

COLBERT LANDINGS

**COMMUNITY DEVELOPMENT
DISTRICT**

BOARD OF SUPERVISORS

July 19, 2023

**PUBLIC HEARINGS AND
REGULAR MEETING
AGENDA**

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Colbert Landings Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

July 12, 2023

Board of Supervisors
Colbert Landings Community Development District

Dear Board Members:

The Board of Supervisors of the Colbert Landings Community Development District will hold Public Hearings and a Regular Meeting on July 19, 2023 at 11:00 a.m., at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-30, Ratifying the Actions of the District Manager and District Staff in Re-Scheduling and Re-Noticing the Landowners' Meeting; Amending Resolution 2023-02 to Set the Public Hearing Thereon for June 14, 2023, at 10:00 a.m., At The Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137; Providing a Severability Clause; and Providing an Effective Date
4. Administration of Oath of Office to Elected Board of Supervisors *(the following will be provided in a separate package)*
 - 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

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

5. Consideration of Resolution 2023-31, 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
6. Consider Appointment to Fill Unexpired Term of Seat 3; *Term Expires November 2025*
 - Administration of Oath of Office to Appointed Supervisor
7. Consideration of Resolution 2023-32, Designating Certain Officers of the District, and Providing for an Effective Date
8. Public Hearing on Adoption of Fiscal Year 2022/2023 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date
9. Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date
10. Consideration of Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
11. Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date
12. Consideration of Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2022/2023 and Providing for an Effective Date
13. Acceptance of Unaudited Financial Statements as of May 31, 2023
14. Approval of Minutes
 - A. May 1, 2023 Public Hearings and Regular Meeting

- B. May 11, 2023 Continued Public Hearings and Regular Meeting
 - C. June 14, 2023 Landowners' Meeting
15. Staff Reports
- A. District Counsel: *Kilinski / Van Wyk, PLLC*
 - B. District Engineer (Interim): *Gulfstream Design Group, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: TBD
16. Board Members' Comments/Requests
17. Public Comments
18. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 528 064 2804

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2023-30

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTIONS OF THE DISTRICT MANAGER AND DISTRICT STAFF IN RE-SCHEDULING AND RE-NOTICING THE LANDOWNERS' MEETING; AMENDING RESOLUTION 2023-02 TO SET THE PUBLIC HEARING THEREON FOR JUNE 14, 2023, AT 10:00 A.M., AT THE HILTON GARDEN INN PALM COAST, 55 TOWN CENTER BOULEVARD, PALM COAST, FLORIDA 32137; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Colbert Landings Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Palm Coast, Florida; and

WHEREAS, the District Manager and District staff re-scheduled the date of the landowners' meeting for June 14, 2023, at 10:00 a.m. at the Hilton Garden Inn Palm Coast, 55 Town Center Boulevard, Palm Coast, Florida 32137, and caused notice thereof to be provided pursuant to Florida law; and

WHEREAS, the Board desires to ratify all the actions taken by the District Manager and District staff in re-setting the landowner's meeting in accordance with Section 190.006(2), *Florida Statutes*, for June 14, 2023.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Resolution 2023-02 is hereby amended to reflect the re-scheduled date of the landowner's meeting as declared in Resolution 2023-02.

SECTION 2. The actions of the District Manager and District staff in re-scheduling and re-noticing the landowners' meeting in accordance with Section 190.006(2), *Florida Statutes*, to elect five (5) supervisors of the District, held on the 14th day of June, 2023 at 10:00 a.m. at the Hilton Garden Inn Palm Coast, 55 Town Center Boulevard, Palm Coast, Florida 32137, are hereby ratified and approved.

SECTION 3. Except as otherwise provided herein, all of the provisions of Resolution 2023-02 continue in full force and effect.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 19TH DAY OF JULY, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2023-31

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT 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.

WHEREAS, the Colbert Landings Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Flagler County, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within 90 days of the District's creation and every two (2) years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held at which the below recited persons were duly elected by virtue of the votes cast in their favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

1. **ELECTION RESULTS.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

SEAT NUMBER	NAME OF SUPERVISOR	NUMBER OF VOTES
Seat 1	Michael Owens	169 Votes
Seat 2	Martha Schiffer	169 Votes
Seat 3	Chris McKinney	168 Votes
Seat 4	Megan Germino	168 Votes
Seat 5	Rose Bock	168 Votes

2. **TERMS.** In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisors, the above-named persons are declared to have been elected for the following term of office:

SEAT NUMBER	NAME OF SUPERVISOR	TERM OF OFFICE
Seat 1	Michael Owens	4-Year Term
Seat 2	Martha Schiffer	4-Year Term
Seat 3	Chris McKinney	2-Year Term
Seat 4	Megan Germino	2-Year Term
Seat 5	Rose Bock	2-Year Term

3. **EFFECTIVE DATE.** This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of July, 2023.

Attest:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2023-32

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Colbert Landings Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chair.

SECTION 2. _____ is appointed Vice Chair.

SECTION 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Daniel Rom is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of July, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

8A

PROOF OF PUBLICATION

Daphne Gillyard
Staff Accountant
Colbert Landings Community Development District
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The News-Journal, published in Volusia and Flagler Counties, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Volusia and Flagler Counties, Florida, or in a newspaper by print in the issues of, on:

06/29/2023, 07/06/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/06/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$673.96
Order No: 8950631 # of Copies: 1
Customer No: 959542
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**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

**NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF THE
FISCAL YEAR 2022/2023 AND THE
FISCAL YEAR 2023/2024 BUDGETS;
AND NOTICE OF REGULAR BOARD
OF SUPERVISORS' MEETING.**

Notice is hereby that the Board of Supervisors (the "Board") Colbert Landings Community Development District (the "District") will hold public hearings on July 18, 2023 at 11:00 a.m., at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budgets") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023") and the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and Proposed Budgets may be obtained by contacting the offices of the District Manager, Wraithell Hunt & Associates, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 274-0889 ("District Manager's Office"), during normal business hours.

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting.

Any person requiring special accommodations at this meeting and/or public hearings or requiring assistance connecting to any communications media technology because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting and public hearings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 711, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
District Manager

L18950631 8/20/2023

KAITLYN FELTY
Notary Public
State of Wisconsin

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

8B

RESOLUTION 2023-33

THE ANNUAL APPROPRIATION RESOLUTION OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Colbert Landings Community Development District (“**District**”) was recently established by the City Council of the City of Palm Coast Florida, on March 7, 2023; and

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the District a proposed budget (“**Proposed Budget**”) for the remainder of the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, to the extent practical and recognizing the establishment date of the District, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes (“Adopted Budget”)*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Colbert Landings Community Development District for the Fiscal Year Ending September 30, 2023.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$64,465 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$64,465</u>
TOTAL ALL FUNDS	\$64,465

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within 60 days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19TH DAY OF JULY, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit "A"

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2023**

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
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**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2023**

	Proposed Budget FY 2023
REVENUES	
Landowner contribution	\$ 64,465
Total revenues	<u>64,465</u>
EXPENDITURES	
Professional & administrative	
Supervisors	1,200
Management/accounting/recording**	20,000
Legal	25,000
Engineering	2,000
Audit	-
Arbitrage rebate calculation*	-
Dissemination agent*	250
Trustee*	-
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	6,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	750
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u>64,465</u>
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Fund balance - ending	<u>\$ -</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 1,200
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed	
Management/accounting/recording**	20,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	250
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	6,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 64,465</u></u>

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

9A

PROOF OF PUBLICATION

Daphne Gillyard
Staff Accountant
Colbert Landings Community Development District
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The News-Journal, published in Volusia and Flagler Counties, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Volusia and Flagler Counties, Florida, or in a newspaper by print in the issues of, on:

06/29/2023, 07/06/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/06/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

**NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF THE
FISCAL YEAR 2022/2023 AND THE
FISCAL YEAR 2023/2024 BUDGETS;
AND NOTICE OF REGULAR BOARD
OF SUPERVISORS' MEETING.**

Notice is hereby that the Board of Supervisors (the "Board") Colbert Landings Community Development District (the "District") will hold public hearings on July 18, 2023 at 11:00 a.m., at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budgets") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023") and the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and Proposed Budgets may be obtained by contacting the offices of the District Manager, Wraithell Hunt & Associates, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 274-0889 ("District Manager's Office"), during normal business hours.

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting.

Any person requiring special accommodations at this meeting and/or public hearings or requiring assistance connecting to any communications media technology because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting and public hearings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 711, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
District Manager

L18950631 8/20/2023

KAITLYN FELTY
Notary Public
State of Wisconsin

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

9B

RESOLUTION 2023-34

THE ANNUAL APPROPRIATION RESOLUTION OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors ("**Board**") of the Colbert Landings Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Colbert Landings Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$616,332 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$616,332</u>
TOTAL ALL FUNDS	\$616,332

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19TH DAY OF JULY, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit "A"

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
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<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1 - 2
Definitions of General Fund Expenditures	3 - 4

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Proposed Budget
REVENUES	
Landowner contribution	\$ 616,332
Total revenues	<u>616,332</u>
EXPENDITURES	
Professional & administrative	
Supervisors	2,400
Management/accounting/recording	48,000
Legal	25,000
Engineering	2,000
Audit	7,100
Arbitrage rebate calculation	1,000
Dissemination agent	2,000
Trustee	5,500
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	1,750
Annual special district fee	175
Insurance	6,050
Contingencies/bank charges	750
Website hosting & maintenance	705
Website ADA compliance	210
Total professional & administrative	<u>103,840</u>
Field operations	
Landscape maintenance	180,000
Landscape replacement	5,000
Irrigation repairs	3,500
Pond maintenance	20,000
Wetland monitoring	10,000
Nuisance exotic plant removal	2,500
Walking trails	2,500
Dog stations	3,000
Lift station	10,000
Pressure washing	7,500
Misc. repairs & replacements	10,000
Holiday lights	5,000

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	<u>Proposed Budget</u>
Amenities	
Operations Management	40,392
Pool maintenance	12,000
Repairs & maintenance	3,500
Court maintenance	1,500
Tot lot maintenance	1,500
Janitorial	9,600
Access control/monitoring	14,500
Potable water	1,500
Electricity - amenity	5,000
Internet	2,000
Insurance - property	25,000
Utilities	
Electricity - common	12,000
Water - recalimed	75,000
Streelights	50,000
	<u>512,492</u>
	<u>616,332</u>
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Fund balance - ending (projected)	
Assigned	
Working capital	-
Unassigned	-
Fund balance - ending	<u><u>\$ -</u></u>

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 2,400
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed	
Management/accounting/recording	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	7,100
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,000
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	2,000
The District must annually disseminate financial information in order to comply with the	
Trustee	5,500
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	6,050
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Field operations	
Landscape maintenance	180,000
Landscape replacement	5,000
Irrigation repairs	3,500
Pond maintenance	20,000

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Wetland monitoring	10,000
Nuisance exotic plant removal	2,500
Walking trails	2,500
Dog stations	3,000
Lift station	10,000
Pressure washing	7,500
Misc. repairs & replacements	10,000
Holiday lights	5,000
Amenities	
Operations Management	40,392
Pool maintenance	12,000
Repairs & maintenance	3,500
Court maintenance	1,500
Tot lot maintenance	1,500
Janitorial	9,600
Access control/monitoring	14,500
Potable water	1,500
Electricity - amenity	5,000
Internet	2,000
Insurance - property	25,000
Utilities	
Electricity - common	12,000
Water - recalimed	75,000
Streelights	50,000
Total expenditures	<u><u>\$ 616,332</u></u>

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2023-35

A RESOLUTION OF THE BOARD OF SUPERVISORS OF COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR THE FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Colbert Landings Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Palm Coast, Flagler County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the annual meeting schedule for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (Fiscal Year 2023/2024), attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of July, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

EXHIBIT "A"

COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2023	Regular Meeting	__:__ AM/PM
November __, 2023	Regular Meeting	__:__ AM/PM
December __, 2023	Regular Meeting	__:__ AM/PM
January __, 2024	Regular Meeting	__:__ AM/PM
February __, 2024	Regular Meeting	__:__ AM/PM
March __, 2024	Regular Meeting	__:__ AM/PM
April __, 2024	Regular Meeting	__:__ AM/PM
May __, 2024	Regular Meeting	__:__ AM/PM
June __, 2024	Regular Meeting	__:__ AM/PM
July __, 2024	Regular Meeting	__:__ AM/PM
August __, 2024	Regular Meeting	__:__ AM/PM
September __, 2024	Regular Meeting	__:__ AM/PM

COLBERT LANDINGS

COMMUNITY DEVELOPMENT DISTRICT

11

RESOLUTION 2023-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY
ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Colbert Landings Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Palm Coast, Flagler County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at Wrathell, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at [REDACTED] within Flagler County, Florida.

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of July, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

12

RESOLUTION 2023-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR THE FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Colbert Landings Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Palm Coast, Flagler County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the annual meeting schedule for the fiscal year beginning October 1, 2022, and ending September 30, 2023 (Fiscal Year 2022/2023), attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of July, 2023.

ATTEST:

**COLBERT LANDINGS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

EXHIBIT "A"

COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
August __, 2023	Regular Meeting	__:__ AM/PM
September __, 2023	Regular Meeting	__:__ AM/PM

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MAY 31, 2023**

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MAY 31, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Due from general fund	\$ 30,370	\$ 7,044	\$ 37,414
Total assets	<u>\$ 30,370</u>	<u>\$ 7,044</u>	<u>\$ 37,414</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 16,895	\$ 7,044	\$ 23,939
Landowner advance	6,000	-	6,000
Due to Landowner	-	7,044	7,044
Due to debt service fund	7,044	-	7,044
Accrued wages payable	400	-	400
Tax payable	30	-	30
Total liabilities	<u>30,369</u>	<u>14,088</u>	<u>44,457</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	17,326	-	17,326
Total deferred inflows of resources	<u>17,326</u>	<u>-</u>	<u>17,326</u>
Fund balances:			
Restricted for:			
Debt service	-	(7,044)	(7,044)
Unassigned	(17,325)	-	(17,325)
Total fund balances	<u>(17,325)</u>	<u>(7,044)</u>	<u>(24,369)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 30,370</u>	<u>\$ 7,044</u>	<u>\$ 37,414</u>

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MAY 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 63,265	0%
Total revenues	-	-	63,265	0%
EXPENDITURES				
Professional & administrative				
Supervisors	215	431	-	N/A
Management/accounting/recording	2,000	4,000	20,000	20%
Legal	2,586	10,079	25,000	40%
Engineering	-	-	2,000	0%
Dissemination agent*	-	-	250	0%
Telephone	17	34	200	17%
Postage	10	10	500	2%
Printing & binding	42	84	500	17%
Legal advertising	-	2,099	6,500	32%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	378	750	50%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	210	210	100%
Total professional & administrative	4,870	17,325	63,265	27%
Excess/(deficiency) of revenues over/(under) expenditures	(4,870)	(17,325)	-	
Fund balances - beginning	(12,455)	-	-	
Fund balances - ending	\$ (17,325)	\$ (17,325)	\$ -	

*These items will be realized when bonds are issued

**COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED MAY 31, 2023**

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
EXPENDITURES		
Debt service		
Cost of issuance	<u>7,044</u>	<u>7,044</u>
Total debt service	<u>7,044</u>	<u>7,044</u>
Excess/(deficiency) of revenues over/(under) expenditures	(7,044)	(7,044)
Fund balances - beginning	-	-
Fund balances - ending	<u><u>\$ (7,044)</u></u>	<u><u>\$ (7,044)</u></u>

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES A

DRAFT

**MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Colbert Landings Community Development District held Public Hearings and a Regular Meeting on May 1, 2023 at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137.

Present at the meeting were:

Chris Trahan	Vice Chair
Rose Bock	Assistant Secretary
Michael Owens	Assistant Secretary

Also present were:

Jennifer Kilinski	District Counsel
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AUDIO WAS NOT AVAILABLE

MINUTES TRANSCRIBED FROM THE MEETING NOTES

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

The meeting was called to order at 10:00 a.m. Supervisors Trahan, Bock and Owens were present in person. Supervisors Schiffer and Germino were not present.

It was noted that this meeting and the Public Hearings will be continued to May 11, 2023 at 10:00 a.m.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD 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

B. Consideration of Resolution 2023-27, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Colbert Landings Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

The Public Hearing was opened.

No members of the public spoke.

The Public Hearing was continued to May 11, 2023 at 10:00 a.m.

FOURTH 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

B. Mailed Notice to Property Owner(s)

C. Master Engineer's Report *(for informational purposes)*

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

E. Consideration of Resolution 2023-28, 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 Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date

The Public Hearing was opened.

No members of the public spoke.

The Public Hearing was continued to May 11, 2023 at 10:00 a.m.

FIFTH 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

B. Consideration of Resolution 2023-29, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

The Public Hearing was opened.

No members of the public spoke.

The Public Hearing was continued to May 11, 2023 at 10:00 a.m.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of

Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-18, Approving Proposed Budgets for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

NINTH ORDER OF BUSINESS

Consideration of Fiscal Year 2022/2023 and 2023/2024 Budget Funding Agreement

TENTH ORDER OF BUSINESS

Approval of March 28, 2023 Organizational Meeting Minutes

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kilinski/Van Wyk, PLLC*

B. District Engineer (Interim): *Gulfstream Design Group, LLC.*

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

• UPCOMING MEETINGS

➤ May 11, 2023 at 10:00 AM [Continued Meeting]

➤ May 24, 2023 at 10:00 AM [Landowners' Meeting; Board is not required to attend]

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

THIRTEENTH ORDER OF BUSINESS

Public Comments

There were no comments from the public.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Bock and seconded by Mr. Trahan, with all in favor, the meeting recessed and was continued to May 11, 2023 at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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164 _____
Secretary/Assistant Secretary

Chair/Vice Chair

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES B

DRAFT

**MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Colbert Landings Community Development District held Continued Public Hearings and a Regular Meeting on May 11, 2023 at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137.

Present at the meeting were:

Martha Schiffer	Chair
Chris Trahan (via telephone)	Vice Chair
Rose Bock	Assistant Secretary
Michael Owens	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Jennifer Kilinski	District Counsel
Matt Lahti (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:03 a.m. Supervisors Schiffer, Owens and Bock were present, in person. Supervisor Trahan was attending via telephone. Supervisor Germino was not present.

Mr. Rom stated this is the Continued Meeting and Public Hearings from May 1, 2023, with the same agenda.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD 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 2023-27, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Colbert Landings Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2023-27 and read the title.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-27, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Colbert Landings Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH 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

A. Affidavit/Proof of Publication

B. Mailed Notice to Property Owner(s)

C. Master Engineer's Report *(for informational purposes)*

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

These items were included for informational purposes.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the Public Hearing was opened.

- **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.**

No members of the public or affected property owners spoke.

- **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.**

The Board, sitting as the Equalizing Board, made no changes or adjustments to the assessments.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was closed.

- E. Consideration of Resolution 2023-28, 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 Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date

Mr. Rom presented Resolution 2023-28 and read the title.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-28, 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 Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.

FIFTH 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 affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-29, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the Public Hearing was closed.

Mr. Rom presented Resolution 2023-29 and read the title.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-29, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-18, Approving Proposed Budgets for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2023-18. He reviewed the proposed Fiscal Years 2023 and 2024 budgets. He recalled that the Board previously directed him to coordinate with the Chair and the Property Manager to revise and finalize the Field Ops portion of the budgets.

The following changes will be made:

Fiscal Year 2024: Double the "Arbitrage Rebate Calculation", "Dissemination Agent" and "Trustee" line item amounts

Fiscal Year 2024: Add "Supervisors' fees" line item

Fiscal Year 2024: Remove Page 5

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, Resolution 2023-18, Approving Proposed Budgets for Fiscal Year 2022/2023, as presented, and Fiscal Year 2023/2024, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for July 19, 2023 at 11:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, , was adopted.

NINTH ORDER OF BUSINESS

Consideration of Fiscal Year 2022/2023 and 2023/2024 Budget Funding Agreement

Mr. Rom presented the Fiscal Year 2022/2023 and 2023/2024 Budget Funding Agreement between the CDD and Meritage Homes.

Ms. Schiffer will be the point of contact with Meritage Homes. All funding requests should be transmitted to Ms. Schiffer.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the Fiscal Year 2022/2023 and 2023/2024 Budget Funding Agreement, was approved.

TENTH ORDER OF BUSINESS

Approval of March 28, 2023 Organizational Meeting Minutes

Mr. Rom presented the March 28, 2023 Organizational Meeting Minutes.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the March 28, 2023 Organizational Meeting Minutes, as presented, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kilinski/Van Wyk, PLLC*

222 Ms. Kilinski stated the Bond Validation Hearing is scheduled for June 22, 2023.

223 **B. District Engineer (Interim): *Gulfstream Design Group, LLC.***

224 Mr. Lahti stated construction is progressing nicely.

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

226 • **0 Registered Voters in District as of April 15, 2023**

227 • **NEXT MEETING DATE: May 24, 2023 at 10:00 AM [Landowners' Meeting; Board**
228 **is not required to attend]**

229

230 **TWELFTH ORDER OF BUSINESS**

Board Members' Comments/Requests

231

232 There were no Board Members' comments or requests.

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234 **THIRTEENTH ORDER OF BUSINESS**

Public Comments

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236 No members of the public spoke.

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238 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

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241 **On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the**
242 **meeting adjourned at 10:28 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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254 _____
Secretary/Assistant Secretary

Chair/Vice Chair

COLBERT LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES C

DRAFT

**MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT**

A Landowners' Meeting of the Colbert Landings Community Development District was held on June 14, 2023 at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137.

Present at the meeting:

Daniel Rom District Manager/Proxy Holder

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:02 a.m. He noted that he is the designated Proxy Holder for one of the Landowners.

SECOND ORDER OF BUSINESS

Affidavit/Proof of Publication

The affidavit/proof of publication was included for informational purposes.

THIRD ORDER OF BUSINESS

Election of Chair to Conduct Landowners' Meeting

Mr. Rom served as Chair to conduct the Landowners' meeting.

FOURTH ORDER OF BUSINESS

Election of Supervisors [All Seats]

A. Nominations

Mr. Rom nominated the following:

Seat 1	Michael Owens
Seat 2	Martha Schiffer
Seat 3	Chris McKinney
Seat 4	Megan Germino
Seat 5	Rose Bock

36 No other nominations were made.

37 **B. Casting of Ballots**

38 • **Determine Number of Voting Units Represented**

39 A total of 169 voting units were represented at the meeting.

40 • **Determine Number of Voting Units Assigned by Proxy**

41 All 169 voting units represented were assigned by proxy to Mr. Rom by the Landowner
42 Taylor Morrison of Florida Inc., which owns 168.77 acres, equating to 169 voting units. Mr. Rom
43 is eligible to cast up to 169 votes per Seat. He noted that Landowner Meritage Homes of Florida
44 Inc., owns 124.53 acres, equating to 125 voting units, but has no representative present and did
45 not proxy its votes to anyone.

46 Mr. Rom cast the following votes:

47	Seat 1	Michael Owens	169 votes
48	Seat 2	Martha Schiffer	169 votes
49	Seat 3	Chris McKinney	168 votes
50	Seat 4	Megan Germino	168 votes
51	Seat 5	Rose Bock	168 votes

52 **C. Ballot Tabulation and Results**

53 Mr. Rom reported the following ballot tabulation, results and term lengths:

54	Seat 1	Michael Owens	169 votes	4-Year Term
55	Seat 2	Martha Schiffer	169 votes	4-Year Term
56	Seat 3	Chris McKinney	168 votes	2-Year Term
57	Seat 4	Megan Germino	168 votes	2-Year Term
58	Seat 5	Rose Bock	168 votes	2-Year Term

59

60 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

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62 There were no Landowners' questions or comments.

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64 **SIXTH ORDER OF BUSINESS**

Adjournment

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66 There being nothing further to discuss, the meeting adjourned at 10:05 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair