

**MINUTES OF MEETING  
VARREA SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Varrea South Community Development District held a Regular Meeting on June 5, 2024 at 9:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610.

**Present were:**

Ryan Zook	Chair
Ryan Hoppe	Assistant Secretary
Brian Janek	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Ryan Dugan	District Counsel
Lauren Schrandt	Access Management
Shane Doherty	Walton Global
Mike Doherty	Walton Global
Cody You	D.R. Horton

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 9:21 a.m. Supervisors Zook, Janek and Hoppe were present. Supervisors Snyder and Conerly were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of William  
Conerly (Seat 4); Term Expires November  
2026**

Ms. Cerbone presented Mr. William Conerly's resignation letter.

<b>On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the resignation of Mr. William Conerly from Seat 4, was accepted.</b>
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Ms. Cerbone advised Mr. Shane Doherty and Mr. Mike Doherty that, as they are not U.S. citizens they cannot serve on the Board but they may stay for the meeting, if they wish.

**FOURTH ORDER OF BUSINESS****Consider Appointment to Fill Unexpired Term of Seat 4**

Mr. Zook nominated Mr. Cody You to fill Seat 4. No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the appointment of Mr. Cody You to fill Seat 4, was approved.**

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Cody You. Mr. You is familiar with the following items:

**A. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

**B. Membership, Obligation and Responsibilities**

**C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

**D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

- **Acceptance of Resignation of John Snyder (Seat 2); Term Expires November 2024 and Consider Appointment to Fill Unexpired Term of Seat 2**

**This item was an addition to the agenda.**

Ms. Cerbone presented Mr. John Snyder's emailed resignation notice.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the resignation of Mr. John Snyder from Seat 2, was accepted.**

Mr. Zook nominated Ms. Anne Mize to fill Seat 2. No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the appointment of Ms. Anne Mize to fill Seat 2, was approved.**

The Oath of Office will be administered to Ms. Anne Mize at the next meeting.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2024-01,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Mr. Zook nominated the following:

Chair	Ryan Zook
Vice Chair	Anne Mize
Assistant Secretary	Brian Janek
Assistant Secretary	Ryan Hoppe
Assistant Secretary	Cody You

No other nominations were made.

This Resolution removes the following from the Board:

Assistant Secretary	William Conerly
Vice Chair	John Snyder

The following prior appointments by the Board remain unaffected by this Resolution:

Secretary	Craig Wrathell
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Andrew Kantarzhi
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

**On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2024-02,  
Authorizing the Chairperson to Take the  
Necessary Actions to Award Certain  
Contracts, Agreements and Other  
Documents; and Providing an Effective  
Date**

Ms. Cerbone presented Resolution 2024-02.

Board Members discussed the request to increase the routine spending limit threshold to \$75,000, due to the size of the CDD. Mr. Dugan explained the purpose of this Resolution and noted that any awarded contracts or agreements will be ratified at the next meeting.

The following change was made to Resolution 2024-02:

4<sup>th</sup> Whereas Clause and throughout: Change “Twenty-Five Thousand Dollars (\$25,000)” to “Seventy-Five Thousand Dollars (\$75,000)”

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-02, as amended, Authorizing the Chairperson to Take the Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and Providing an Effective Date, was adopted.**

#### SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-03. As directed by the Developer, the Operations and Maintenance (O&M) budget and assessment levels in the Varrea South CDD and Varrea North CDD were kept similar, with the Landowner funding any deficiencies in Varrea South CDD, via a Funding Agreement.

Ms. Cerbone reviewed the Projected Fiscal Year 2025 Revenues and Assessments Tables on Pages 1 and 8, respectively. Mr. Zook stated that the intent is to always use the same format and buildout for both CDDs to ensure each lot owner is paying the same O&M costs and for D.R. Horton to fund any O&M deficits; Walton Global will not receive any type of assessment.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2024-04. Mr. Zook asked Mr. Kantarzhi to email him about Staff conducting several Landowners' meetings at the offices of D.R. Horton, on November 5, 2024, so he can confirm meeting room availability.

**On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-04, 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.**

**NINTH ORDER OF BUSINESS**

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

Ms. Cerbone presented Resolution 2024-04. Mr. Zook authorized Staff to schedule the meeting at the offices of Forestar, if D.R. Horton is not available.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-05, Designating November 5, 2024 at 10:00 a.m., at the offices of D.R. Horton, 3501 Riga Boulevard, Suite 100, Tampa, Florida 33619 as the Date, Time and Location for Landowners' Meeting and Election, subject to availability, or at the offices of Forestar, 4042 Park Oaks Boulevard, Suite 200, Tampa, Florida 33610, if necessary; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Amenity Facilities Related Items**

**A. Acquisition of Amenity Center Improvements**

Mr. Dugan stated that there is one signature pending before the Amenity Center acquisition is completed. Once signed, he will email a confirmation to the Board, which will activate upcoming service agreements and insurance for the Amenity Center.

**B. Britton Air, Inc. HVAC Maintenance Agreement Quote**

Ms. Schrandt is obtaining other proposals, as the contractor has not responded to her calls. This item was deferred.

**C. Protective Security Service, LLC Agreement for the Provision of Securities Services**

Ms. Schrandt will request the Certificate of Insurance and email it with an executed copy of the Agreement to District Staff to finalize.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Protective Security Service, LLC Agreement for the Provision of Securities Services, was approved.**

**D. Resolution 2024-06, Adopting Interim Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District; Providing a Severability Clause; and Providing an Effective Date**

Discussion ensued regarding incorporating additional changes to the Interim Amenity Rules and Policies related to prohibiting personal trainers, granting the ability to hold events subject to Management approval, adding a refundable deposit, adding a non-refundable cleaning fee, setting non-resident fees/rates and posting the Rules on the website.

The following changes will be made to the Interim Joint Amenity Rules, Policies and Fees:

Page 15, (3): Delete entire sentence and insert "Use of personal trainers for residents in the fitness center is prohibited, the room is reserved for resident use considering space limitations."

**On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-06, Adopting, Interim Joint Rules and Policies Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District, as amended; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

The following additional change will be made to the Joint Amenity Rules, Policies and Fees:

Page 20, Exhibit A: Add “Events” specifying that events are subject to Management approval with a \$500 refundable deposit and \$100 non-fundable cleaning deposit.

**E. Resolution 2024-07, Designating a Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purposes of Adopting Joint Rules, Policies, and Fees Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District; and Providing an Effective Date**

**I. Joint Rules, Policies, and Fees Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District**

**II. Notices of Rules Development and Rulemaking**

The following changes were made to the Notice of Rulemaking:

Page 1, Table, Annual User Fee (non-residents): Change “\$2,057.87” to “\$3,000”

Page 1, Table, Replacement Access Card Fee: Change “\$25” to “\$35”

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2024-07, Designating August 9, 2024 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Boulevard, Suite 200, Tampa, Florida 33610, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purposes of Adopting Joint Rules, Policies, and Fees, as amended, Regarding Amenity Facilities of Varrea South Community Development District and Varrea North Community Development District; and Providing an Effective Date, was adopted.**

**F. Resolution 2024-08, Approving an Amenity Facility Use Agreement between the District and HOA for Special Events**

**I. Amenity Facility Use Agreement between District and HOA for Special Events**

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2024-08, Approving an Amenity Facility Use Agreement between the District and HOA for Special Events, was adopted.**

**ELEVENTH ORDER OF BUSINESS****Consideration of Phase 2B and 6A  
Financing Items****A. Presentation of Engineer's Report**

Mr. Dugan stated that the Master Engineer's Report adopted in 2022 and the First Supplemental Engineer's Report was adopted in 2023. The intent is to levy the maximum assessment amounts that can be levied and collected in assessments but the actual amount will likely be less than that. Having confirmed with Ms. Stewart that the information in the First Supplemental Engineer's Report describing Phase 2B and 6A (Assessment Area Two) Capital Improvement Plan (CIP) improvements costs have not changed, the total estimated cost is approximately \$13 million.

**B. Presentation of Special Assessment Methodology Report**

Ms. Cerbone presented the Master Special Assessment Methodology Report for Assessment Area Two and noted the following:

- The Methodology sets forth the projections for financing a portion of the CIP, as outlined in the Supplemental Engineer's Report as Assessment Area Two.
- Page 13, Table 1 outlines the Assessment Area Two Development Plan, which will consist of 285 units.
- Page 13, Table 2 outlines the CIP construction costs of \$13,113,380.
- Page 13, Table 3 outlines the par amount of bonds of \$18,645,000 to finance \$13,113,380 in 2024 Project costs.
- Page 14, Table 4 describes the Equivalent Residential Unit (ERU) weightings for the various unit types.
- Page 14, Table 5 outlines the Bond Assessment Apportionment associated with the bonds, in accordance with the ERU benefit allocation.
- Exhibit A lists all the parcels associated with this potential debt issuance, which is owned by D. R. Horton.

**C. Resolution 2024-09, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special**

**Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**

Mr. Dugan presented Resolution 2024-09, which accomplishes the following:

- Declares the CDD's intent to potentially levy assessments on the benefited properties.
- Sets forth the same \$13,113,380 total estimated costs outlined in the Engineer's Report.
- Sets forth the same \$18,645,000 assessment estimated costs outlined in the Methodology Report.
- Sets forth the public hearing process, which carries out the first step in the assessment methodology process for the assessment lien for Assessment Area Two.

**On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-09, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution, was adopted.**

- D. Resolution 2024-10, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District in Accordance with Chapters 170, 190 and 197, Florida Statutes**

**On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, Resolution 2024-10, Setting a Public Hearing on August 9, 2024, at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District in Accordance with Chapters 170, 190 and 197, Florida Statutes, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Ratification Items**

- A. Disclosure Technology Services, LLC EMMA® Filing Assistant Software as a Service License Agreement**

\$1,000 per annum.

- B. Florida Fountains & Equipment, LLC Items**
  - I. Agreement for Quarterly Fountain Maintenance Services**
  - II. Estimate 2024-21**
- C. RP Property Preservation Agreement Regarding the Provision of Monument Fountain Cleaning Services**
- D. Split Milk Cleaning Services LLC Addendum to Proposal for Trash Maintenance Services Agreement**
- E. Tampa Wash Bros LLC Addendum to Proposal for Cleaning Services**
- F. Bad Boar Trapping & Outfitters LLC Hog Removal Services Agreement**

<p><b>On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Items 12A through 12F, were ratified.</b></p>
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**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of April 30, 2024**

<p><b>On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.</b></p>
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**FOURTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. December 1, 2023 Public Meeting [Public Opening of Landscape and Irrigation Maintenance Services RFP Proposal Packages]**
- B. December 8, 2023 Regular Meeting**

<p><b>On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the December 1, 2023 Public Meeting [Public Opening of Landscape and Irrigation Maintenance Services RFP Proposal Packages] and the December 8, 2024 Regular Meeting Minutes, as presented, were approved.</b></p>
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**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock, LLP**

Mr. Dugan stated that he will make sure all the public notices are published and notify the Board when the Amenity Center acquisition is completed.

**B. District Engineer: Stantec Consulting Services, Inc.**

There was no report.

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

- **201 Registered Voters in District as of April 15, 2024**
- **Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**

Board Members that have not registered with the Commission on Ethics yet to electronically file Form 1, should speak to Ms. Cerbone or Mr. Kantarzhi after the meeting.

- **NEXT MEETING DATE: July 12, 2024 at 10:00 A.M.**
  - **QUORUM CHECK**

The July 12, 2024 meeting will likely be cancelled. If so, the next meeting will be on August 9, 2024.

**SIXTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Zook asked Ms. Schrandt to e-blast the Interim Amenity Joint Rules and Policies to homeowners and residents, upon receipt in final form.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the meeting adjourned at 10:16 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chair/Vice Chair