

**MINUTES OF MEETING
PARKVIEW AT LONG LAKE RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parkview at Long Lake Ranch Community Development District held a Regular Meeting on April 15, 2024 at 10:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

Present:

Tim Murray	Chair
Mac McCraw	Vice Chair
Tom Griggs	Assistant Secretary
Billy Hierlihy	Assistant Secretary

Also present:

Jamie Sanchez	District Manager
Lindsay Whelan (via telephone)	District Counsel
Bennett Davenport (via telephone)	Kutak Rock LLP

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:01 a.m.

Supervisors Murray, McCraw, Griggs and Hierlihy were present. Supervisor Whaley was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Chad Whaley
[Seat 4]**

Ms. Sanchez presented Mr. Chad Whaley's resignation.

On MOTION by Mr. Griggs and seconded by Mr. Murray, with all in favor, the resignation of Mr. Chad Whaley from Seat 4, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2024

- **Administration of Oath of Office to Appointed Supervisor (the following will also be provided in a separate package)**
 - A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
 - B. Membership, Obligation and Responsibilities**
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

These items were deferred.

FIFTH ORDER OF BUSINESS

Update: Board Transition

Ms. Sanchez stated the HOA sent four e-blasts seeking residents interested in serving on the CDD Board. She will contact one person who expressed an interest. The HOA President might have a recommendation or she might be interested in serving on the CDD Board. She will continue to reach out to potential candidates.

Discussion ensued regarding transitioning the Board, as sales will close out in May.

Ms. Whelan stated a Landowner Election will be held in November; Seats 1 and 2, currently held by Supervisors Murray and McCraw, respectively, and Seat 4, currently vacant, will be up for election. If the current Board Members are no longer Landowners, the election will be a resident-run election.

Ms. Sanchez stated that a resident can be appointed to Seat 4 before the Landowners' Election.

Mr. Murray believes the HOA turnover will be in July, which will be another opportunity for residents to be informed about the CDD Board vacancies.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-03,
Appointing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2024-03. Mr. Griggs nominated the following:

Tim Murray	Chair
Mac McCraw	Vice Chair
Tom Griggs	Assistant Secretary
Billy Hierlihy	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Chad Whaley	Assistant Secretary
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The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Griggs and seconded by Mr. Murray, with all in favor, Resolution 2024-03, Appointing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2024-04,
Approving a Proposed Budget for Fiscal
Year 2024/2025 and Setting a Public
Hearing Thereon Pursuant to Florida Law;
Addressing Transmittal, Posting and
Publication Requirements; Addressing**

Severability; and Providing an Effective Date

Ms. Sanchez presented Resolution 2024-04. She reviewed the proposed Fiscal Year 2025 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

Discussion ensued regarding whether CDD meetings can be held on site or at a closer location, once residents are on the Board. Ms. Sanchez will contact Angela at the HOA regarding the matter.

Ms. Sanchez stated that the proposed Fiscal Year 2025 budget reflects an assessment decrease of \$1.19 for each unit type.

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 19, 2024 at 10:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2024-05, Designating a Date, Time and Location for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date**

Ms. Sanchez presented Resolution 2024-05. The Landowner Election will be held in November 2024; Seats 1, 2 and 4 will be up for election. Ms. Whelan discussed the need to seat residents on the Board and noted potential quorum issues if a full Board is not elected.

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, Resolution 2024-05, Designating a Date, Time and Location of November 18, 2024 at 10:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, for a

Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-06.

The following will be canceled from the Fiscal Year 2025 Meeting Schedule:

The January and February meetings.

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, Resolution 2024-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 29, 2024

Ms. Sanchez stated that the Landowner confirmed that the \$6,000 "Landowner advance" will be released to the CDD.

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of October 23, 2023 Regular Meeting Minutes

On MOTION by Mr. Murray and seconded by Mr. Griggs, with all in favor, the October 23, 2023 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kutak Rock LLP**

Ms. Whelan stated that a Memorandum regarding the requirement for Supervisors to complete four hours of ethics continuing education annually was emailed to the District Manager. The Memorandum includes links to courses offered by the Florida Commission on Ethics (COE) and the Office of the Attorney General. In 2025, Supervisors will certify their completion of the course requirement for 2024 when filling Form 1 electronically in mid-2025. Coursework must be completed by December 31, 2024. Supervisors serving on multiple boards are only required to complete four total hours of training for the year; however, the box must be checked on each Form 1 filed in 2025.

Ms. Sanchez will forward the email to the Board.

B. District Engineer: Clearview Land Design, P.E.

There was no report.

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

- **NEXT MEETING DATE: May 20, 2024 at 10:00 AM**
 - **QUORUM CHECK**

The next meeting will be held on May 20, 2024, unless canceled.

THIRTEENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Murray and seconded by Mr. Hierlihy, with all in favor, the meeting adjourned at 10:18 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair