

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

The Board of Supervisors of the Lakewood Park Community Development District held a Special Meeting on February 16, 2021 at 11:30 a.m. at the offices of Cobb Cole, 231 North Woodland Boulevard, Deland, Florida 32720.

**Present were:**

Megan Willbur	Chair
Chris Helfrich	Vice Chair
Chad Moorhead	Assistant Secretary/ District Engineer
John Donaldson	Assistant Secretary
Brian Martin	Assistant Secretary

**Also present, were:**

Craig Wrathell	District Manager
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Mark Watts	District Counsel
Nika Hosseini	Cobb Cole, P.A.
Steve Sanford	Bond Counsel, Greenberg Traurig

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:30 a.m. Supervisors Helfrich, Martin and Moorhead were present, in person. Supervisor Klapproth was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired  
Term of Seat 2; Term Expires November,  
2024**

Mr. Helfrich nominated Ms. Megan Willbur to fill Seat 2; term expires November, 2024. No other nominations were made.

**On MOTION by Mr. Martin and seconded by Mr. Helfrich, with all in favor, the appointment of Ms. Megan Willbur, to Seat 2, term expires November, 2024, was approved.**

▪ **Acceptance of Resignation of Supervisor Neil Klapproth, Seat 4**

This item was an addition to the agenda.

Mr. Wrathell presented Mr. Neil Klapproth’s resignation letter.

**On MOTION by Mr. Martin and seconded by Mr. Helfrich, with all in favor, the resignation of Mr. Neil Klapproth, effective immediately, was accepted.**

▪ **Appointment to Fill Unexpired Term of Seat 4; Term Expires November, 2022**

Mr. Martin nominated Mr. John Donaldson to fill Seat 4; term expires November, 2022.

No other nominations were made.

**On MOTION by Mr. Helfrich and seconded by Mr. Martin, with all in favor, the appointment of Mr. John Donaldson, to Seat 4, term expires November, 2022, was approved.**

• **Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Willbur and Mr. Donaldson.

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **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**
- D. **Form 8B – Memorandum of Voting Conflict**

**Supervisor Helfrich left the meeting at 11:35 a.m.**

Mr. Wrathell briefly explained the items listed above. Supervisors were directed to file Form 1 with the Supervisor of Elections office, in their County of residence, within 30 days to avoid fines. Mr. Watts encouraged Board Members to contact District Counsel with any questions.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-35, 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 2021-35. Mr. Martin nominated the following slate of officers:

Chair	Megan Willbur
Vice Chair	Chris Helfrich
Secretary	Craig Wrathell
Assistant Secretary	Brian Martin
Assistant Secretary	John Donaldson
Assistant Secretary	Chad Moorhead
Assistant Secretary	Howard McGaffney
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

**On MOTION by Mr. Moorhead and seconded by Mr. Martin, with all in favor, Resolution 2021-35, 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.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services (*deferred from January 13, 2021 Meeting*)**

Mr. Wrathell explained the RFQ process.

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. RFQ Package**

The RFQ package was included for informational purposes.

**C. Respondent: Madden Moorhead & Stokes, LLC**

Mr. Watts stated that the ranking process could proceed, with Madden Moorhead & Stokes, LLC (MMS) as the sole respondent to the RFQ.

**D. Competitive Selection Criteria/Ranking**

Mr. Wrathell stated that MMS, the Interim Engineer and only respondent to the RFQ, is highly qualified. He recommended ranking MMS as the #1 ranked respondent.

Mr. Moorhead, an MMS associate would abstain from voting and complete Form 8B.

**On MOTION by Mr. Martin and seconded by Ms. Willbur, with Mr. Martin, Ms. Willbur and Mr. Donaldson in favor and Mr. Moorhead abstaining, ranking Madden Moorhead & Stokes, LLC as the #1 ranked respondent to the RFQ for Engineering Services, was approved.**

**E. Award of Contract**

Mr. Moorhead stated the Fee Schedule would be the same as the one already in place.

**On MOTION by Mr. Martin and seconded by Ms. Willbur, with Mr. Martin, Ms. Willbur and Mr. Donaldson in favor and Mr. Moorhead abstaining, awarding the contract for Engineering Services to Madden Moorhead & Stokes, LLC, the #1 ranked firm, and authorizing District Counsel to prepare a form of Agreement, Staff to negotiate the Fee Schedule and the Chair or Vice Chair to execute the Agreement, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-36, Authorizing the Issuance of Not Exceeding \$4,200,000 Lakewood Park Community Development District Special Assessment Bonds, Series 2021 (Assessment Area One) (the “2021 Bonds”) to Finance Certain Public Infrastructure Within the Designated Assessment Area One Within District; Determining the Need for a Negotiated Limited Offering of the 2021 Bonds and Providing for a Delegated Award of Such Bonds; Appointing the Underwriter for the Limited Offering of the 2021 Bonds; the Form of and Authorizing the Execution and Delivery of a Bond Purchase Contract With Respect to the 2021 Bonds; Approving the Use of That Certain Master Trust Indenture Previously Approved by the Board With Respect to the 2021 Bonds; Approving the Form of and Authorizing the Execution and Delivery of a First Supplemental Trust Indenture Governing the 2021 Bonds; Approving the Form of and Authorizing the Distribution of a Preliminary Limited Offering Memorandum; Approving the Execution and Delivery of a Final Limited Offering Memorandum; Approving the Form of and Authorizing the Execution of a Continuing Disclosure Agreement, and Appointing a Dissemination Agent; Approving the Application of Bond Proceeds; Authorizing Certain Modifications to the Assessment Methodology Report and Engineer’s Report; Providing for the Registration of the 2021 Bonds Pursuant to the DTC Book-Entry Only System; Authorizing the Proper Officials to Do All Things Deemed Necessary in Connection With the Issuance, Sale and Delivery of the 2021 Bonds; and Providing for Severability, Conflicts and an Effective Date**

Bond Counsel, Mr. Steve Sanford of Greenberg Traurig, reviewed the bond validation process associated with the Initial Bond Resolution, adopted in October 2020. He presented Resolution 2021-36, the Delegation Resolution, which authorizes issuance of the first Series of Bonds, designated as Assessment Area One, in a not to exceed amount of \$4,200,000. He discussed the documents associated with the financing, which were in substantial form, and the

terms of the bond purchase. He recommended adopting Resolution 2021-36 and, as all the documents were in substantially in final form, he was comfortable with approval of the forms.

- **Consideration of Supplemental Engineer’s Report, *dated February 16, 2021***

**This item, previously the Seventh Order of Business, was presented out of order.**

Mr. Moorhead presented the Supplemental Engineer’s Report, dated February 16, 2021, for Assessment Area One, and the probable costs. The Report was emailed prior to the meeting and differed from the one in the agenda package. This Report would be approved in substantial form, as Table 2 needed to be revised.

**On MOTION by Mr. Martin and seconded by Mr. Moorhead, with all in favor, Resolution 2021-36, Authorizing the Issuance of Not Exceeding \$4,200,000 Lakewood Park Community Development District Special Assessment Bonds, Series 2021 (Assessment Area One) (the “2021 Bonds”) to Finance Certain Public Infrastructure Within the Designated Assessment Area One Within District; Determining the Need for a Negotiated Limited Offering of the 2021 Bonds and Providing for a Delegated Award of Such Bonds; Appointing the Underwriter for the Limited Offering of the 2021 Bonds; the Form of and Authorizing the Execution and Delivery of a Bond Purchase Contract With Respect to the 2021 Bonds; Approving the Use of That Certain Master Trust Indenture Previously Approved by the Board With Respect to the 2021 Bonds; Approving the Form of and Authorizing the Execution and Delivery of a First Supplemental Trust Indenture Governing the 2021 Bonds; Approving the Form of and Authorizing the Distribution of a Preliminary Limited Offering Memorandum; Approving the Execution and Delivery of a Final Limited Offering Memorandum; Approving the Form of and Authorizing the Execution of a Continuing Disclosure Agreement, and Appointing a Dissemination Agent; Approving the Application of Bond Proceeds; Authorizing Certain Modifications to the Assessment Methodology Report and Engineer’s Report; Providing for the Registration of the 2021 Bonds Pursuant to the DTC Book-Entry Only System; Authorizing the Proper Officials to Do All Things Deemed Necessary in Connection With the Issuance, Sale and Delivery of the 2021 Bonds, in substantial form; and Providing for Severability, Conflicts and an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Supplemental Engineer’s Report, *dated February 16, 2021***

This item was presented during the Seventh Order of Business.

**On MOTION by Mr. Martin and seconded by Mr. Donaldson, with Mr. Martin, Ms. Willbur, and Mr. Donaldson in favor and Mr. Moorhead abstaining, the Supplemental Engineer’s Report, dated February 16, 2021, in substantial form, subject to final review by the Chair or Vice Chair, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Preliminary First Supplemental Special Assessment Methodology Report, dated February 16, 2021**

Mr. Wrathell presented the Preliminary First Supplemental Special Assessment Methodology Report. This Report supplements the Master Special Assessment Methodology Report approved at a prior meeting and describes the Capital Improvement Plan (CIP) for Assessment Area One. The Report would be revised to reflect that the assessments for Assessment Area One would not be based on a gross acre basis. Mr. Sanford noted that reserve funds would reduce by 50%, once lots are sold to the homebuilder, and the extra reserve funds would be transferred to the Construction Fund.

**On MOTION by Mr. Martin and seconded by Mr. Moorhead, with all in favor, the Preliminary First Supplemental Special Assessment Methodology Report, dated February 16, 2021, in substantial form, subject to the revisions discussed and any other revisions necessary to finalize the Agreement, was approved.**

**NINTH ORDER OF BUSINESS**

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

Mr. Wrathell presented the Unaudited Financial Statements as of December 31, 2020. Funding requests would be submitted to Mr. Martin for review and approval.

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

**TENTH ORDER OF BUSINESS**

**Consideration of January 13, 2021 Public Hearing and Regular Meeting Minutes**

Mr. Wrathell presented the January 13, 2021 Public Hearing and Regular Meeting Minutes.

**On MOTION by Mr. Martin and seconded by Mr. Moorhead, with all in favor, the January 13, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH 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 to report, the next item followed.

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

- **NEXT MEETING DATE: March 10, 2021 at 2:30 P.M.**
  - **QUORUM CHECK**

The next meeting would be held on March 10, 2021 at 2:30 p.m.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

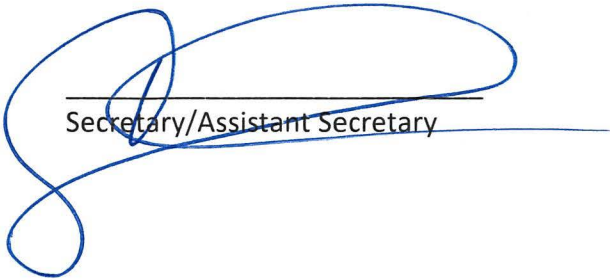
**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Martin and seconded by Mr. Moorhead, with all in favor, the meeting adjourned at 12:30 p.m.**





Secretary/Assistant Secretary



Chair/Vice Chair