedule for  
Fiscal Year 2020-2021; and Providing for an  
Effective Date**

This item was deferred.

**Mr. Watts left the meeting.**

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of October 31, 2020**

Mr. Wrathell presented the Unaudited Financial Statements as of October 31, 2020.

**On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the Unaudited Financial Statements as of October 31, 2020, were accepted.**



Mr. Wrathell presented the October 28, 2020 Organizational Meeting Minutes.

**On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the October 28, 2020 Organizational Meeting Minutes, as presented, were approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Cobb Cole***

There being nothing further to report, the next item followed.

**B. District Engineer (Interim): *Madden, Moorhead & Stokes, LLC***

There being nothing further to report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: January 13, 2021 at 2:00 P.M.**
  - **QUORUM CHECK**

The next meeting would be held on January 13, 2021, unless cancelled.

**FIFTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the meeting adjourned at 3:10 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair