MINUTES OF MEETING
CAYMAS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Caymas Community Development District held Public Hearings and a Regular Meeting on October 3, 2023 at 1:00 p.m., at 2639 Professional Circle #101, Naples, Florida 34119.

Present at the meeting were:

Erica Lolli	Chair
Andrew Kowalczyk	Vice Chair
Bryan Boylan	Assistant Secretary
Christopher Johnson	Assistant Secretary
Andrew Reiser	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Greg Urbancic (via telephone)	District Counsel
Keith Gelder	Project Manager

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:05 p.m. All Supervisors were present.

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**

Mr. Adams stated this memorializes the intent to utilize the Uniform Method of levying and collecting special assessments via the services of the Property Appraiser and Tax Collector.

A. Affidavit/Proof of Publication

B. Consideration of Resolution 2024-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Caymas Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams opened the Public Hearing.

No members of the public spoke.

Mr. Adams closed the Public Hearing.

Mr. Adams presented Resolution 2024-01.

On MOTION by Ms. Lolli and seconded by Mr. Johnson, with all in favor, Resolution 2024-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Caymas 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**

Mr. Adams stated the Engineer's and Methodology Reports were approved at the August Meeting, and the Board authorized sending the Mailed Notice to property owners.

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 2024-02, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming

and Levying Special Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Special Assessments and the Method of Collection; Providing for the Allocation of Special Assessments and True-Up Payments; Addressing Government Property, and Making Provisions Relating to the Transfer of Real Property to Units of Local, State and Federal Government; Authorizing the Recording of an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date

Mr. Urbancic presented Resolution 2024-02. Mr. Adams stated the Master Special Assessment Methodology Report was modified to reflect that the 100’ product type was modified to 100’+ to address larger lots; it was determined that those units will not receive any additional benefit whether 100’, 130’, etc.

Mr. Adams opened the Public Hearing.

- **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 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, did not make any changes.

On MOTION by Mr. Kowalczyk and seconded by Ms. Lolli, with all in favor, Resolution 2024-02, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Special Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Special Assessments and the Method of Collection; Providing for the Allocation of Special Assessments and True-Up Payments; Addressing Government Property, and Making Provisions Relating to the Transfer of Real Property to Units of Local, State and Federal Government; Authorizing the Recording of an Assessment Notice; and 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

B. Consideration of Resolution 2024-03, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams presented Resolution 2024-03 and the accompanying Exhibit.

Mr. Adams opened the Public Hearing.

No members of the public spoke.

Mr. Adams closed the Public Hearing.

On MOTION by Mr. Kowalczyk and seconded by Mr. Johnson, with all in favor, Resolution 2024-03, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2022/2023 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Adams presented Resolution 2024-04 and the proposed Fiscal Year 2023 budget, which is a partial-year, Landowner-funded budget with expenses funded as they are incurred.

Mr. Adams opened the Public Hearing.

No members of the public spoke.

Mr. Adams closed the Public Hearing.

On MOTION by Ms. Lolli and seconded by Mr. Kowalczyk, with all in favor, Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2024-05, 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

Mr. Adams presented Resolution 2024-05. He reviewed the proposed Fiscal Year 2024 budget, which is a Landowner-funded budget with expenses funded as they are incurred. A reduced monthly Management Fee of $2,000 will be billed until bonds are issued.

Mr. Adams opened the Public Hearing.

No members of the public spoke.

Mr. Adams closed the Public Hearing.

On MOTION by Mr. Johnson and seconded by Ms. Lolli, with all in favor, Resolution 2024-05, 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, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Response to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondent

- **Atwell, LLC**

D. Competitive Selection Criteria/Ranking

E. Award of Contract

Mr. Adams noted that the only respondent to the RFQ was Atwell, LLC, (Atwell), who is already serving as the Interim District Engineer. If the Board finds that Atwell meets all the requirements of the RFQ/Selection Criteria, awarding the contract to Atwell can proceed.

On MOTION by Mr. Johnson and seconded by Mr. Kowalczyk, with all in favor, deeming Atwell, LLC, the sole respondent to the RFQ for Engineering Services, as a qualified respondent, awarding the contract for District Engineering Services to Atwell, LLC, authorizing Staff to negotiate and prepare the Contract/Agreement and for the Chair to execute, was approved.

NINTH ORDER OF BUSINESS **Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

C. Respondent

- **Grau & Associates**

D. Auditor Evaluation Matrix/Ranking

Mr. Adams expressed his opinion that Grau & Associates (Grau) is qualified to perform the audit. Grau's fee schedule for Fiscal Year 2024 is $3,400; the fee increases $100 per year through 2028. Each bond issue will increase the fee an additional $1,500. Bonds will be issued in 2024 so the 2024 fee will be $4,900. If the Board finds that Grau meets all requirements of the Auditor Evaluation Matrix/Ranking, the contract can be awarded to Grau & Associates.

E. Award of Contract

On MOTION by Mr. Boylan and seconded by Ms. Lolli, with all in favor, deeming Grau & Associates, the sole respondent to the RFP for Annual Audit Services, as a qualified respondent, and awarding the Annual Audit Services Contract to Grau & Associates, was approved.

TENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of August 31, 2023**

The financials were accepted.

ELEVENTH ORDER OF BUSINESS **Approval of Minutes**

A. August 1, 2023 Landowners' Meeting

B. August 1, 2023 Organizational Meeting

C. September 5, 2023 Regular Meeting

On MOTION by Mr. Kowalczyk and seconded by Mr. Boylan, with all in favor, the August 1, 2023 Landowners' Meeting Minutes, as presented, were approved.

On MOTION by Ms. Lolli and seconded by Mr. Kowalczyk, with all in favor, the August 1, 2023 Organizational Meeting Minutes, as presented, were approved.

On MOTION by Ms. Lolli and seconded by Mr. Kowalczyk, with all in favor, the September 5, 2023 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Coleman, Yovanovich & Koester, PA

Mr. Urbancic stated the bond validation is proceeding. Once a hearing date is issued, he will notify those whose attendance is required at the hearing.

B. District Engineer: Atwell, LLC

There was no report.

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

- **NEXT MEETING DATE: November 7, 2023 at 1:00 PM**
  - **QUORUM CHECK**

Mr. Adams stated the November 7, 2023 meeting, will likely be canceled.

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

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Lolli and seconded by Mr. Kowalczyk, with all in favor, the meeting adjourned at 1:25 p.m.

Secretary/~~Assistant Secretary~~

Chair/~~Vice Chair~~