

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

An Organizational Meeting of Highland Park Community Development District was held on March 5, 2025, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 12:30 p.m., at the Hawthorne Branch Library, 6640 S.E. 221 St., Hawthorne, Florida 32640.

Present:

Jose Moreno
Tommy Miles
Lois Livingston

Chair
Vice Chair
Assistant Secretary

Also present:

Daniel Rom
Kristen Thomas(via telephone)
Patrick Collins
Travis Hastay (via telephone)
Misty Taylor
Sete Zare (via telephone)

District Manager
Wrathell, Hunt and Associates (WHA)
District Counsel
District Engineer
Bond Counsel
MBS Capital Markets, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 12:42 p.m. Supervisors-Elect Tommy Miles, Lois Livingston and Jose Moreno, were present. Supervisors-Elect Daniel Chandler and Charlie Cheston were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS

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

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Tommy Miles, Ms. Lois Livingston and Mr. Jose Moreno.

The following items were provided and explained:

- A. **Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. **Membership, Obligations 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**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, 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. Rom presented Resolution 2025-02. He recapped the Landowners' Election results, which will be inserted into Sections 1 and 2 of the Resolution, as follows:

| | | | |
|--------|-----------------|-----------|-------------|
| Seat 1 | Tommy Miles | 104 votes | 4-Year Term |
| Seat 2 | Lois Livingston | 102 votes | 2-Year Term |
| Seat 3 | Daniel Chandler | 102 votes | 2-Year Term |
| Seat 4 | Charlie Cheston | 102 votes | 2-Year Term |
| Seat 5 | Jose Moreno | 104 votes | 4-Year Term |

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, Resolution 2025-02, 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.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-03,
Electing Certain Officers of the District, and
Providing for an Effective Date**

Mr. Rom presented Resolution 2025-03. Mr. Miles nominated the following:

| | |
|---------------------|-----------------|
| Chair | Jose Moreno |
| Vice Chair | Tommy Miles |
| Secretary | Craig Wrathell |
| Assistant Secretary | Lois Livingston |
| Assistant Secretary | Kristen Thomas |
| Assistant Secretary | Daniel Rom |
| Treasurer | Craig Wrathell |
| Assistant Treasurer | Jeffrey Pinder |

No other nominations were made.

On MOTION by Mr. Miles and seconded by Mr. Moreno, with all in favor, Resolution 2025-03, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)**ORGANIZATIONAL ITEMS****SEVENTH ORDER OF BUSINESS****Consideration of the Following Consent
Agenda Organizational Items:**

- A. Resolution 2025-04, Appointing and Fixing the Compensation of the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date**
 - **Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**
- B. Resolution 2025-05, Appointing Legal Counsel for the District, and Authorizing Compensation and Providing for an Effective Date**
 - **Fee Agreement: Kilinski | Van Wyk PLLC**
- C. Resolution 2025-06, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date**

D. Resolution 2025-07, Appointing and Fixing the Compensation of the Interim District Engineer and Providing for an Effective Date

- **Interim Engineering Services Agreement: NV5, Inc.**

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

F. Board Member Compensation: 190.006 (8), F.S.

The Board Members will receive the allowable compensation.

G. Resolution 2025-08, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

H. Resolution 2025-09, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Retained Staff; and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

I. Resolution 2025-10, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

J. Memorandum: Public Records Retention

I. Option 1: Resolution 2025-11, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

II. Option 2: Resolution 2025-11, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

The Board selected Option 2.

K. Resolution 2025-12, Granting the Chairperson and Vice Chairperson the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

- L. Resolution 2025-13, Ratifying the Recording of the Notice of Establishment of the Highland Park Community Development District and Providing an Effective Date**
- M. Authorization of Request for Proposals (RFP) for Annual Audit Services**
 - **Designation of Board of Supervisors as Audit Committee**
- N. Strange Zone, Inc., Quotation #M25-016 for District Website Design, Maintenance and Domain Web-Site Design Agreement**
- O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**
- P. Resolution 2025-14, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**
- Q. Performance Measures and Standards Reporting**
- R. Consideration of E-Verify Memorandum**

BANKING ITEMS

EIGHTH ORDER OF BUSINESS

Consideration of the following Consent Agenda Banking Items:

- A. Resolution 2025-15, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**
- B. Resolution 2025-16, Authorizing the District Manager or Treasurer to Execute the Public Depositors Report; Authorizing the Execution of Any Other Financial Reports as Required by Law; Providing for an Effective Date**

BUDGETARY ITEMS

NINTH ORDER OF BUSINESS

Consideration of the Following Consent Agenda Budgetary Items:

- A. Fiscal Year 2024/2025 Budget Funding Agreement**
- B. Fiscal Year 2025/2026 Budget Funding Agreement**
- C. Resolution 2025-17, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date**
- D. Resolution 2025-18, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing**

the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

- E. Resolution 2025-19, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- F. Resolution 2025-20, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, the Consent Agenda Items in the Seventh, Eighth and Ninth Orders of Business, were approved and/or adopted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

- A. Resolution 2025-21, Designating the Location of the Local District Records Office and Providing an Effective Date

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, Resolution 2025-21, Designating 240 NW 76 Drive, Suite D, Gainesville, Florida 32607 as the Location of the Local District Records Office and Providing an Effective Date, was adopted.

Funding requests should be submitted to Mr. Moreno.

- B. Resolution 2025-22, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date
 - I. Rules of Procedure
 - II. Disciplinary Rules
 - III. Notices of Rule Development and Rulemaking

On MOTION by Mr. Miles and seconded by Mr. Moreno, with all in favor, Resolution 2025-22, to Designate May 12, 2025 at 10:00 a.m., at Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608 as the Date, Time

and Place for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective, was adopted.

C. Resolution 2025-24, 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

The following will be inserted into Resolution 2025-24:

DATE, PURPOSE and TIME: May 12, 2025, Public Hearings & Regular Meeting, 12:30 PM

DATES: June 26, 2025; July 24, 2025; August 28, 2025 and September 25, 2025

TIMES (remainder of meetings) 10:00 AM

LOCATION: Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608

On MOTION by Mr. Miles and seconded by Mr. Moreno, with all in favor, Resolution 2025-24, 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.

BANKING ITEMS

ELEVENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Banking Item:

A. Resolution 2025-24, Designating a Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date

On MOTION by Mr. Miles and seconded by Mr. Moreno, with all in favor, Resolution 2025-24, Designating Truist Bank as a Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

TWELFTH ORDER OF BUSINESS

Consideration of the following Non-Consent Agenda Budgetary Items:

A. Resolution 2025-25, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2025-25 and the proposed Fiscal Year 2025 budget, which is a Developer-contribution budget, with expenses funded as they are incurred.

The following change was made to the proposed Fiscal Year 2025 budget:

Page 1: Insert an amount for "Supervisors" line item

On MOTION by Mr. Miles and seconded by Ms. Livingston, with all in favor, Resolution 2025-25, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on May 12, 2025 at 10:00 a.m., at Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608; Addressing Severability; and Providing for an Effective Date, was adopted.

B. Resolution 2025-26, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2025-26 and the proposed Fiscal Year 2026 budget, which is a Developer-contribution budget, with expenses funded as they are incurred.

The following change was made to the proposed Fiscal Year 2026 budget:

Page 1: Insert amount on "Supervisors" line item

On MOTION by Mr. Miles and seconded by Ms. Livingston, with all in favor, Resolution 2025-26, Approving a Proposed Budget for Fiscal Year 2025/2026, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on May 12, 2025 at 10:00 a.m., at Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608; Addressing Severability; and Providing for an Effective Date, was adopted.

C. Resolution 2025-27, Authorizing the District Engineer, or Another Individual Designated by the Board Of Supervisors, to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted

Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Miles and seconded by Ms. Livingston, with all in favor, Resolution 2025-27, Authorizing the District Engineer, or Another Individual Designated by the Board Of Supervisors, to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

PART 4: BOND FINANCING & PROJECT RELATED MATTERS

FINANCING RELATED MATTERS

THIRTEENTH ORDER OF BUSINESS

Consideration of the following Bond Financing Related Items:

A. Bond Financing Team Funding Agreement

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, the Bond Financing Team Funding Agreement, in substantial form, was approved.

B. Engagement of Bond Financing Professionals

- I. Resolution 2025-28, Appointing an Investment Banker in Contemplation of the Issuance of Highland Park Community Development District Special Assessment Revenue Bonds [MBS Capital Markets, LLC]
- II. Resolution 2025-29, Appointing Bond Counsel in Contemplation of the Issuance of Highland Park Community Development District Bonds [Bryant Miller Olive, P.A.]

III. Resolution 2025-30, Appointing Trustee, Paying Agent and Registrar in Contemplation of the Issuance of Highland Park Community Development District Bonds [U.S. Bank, N.A.]

On MOTION by Mr. Miles and seconded by Ms. Livingston, with all in favor, Resolution 2025-28, Resolution 2025-29, and Resolution 2025-30, engaging MBS Capital Markets; Bryant Miller Olive P.A.; and U.S. Bank, Trust Company, N.A.; respectively, were adopted.

C. Resolution 2025-31, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date

On MOTION by Mr. Moreno and seconded by Ms. Livingston, with all in favor, Resolution 2025-31, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing on May 12, 2025 at 10:00 a.m., at Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608, as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date, was adopted.

D. Presentation of Master Engineer's Report

Mr. Hastay presented the Master Engineer's Report. He noted the following:

- The District is located entirely within the City of Newberry, Florida, and covers approximately 77 acres of land.
- The Capital Improvement Plan (CIP) anticipates 350 units.
- The CIP includes subdivision roads within the District. Generally, all roads will be 2-lane undivided roads. All roads will be dedicated/conveyed to the City of Newberry for ownership, operation and maintenance (O&M) and will be designed in accordance with City standards.
- In addition to Roadways, other CIP infrastructure will include Water, Wastewater and Reclaim Utilities; Hardscape, Landscape, and Irrigation; Streetlights/Undergrounding of Electrical Utility Lines; Recreational Amenities; Environmental Conservation/Mitigation; Professional Services and some Off-Site Improvements.

- The Cost Estimate Total is \$25,169,426.12.

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, the Master Engineer's Report, in substantial form, was approved.

E. Presentation of Master Special Assessment Methodology Report

Mr. Rom presented the Master Special Assessment Methodology Report. He noted the following:

- The Methodology Report presents the projections for financing the CIP described in the Engineer's Report.
- The land within the District consists of approximately 104.245 +/- acres.
- The development of Highland Park is anticipated to be conducted by Newberry Plaza, LLC, or an affiliated entity.
- The CIP anticipates 350 residential units to be developed over a multi-year period in one or more development phases.
- The CIP will consist of roadways, stormwater management; water and sewer utilities; hardscape/landscape/irrigation; undergrounding of conduit; recreational amenities; off-site improvements; along with work product/soft costs and contingency, which cumulatively are estimated by the District Engineer at \$25,169,426.12.
- The proposed financing plan provides for the issuance of the Bonds in the approximate principal amount of \$34,770,000 to finance approximately \$25,169,426.12 in CIP costs.

Mr. Rom reviewed Appendix Tables 1 through 5, which detail the Development Plan, CIP, Preliminary Sources and Uses of Funds, Benefit Allocation and Bond Assessment Apportionment.

On MOTION by Mr. Miles and seconded by Mr. Moreno, with all in favor, the Master Special Assessment Methodology Report, in substantial form, was approved.

F. Resolution 2025-32, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid by Assessments, and the Manner and Timing in

Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing For An Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date

Mr. Collins presented Resolution 2025-32, which memorializes the Engineer's Report and Assessment Methodology Report that were just approved as the basis for the improvements to be installed and the way the benefits will be allocated.

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, Resolution 2025-32, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid by Assessments, and the Manner and Timing in Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing For An Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings on May 12, 2025 at 10:00 a.m., at Tower Road Branch Library, 3020 SW 75 Street, Gainesville, Florida 32608; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

- G. Resolution 2025-33, Authorizing the Issuance of Not Exceeding \$34,770,000 Aggregate Principal Amount of Highland Park Community Development District Bonds in One or More Series, for the Purpose of Financing the Construction and/or Acquisition by the District of the Public Improvements and Community Facilities Permitted by The Provisions of Chapter 190, Florida Statutes, as Amended, and the Ordinance Creating the District; Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the Commencement of Validation Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and Providing an Effective Date**

Ms. Taylor presented Resolution 2025-33, known as the Master Bond Resolution, accomplishes the following:

Authorizes the issuance of a not-to-exceed aggregate principal amount of bonds of \$34,770,000 to be issued over time.

Approves the form of the Master Trust Indenture and appoints the Trustee.

Authorizes District Counsel to file for bond validation.

Authorizes Staff to take certain actions on behalf of the District.

Authorizes the Chair or Vice Chair to execute documents, etc., as needed.

Ms. Taylor stated that this step commences the bond issuance process but an additional process will commence once bond issuances commence.

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, Resolution 2025-33, Authorizing the Issuance of Not Exceeding \$34,770,000 Aggregate Principal Amount of Highland Park Community Development District Bonds in One or More Series, for the Purpose of Financing the Construction and/or Acquisition by the District of the Public Improvements and Community Facilities Permitted by The Provisions of Chapter 190, Florida Statutes, as Amended, and the Ordinance Creating the District; Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the Commencement of Validation Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and Providing an Effective Date, was adopted.

FOURTEENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kilinski | Van Wyk PLLC**
- B. District Engineer (Interim): NV5, Inc.**
- C. District Manager: Wrathell, Hunt and Associates, LLC**

There were no District Counsel, District Engineer or District Manager reports.

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

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Moreno and seconded by Mr. Miles, with all in favor, the meeting adjourned at 1:46 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary

Chair/Vice Chair