

**MINUTES OF MEETING  
BELLAVIVA  
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Bellaviva Community Development District was held **Tuesday, February 3, 2026**, at 2:45 p.m. at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

Lee Saunders	Chairman
Daniel Lewis	Vice Chairman
Lee Moore	Assistant Secretary
Duane “Rocky” Owen	Assistant Secretary
Tom Franklin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Katie O’Rourke <i>by Zoom</i>	District Manager, GMS
Savannah Hancock	District Counsel, KVW
Mitchell Zwang <i>by Zoom</i>	District Counsel, KVW
Megan Birnholz-Couture <i>by Zoom</i>	District Counsel, KVW
George Smith <i>by Zoom</i>	Bond Counsel, Greenberg Traurig
Todd Amaden <i>by Zoom</i>	District Engineer, Landmark Engineering

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Ms. Burns called the meeting to order at 2:45 p.m. and called roll. All five Board members were in attendance.

**B. Public Comment Period**

Ms. Burns stated there were no members of the public present nor were any members of the public attending by Zoom.

**C. Oath of Office**

Ms. Burns administered the oath of office to Lee Moore, Lee Saunders, Duane “Rocky” Owen, Tom Franklin, and Daniel Lewis.

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**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Confirmation of Notice of Meeting**

Ms. Burns confirmed the notice for this meeting has run in the paper.

**B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**

Ms. Hancock reminded Board members of the Sunshine law and ethics law.

**C. Election of Officers**

**1. Consideration of Resolution 2026-01 Electing Officers**

Ms. Burns stated Lee Saunders will serve as Chairman, Daniel Lewis will serve as Vice Chair, and Duane “Rocky” Owen, Lee Moore and Tom Franklin will serve as Assistant Secretaries, along with George Flint from her office. Ms. Burns will serve as Secretary.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2026-01 Electing Officers as slated above, was approved.

**2. Consideration of Resolution 2026-02 Appointing Treasurer and Assistant Treasurer**

Ms. Burns noted this would appoint George Flint, Katie Costa, and Darrin Mossing as those officers that are outlined which authorize them to sign checks for regular District business.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2026-02 Appointing Officers Treasurer and Assistant Treasurer, was approved.

**3. Consideration of Resolution 2026-03 Canvassing and Certifying the Results of the Landowners’ Election**

Ms. Burns noted the results from the Landowners election will be filled into this resolution as read out at the Landowners election.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2026-03 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

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**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Consideration of Contract for District Management Services**
  - 1. Consideration of Resolution 2026-04 Appointing District Manager**
- B. Consideration of Contract for District Counsel Services**
  - 1. Consideration of Resolution 2026-05 Appointing District Counsel**
- C. Consideration of Resolution 2026-06 Selection of Registered Agent and Office**
- D. Consideration of Resolution 2026-07 Appointing Interim District Engineer**
- E. Consideration of Interim District Engineering Agreement**
- F. Request Authorization to Issue RFQ for Engineering Services**
- G. Consideration of Resolution 2026-08 Designating a Qualified Public Depository**
- H. Consideration of Resolution 2026-09 Authorization of Bank Account Signatories**
- I. Consideration of Resolution 2026-10 Relating to Defense of Board Members**
- J. Consideration of Resolution 2026-11 Spending Authorization Resolution**
- K. Consideration of Resolution 2026-12 Adopting Investment Guidelines**
- L. Consideration of Resolution 2026-13 Authorizing Execution of Public Depositor Report**
- M. Consideration of Resolution 2026-14 Designating a Policy for Public Comment**
- N. Consideration of Resolution 2026-15 Adopting Prompt Payment Policy**
- O. Consideration of Resolution 2026-16 Adopting a Records Retention Policy**
- P. Consideration of Compensation to Board Members**
- Q. Consideration of Resolution 2026-17 Selecting District Records Office Within Sumter County**
- R. Consideration of Resolution 2026-18 Designating the Primary Administrative Office and Principal Headquarters of the District**
- S. Consideration of Website Services Agreement**
- T. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date for Sumter County**
- U. Consideration of Resolution 2026-19 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements**
- V. Consideration of Resolution 2026-20 Direct Purchase Resolution**
- W. Consideration of Resolution 2026-21 Authorizing the Use of Electronic Documents and Signatures**
- X. Consideration of Resolution 2026-22 Adopting an Internal Controls Policy**
- Y. Consideration of Resolution 2026-23 Public Facilities Resolution**
- Z. Adopting Goals and Objectives for the District**

On MOTION by Mr. Saunders, seconded by Mr. Owen, with all in favor, the Consent Agenda Items A-Z, were approved.

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**FOURTH ORDER OF BUSINESS**

**New Business**

**A. Consideration of Resolution 2026-24 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2026 Meetings**

Ms. Burns stated the meetings will be the first Tuesday of the month at 2:45 p.m.

On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, Resolution 2026-24 Designation of the Regular Monthly Meeting on the First Tuesday of the Month at 2:45 p.m., was approved.

**B. Consideration of Resolution 2026-25 Ratifying Staff’s Actions in Noticing the Initial Landowners’ Meeting**

Ms. Burns stated this is an old District that was established with an existing Board so in order for this Board to come, the landowner election had to be advertised as part of that. This is just ratifying placing the ad for the landowners’ election.

On MOTION by Mr. Saunders, seconded by Mr. Moore, with all in favor, Resolution 2026-25 Ratifying Staff’s Actions in Noticing the Initial Landowners’ Meeting, was approved.

**C. Designation of Date of Public Hearing to Adopt Rules of Procedure and Amenity Rates & Disciplinary Rules in accordance with Section 120.54 and Chapter 190, Florida Statutes**

**1. Consideration of Resolution 2026-26 Setting the Public Hearing to Consider the Adoption of Proposed Rules and Amenity Rates & Disciplinary Rules of the District**

- a. Rules of Procedure**
- b. Amenity Rates & Disciplinary Rules**

Ms. Burns stated several public hearings will be set today with a suggested date of April 7<sup>th</sup> which would allow all notices to be sent in time for that hearing. It would be April 7<sup>th</sup> at 2:45 p.m. at this location.

On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, Resolution 2026-26 Setting a Public Hearing to Consider the Adoption of Proposed Rules of Procedure and Amenity Rates & Disciplinary Rules on April 7, 2026 at 2:45 p.m., was approved.

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**D. Designation of Date of Public Hearing on the Budget for Fiscal Year 2025/2026**

**1. Consideration of Resolution 2026-27 Setting the Public Hearing and Approving the Proposed Fiscal Year 2025/2026 Budget**

Ms. Burns noted this will be the remainder of Fiscal Year 2026 from now through the end of September. Resolution 2026-27 is included in the package for review. A standard admin budget for the remainder of the fiscal year. The hearing will be April 7<sup>th</sup>.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Resolution 2026-27 Setting the Public Hearing for April 7, 2026 and Approving the Proposed Fiscal Year 2025/2026 Budget, was approved.

**2. Approval of the Fiscal Year 2025/2026 Developer Funding Agreement**

Ms. Burns stated under this agreement the entity listed will agree to fund the operations and maintenance of the District based on the budget that the Board will adopt at the April 7, 2026 hearing.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, the Fiscal Year 2025/2026 Developer Funding Agreement, was approved.

**E. Consideration of Resolution 2026-28 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Ms. Burns stated this will allow the District to collect assessments on the Polk County tax bill when they are ready to do so. The suggested date for this hearing is April 7<sup>th</sup>.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2026-28 Setting April 7, 2026 for the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes, was approved.

**FIFTH ORDER OF BUSINESS**

**Capital Improvements**

**A. Appointment of Financing Team**

**1. Consideration of Resolution 2026-29 Appointing Bond Counsel**

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Ms. Burns stated this is appointing bond counsel. There is a proposal from Greenberg Traurig that George Smith has sent in for the District. She noted Mr. Smith is on the line to answer any Board questions.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2026-29 Appointing Bond Counsel, was approved.

**2. Consideration of Resolution 2026-30 Appointing Investment Banker**

Ms. Burns stated this is with FMS bonds and that proposal is in the agenda package for review. She offered to take questions otherwise she was seeking a motion to approve.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2026-30 Appointing FMS Bonds as Investment Banker, was approved.

**3. Assessment Administrator**

Ms. Burns stated this is already covered in the management agreement that was previously approved by the Board so just looking for a motion to appoint GMS.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, GMS as Assessment Administrator, was approved.

**4. Trustee**

Ms. Burns stated there is a proposal from US Bank included in the agenda package for review. She offered to take any questions on this proposal otherwise a motion to approve.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, US Bank as Trustee, was approved.

**B. Approval of Financing Team Agreement**

Ms. Burns stated this is with Bellaviva of Polk County, LLC. That entity will fund the cost associated with the construction which can then be reimbursed from a future bond issuance.

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On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Approval of Financing Team Agreement, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Financing Matters**

#### **A. Consideration of the Engineer's Report**

Mr. Amaden reviewed the Engineer's Report for the Board.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Engineer's Report, was approved.

#### **B. Consideration of Master Assessment Methodology**

Ms. Burns stated this report allocates debt to the properties within the community that benefit from the Capital Improvement Plan that Todd reviewed in his Engineer's report. She provided an overview of the tables. Table 1 shows 66 single family attached 32 ft. units and 237 single family detached 50 ft. lots for a total of 303 total units within the project. Table 2 shows the infrastructure cost estimate at \$14,000,000. Table 3 shows an estimated bond sizing of \$18,685,000. Table 4 shows the improvement cost per unit listed for each product types. Table 5 shows a par debt per unit for the single family attached \$42,825 and for single family detached \$66,914 which would be the most amount of debt issued on any of these lots. Table 6 breaks down the net and gross annual debt assessment for each of the product types. The gross annual debt assessment when collected on the Polk County tax bill that takes into account the 7% gross for collection fees and early payment discount on the 32 ft. attached it is \$3,526 and on the single family detached it's \$5,510. Table 7 shows the preliminary assessment roll. There is a single landowner and all of the parcels are listed and the debt is allocated by acre. The only property owner is Bellaviva of Polk County, LLC. There is also a legal description of the entire District attached.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Master Assessment Methodology, was approved.

#### **C. Consideration of Resolution 2026-31 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings**

Mr. Smith stated this authorizes bonds in an amount NTE \$18,685,000 as well as authorizes and approves the form of the Master Trust Indenture and approves appointment of US Bank Trust

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Company as the Trustee. It also authorizes that validation be filed by the District Attorney. It requires that once the validation has been completed and prior to issuing the actual bonds, they will come back to the District with the final terms of the bonds and seek further authority that has been approved by resolution.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2026-31 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

**D. Consideration of Resolution 2026-32 Declaring Special Assessments and Setting a Public Hearing on Special Assessments**

Ms. Burns noted the date is April 7<sup>th</sup> at this location. It will be advertised in the newspaper and mailed notice will be sent to the single property owner as well notifying of the hearing on April 7, 2026 at 2:45 p.m. at this location.

On MOTION by Mr. Franklin, seconded by Mr. Lewis, with all in favor, Resolution 2026-32 Declaring Special Assessments and Setting a Public Hearing on Special Assessments for April 7, 2026 at 2:45 p.m., was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

**A. Presentation of Funding Request No. 1**

Ms. Burns noted this is the initial funding request to set up all the accounts, for advertising to be placed for all of the hearings set today, to get the District insurance, and get a bank account open.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Funding Request No. 1, was approved.

**B. Staff Reports**

**i. Attorney**

**a) E-Verify Memorandum**

Ms. Hancock reviewed a memo in the agenda package regarding E-Verify in the state of Florida for Special Districts. They are planning to file for validating next week.

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**ii. Manager**

Ms. Burns had nothing further to report.

**C. Supervisors Requests**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Saunders seconded by Mr. Lewis, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Lee Saunders*

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Chairman/Vice Chairman