## HARBOR VILLAGE

**COMMUNITY DEVELOPMENT** DISTRICT October 10, 2023 **BOARD OF SUPERVISORS** REGULAR MEETING AGENDA

# AGENDA LETTER

### Harbor Village 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

October 3, 2023

ATTENDEES:
Please identify yourself each time you speak to facilitate

accurate transcription of meeting minutes.

**NOTE: Meeting Location** 

meeting minu

Board of Supervisors Harbor Village Community Development District

**Dear Board Members:** 

The Board of Supervisors of the Harbor Village Community Development District will hold a Regular Meeting on October 10, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950. The agenda is as follows:

- 1. Call to Order/Roll Call
- 2. Public Comments
- 3. Administration of Oath of Office to Supervisor Marty Moore [Seat 1] (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. 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
  - D. Form 8B: Memorandum of Voting Conflict
- 4. Acceptance of Resignation of Supervisor Greg Meath [Seat 5]
- 5. Consider Appointment of Todd Schermerhorn to Fill Unexpired Term of Seat 5; *Term Expires November 2024* 
  - Administration of Oath of Office to Appointed Supervisor
- 6. Acceptance of Resignation of Supervisor Jim Manners [Seat 3]
- 7. Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2026
- 8. Acceptance of Resignation of Supervisor Paul Martin [Seat 2]

Board of Supervisors Harbor Village Community Development District October 10, 2023, Regular Meeting Agenda Page 2

- 9. Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2026
- 10. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
- 11. Discussion: Location(s) for Fiscal Year 2024 Meetings
  - Consideration of Resolution 2024-02, Adopting the Annual Meeting Schedule for Fiscal Year 2023/2024 and Providing for an Effective Date
- 12. Acceptance of Unaudited Financial Statements as of August 31, 2023
- 13. Approval of August 8, 2023 Public Hearing and Regular Meeting Minutes
- 14. Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): Morris Engineering

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

NEXT MEETING DATE: November 14, 2023 at 12:30 PM

QUORUM CHECK

SEAT 1	MARTY MOORE	In Person	PHONE	No
SEAT 2		In Person	PHONE	☐ <b>N</b> o
SEAT 3		In Person	PHONE	□No
SEAT 4	CANDICE BAIN	In Person	PHONE	□No
SEAT 5	TODD SCHERMERHORN	In Person	PHONE	No

- 15. Board Members' Comments/Requests
- 16. Public Comments
- 17. Adjournment

Should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,

Craig Wrathell
District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 943 865 3730

### **NOTICE OF TENDER OF RESIGNATION**

To:	Board of Superviso	rs
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Harbor Village Community Development District Attn: Craig Wrathell/Kristen Suit, District Managers

2300 Glades Road, Suite 410W Boca Raton, Florida 33431

Gregory Meath From:

Printed Name

10/03/23 Date Date:

I hereby tender my resignation as a member of the Board of Supervisors of the Harbor Village Community Development District. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and [ ] personally presented at a duly noticed meeting of the Board of Supervisors, [X] scanned and electronically transmitted to <a href="mailto:gillyardd@whhassociates.com">gillyardd@whhassociates.com</a> or <a href="mailto:gillyardd@whassociates.com">gillyardd@whassociates.com</a> or <a href="mailto:gillyardd@whassociates.com">gillyardd@whassociates.com</a> or <a href="mailto:gillyardd@whassociates.com">gillyardd@whassociates.com</a> or <a href="m 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Signature

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### **NOTICE OF TENDER OF RESIGNATION**

To:	Board of Supervisors	
	Harbor Village Community	Development District
	Attn: Craig Wrathell/Krister	n Suit, District Managers
	2300 Glades Road, Suite 41	0W
	Boca Raton, Florida 33431	
From:	Jim Manners	
	Printed Name	
Date:	8/8/23	
Date.	Date	
I hereby tende	er my resignation as a mem	ber of the Board of Supervisors of the Harbor
Village Commu	unity Development District.	My tendered resignation will be deemed to be
effective as of	the time a quorum of the re	emaining members of the Board of Supervisors
accepts it at a	duly noticed meeting of the	Board of Supervisors.
I coutify that t	this Nation of Tondon of Da	signation has been everythed by me and [ ]
-		esignation has been executed by me and []
personally pre	esented at a duly noticed	meeting of the Board of Supervisors, []

scanned and electronically transmitted to <a href="mailto:silvardd@whhassociates.com">gillyardd@whhassociates.com</a> or [\_\_] faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and

the fax or email copy shall be binding and enforceable as an original.

Signature/



### **NOTICE OF TENDER OF RESIGNATION**

To:	Board of Superviso	rs
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Harbor Village Community Development District Attn: Craig Wrathell/Kristen Suit, District Managers

2300 Glades Road, Suite 410W Boca Raton, Florida 33431

Paul Martin From:

**Printed Name** 

10/6/23 Date:

Date

I hereby tender my resignation as a member of the Board of Supervisors of the Harbor Village Community Development District. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and [ ] personally presented at a duly noticed meeting of the Board of Supervisors, [X] scanned and electronically transmitted to <a href="mailto:gillyardd@whhassociates.com">gillyardd@whhassociates.com</a> or [\_\_] faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Buf Mark Supervisor 2023.10.06 11:54:22 -

Signature

### **RESOLUTION 2024-01**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Harbor Village Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District's Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT THAT:

Octob	<b>SECTION 1.</b> er 10, 2023:	The following	is/are appointed as Officer(s) of the District effective
			_ is appointed Chair
			_ is appointed Vice Chair
			_ is appointed Assistant Secretary
			_ is appointed Assistant Secretary
			_ is appointed Assistant Secretary
2023:	SECTION 2.	The following (	Officer(s) shall be removed as Officer(s) as of October 10,
	James Harve	·y	Assistant Secretary
	Greg Meath		Assistant Secretary
	Jim Manners	5	Assistant Secretary
	Paul Martin		Chair

	<u> </u>	or appointmer	nts by the Board remain unaffected by this	
Resoluti	on:			
		is Secretary		
		is Assistant Secretary		
_	Craig Wrathell	is Treasurer		
_	Jeff Pinder	is Assistant Tr	reasurer	
F	PASSED AND ADOPTED THIS 10	OTH DAY OF O	CTOBER, 2023.	
ATTEST:			HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT	
Secretar	ry/Assistant Secretary	(	Chair/Vice Chair, Board of Supervisors	

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### **RESOLUTION 2024-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Harbor Village Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; 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.

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as Exhibit A.

### NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT:

- 1. **ADOPTING ANNUAL MEETING SCHEDULE.** 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.
- 2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10th day of October, 2023.

ATTEST:	HARBOR VILLAGE COMMUNITY
	DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

Comp. Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

### **EXHIBIT "A"**

### HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT

### **BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE**

### LOCATION

<sup>1</sup>Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950 <sup>2</sup>Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2023 <sup>1</sup>	Regular Meeting	12:30 PM
November 14, 2023 <sup>1</sup>	Regular Meeting	12:30 PM
December 12, 2023 <sup>2</sup>	Regular Meeting	12:30 PM
January 9, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
February 13, 2024 <sup>2</sup>	Regular Meeting	12:30 PM
March 12, 2024 <sup>2</sup>	Regular Meeting	12:30 PM
April 9, 2024 <sup>2</sup>	Regular Meeting	12:30 PM
May 14, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
June 11, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
July 9, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
August 13, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
September 10, 2024 <sup>1</sup>	Regular Meeting	12:30 PM

# UNAUDITED FINANCIAL STATEMENTS

HARBOR VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2023

## HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS AUGUST 31, 2023

	General Fund		Debt Service Fund		Gove	Total ernmental unds
ASSETS						
Cash	\$	6,780	\$	-	\$	6,780
Due from Landowner		1,786	_			1,786
Total assets	\$	8,566	\$		\$	8,566
LIABILITIES AND FUND BALANCES Liabilities:	•		•		•	0.505
Accounts payable	\$	2,535	\$	-	\$	2,535
Due to Landowner		- 31		6,024		6,024 31
Tax payable Landowner advance		6,000		-		6,000
Total liabilities		8,566		6,024		14,590
		0,000		0,024		14,000
DEFERRED INFLOWS OF RESOURCES						
Deferred receipts		1,786		-		1,786
Total deferred inflows of resources		1,786		-		1,786
Fund balances: Restricted for:				(6.024)		(6,024)
Debt service		(4.706)		(6,024)		(6,024)
Unassigned Total fund balances		(1,786)		(6,024)		(1,786)
i otal luliu balalices		(1,700)		(0,024)		(7,810)
Total liabilities, deferred inflows of resources and fund balances	\$	8,566	\$		\$	8,566

## HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED AUGUST 31, 2023

	Current Month	Year to Date	Budget	% of Budget
REVENUES	Φ 4.000	Φ 00.000	<b>#</b> 00 700	070/
Landowner contribution	\$ 1,202	\$ 36,623	\$ 98,790	37%
Total revenues	1,202	36,623	98,790	37%
EXPENDITURES				
Professional & administrative				
Supervisors	215	215	_	N/A
Management/accounting/recording	500	33,500	48,000	70%
Legal	-	1,989	25,000	8%
Engineering	-	-	3,500	0%
Audit	-	-	5,000	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent**	-	-	1,000	0%
Trustee***	-	-	6,000	0%
Telephone	16	183	200	92%
Postage	47	83	500	17%
Printing & binding	42	458	500	92%
Legal advertising	-	237	1,500	16%
Annual special district fee	-	175	175	100%
Insurance	-	5,375	5,500	98%
Contingencies/bank charges	-	-	500	0%
Website				
Hosting & maintenance	-	705	705	100%
ADA compliance		210	210	100%
Total professional & administrative	820	43,130	98,790	44%
Excess/(deficiency) of revenues				
over/(under) expenditures	382	(6,507)	_	
oron (andor) oxponditures	332	(0,001)		
Fund balances - beginning	(2,168)	4,721	-	
Fund balances - ending	\$ (1,786)	\$ (1,786)	\$ -	
	<u> </u>	<u> </u>		

<sup>\*</sup>This expense will be realized the year after the issuance of bonds.

<sup>\*\*</sup>This expense will be realized when bonds are issued.

<sup>\*\*\*</sup>This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

# HARBOR VILLAGE COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES DEBT SERVICE FUND FOR THE PERIOD ENDED AUGUST 31, 2023

	Current Month		Year To Date	
REVENUES	\$	-	\$	-
Total revenues				-
EXPENDITURES Debt service				
Cost of issuance				1,349
Total debt service	-		-	1,349
Total debt service				1,349
Excess/(deficiency) of revenues				
over/(under) expenditures		-		(1,349)
Fund balances - beginning	(6,0	024)		(4,675)
Fund balances - ending	\$ (6,0	024)	\$	(6,024)

### MINUTES

### **DRAFT**

1 2 3	MINUTES OF MEETING  HARBOR VILLAGE  COMMUNITY DEVELOPMENT DISTRICT				
4 5	The Board of Supervisors of the Harbor Village Community Development District held a				
6	Public Hearing and Regular Meeting on A	august 8, 2023 at 12:30 p.m., at the Centennial Park			
7	Recreation Center, 1120 Centennial Boulev	vard, Port Charlotte, Florida 33953.			
8					
9 10	Present at the meeting were:				
11	Paul Martin	Chair			
12	Candice Smith	Vice Chair			
13	Jim Manners	Assistant Secretary			
14 15	Also museout ways				
15 16	Also present were:				
17	Kristen Suit	District Manager			
18	Joe Brown (via telephone)	District Counsel			
19	·				
20					
21	FIRST ORDER OF BUSINESS	Call to Order/Roll Call			
22 23	Ms. Suit called the meeting to orde	r at 2:10 n m			
	_				
24	Supervisors Martin, Manners and	Smith were present, in person. Supervisors Meath			
25	and Harvey were not present.				
26					
27 28	SECOND ORDER OF BUSINESS	Public Comments			
29	There were no public comments.				
30					
31 32 33	THIRD ORDER OF BUSINESS	Acceptance of Resignation of Supervisor James Harvey [Seat 1]			
34	Ms. Suit presented Mr. James Harv	vey's resignation.			
35					

36 37 38 39			nation of Mr. James Harvey from	ed by Ms. Smith, with all in favor, the Seat 1, dated July 19, 2023, was
40				
41	•	Consi	der Appointment to Fill Unexpired Te	erm of Seat 1; Term Expires November 2024
42		Ms. Si	mith nominated Mr. Marty Moore to	fill Seat 1.
43				
44 45			OTION by Ms. Smith and seconded by ntment of Mr. Marty Moore to fill Se	by Mr. Manners, with all in favor, the eat 1, was approved.
46 47				
48	A.	Admii	nistration of Oath of Office to Ap	pointed Supervisor (the following will be
49		provid	ded in a separate package)	
50		l.	Guide to Sunshine Amendment a	and Code of Ethics for Public Officers and
51			Employees	
52		II.	Membership, Obligations and Resp	onsibilities
53		III.	Financial Disclosure Forms	
54			a. Form 1: Statement of Finance	cial Interests
55			b. Form 1X: Amendment to Fo	rm 1, Statement of Financial Interests
56			c. Form 1F: Final Statement of	Financial Interests
57		IV.	Form 8B: Memorandum of Voting 0	Conflict
58		This it	em was deferred.	
59				
60 61 62	FOUR	TH ORD	DER OF BUSINESS	Acceptance of Resignation of Supervisor Jim Manners [Seat 3]
63		This it	em was deferred to the next meeting	J.
64	•	Consi	der Appointment to Fill Unexpired Te	erm of Seat 3; Term Expires November 2026
65		A.	Administration of Oath of Office to	Appointed Supervisor
66				
67 68 69	FIFTH	ORDER	OF BUSINESS	Consideration of Resolution 2023-03, Designating Certain Officers of the District, and Providing for an Effective Date

70 71 72		This item was deferred.	
73 74	SIXTH	ORDER OF BUSINESS	Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
75 76	A.	Proof/Affidavit of Publication	o <b>n</b>
77	В.	Consideration of Resolution	n 2023-04, Relating to the Annual Appropriations and
78		Adopting the Budgets for	the Fiscal Year Beginning October 1, 2023, and Ending
79		September 30, 2024; Auth	orizing Budget Amendments; and Providing an Effective
80		Date	
81			
82 83		On MOTION by Mr. Martin a Public Hearing was opened.	and seconded by Mr. Manners, with all in favor, the
84 85 86		Ms. Suit reviewed the Fisca	Year 2024 budget and stated the Management fees were
87	reduc		month while the CDD is in abeyance. The fees will increase
88		CDD activities are back in action	·
89		No members of the public sp	
90			
91 92		On MOTION by Mr. Martin a	and seconded by Mr. Manners, with all in favor, the
93 94 95		Ms. Suit presented Resolution	n 2023-04 and read the title.
96			
97 98 99 100		Resolution 2023-04, Relating Budgets for the Fiscal Year	ers and seconded by Mr. Martin, with all in favor, ag to the Annual Appropriations and Adopting the Beginning October 1, 2023, and Ending September et Amendments; and Providing an Effective Date,
102			

103

104 105	SEVEN	ITH ORDER OF BUSINESS	Consideration of Fiscal 2023/2024 Budget Funding Agreement
106 107		Ms. Suit presented the Fiscal 2023/2024 Bu	dget Funding Agreement and stated Miranda
108	Homes is the intended entity to provide funding.		
109		Mr. Brown recommended approval, with t	he recognition that Miranda Homes intends
110	to be t	the party that provides funding.	
111		Discussion ensued regarding identifying	Miranda Homes as the Developer, an
112	unexe	cuted assigned copy of the Fiscal Year 202	2/2023 funding agreement with Kolter and
113	signin	g authority for Kolter.	
114			
115 116 117 118		On MOTION by Mr. Martin and seconded In Fiscal 2023/2024 Budget Funding Agre recognizing that Miranda Homes intends to approved	eement, in substantial form and
119 120 121 122 123 124 125	EIGHT	H ORDER OF BUSINESS	Consideration of Resolution 2023-05, 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
126 127 128		Ms. Suit presented Resolution 2023-05.	Date
129			
130 131 132 133		On MOTION by Mr. Martin and seconded Resolution 2023-05, Designating Dates, Meetings of the Board of Supervisors of t and Providing for an Effective Date, was according to the control of	Times and Locations for Regular he District for Fiscal Year 2023/2024
134 135 136 137	NINTH	I ORDER OF BUSINESS	Acceptance of Unaudited Financial Statements as of June 30, 2023
138 139	,		Statements as of June 30, 2023
140	On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the		
141		Unaudited Financial Statements as of June	30, 2023, were accepted.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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179			
180			
181			
182			
183			
12/	Secretary/Assistant Secretary	Chair/Vice Chair	

**DRAFT** 

HARBOR VILLAGE CDD

August 8, 2023

## STAFF REPORTS

### **BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE**

### LOCATION

<sup>1</sup>Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950 <sup>2</sup>Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2023 <sup>1</sup>	Regular Meeting	12:30 PM
November 14, 2023 <sup>1</sup>	Regular Meeting	12:30 PM
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May 14, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
June 11, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
July 9, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
August 13, 2024 <sup>1</sup>	Regular Meeting	12:30 PM
September 10, 2024 <sup>1</sup>	Regular Meeting	12:30 PM