

**MINUTES OF MEETING
PINERY COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of Pinery Community Development District was held on April 28, 2025 at 2:00 p.m., at Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604.

Present:

Bill Kouwenhoven	Chair
Stuart Young	Vice Chair
John Brian	Assistant Secretary
David Langhout	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Chris Conti	Wrathell, Hunt and Associates (WHA)
Jere Earlywine (via telephone and in person)	District Counsel
Brian Surak	Clearview Land Design-Interim District Engineer
Bob Bosarge	TLC Land Companies
Karim Khaiboullin	Starwood land
Nicole Schuyler	Starwood Land
Cynthia Wilhelm (via telephone)	Bond Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 2:03 p.m. John Brian, Stuart Young, David Langhout and Bill Kouwenhoven, who were named in the Petition to Establish as the District as Initial Board Supervisors were present. Jennifer Willson, also named, was 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 Initial Board of Supervisors (the following will be provided in a separate package)

Mr. Conti, a Notary of the State of Florida and duly authorized, administered the Oath of Office to John Brian, Stuart Young, David Langhout and Bill Kouwenhoven.

Ms. Cerbone provided and explained the following:

A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1

Board Members will be required to complete four hours of ethics training by December 31, 2026. They will receive an email from the Commission on Ethics to register and file the Form 1 Financial Disclosure electronically.

B. Membership, Obligations and Responsibilities

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

CDD Board Members should not communicate with another Board Member in person, via text, email, social media or other means about CDD business outside of a CDD meeting.

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

Board Members affiliated with a Landowner or Developer will complete Form 8B to disclose their employment and/or business affiliation.

Ms. Cerbone paraphrased Form 8B, as follows:

“I am a member of the Board of Supervisors of the Pinery Community Development District created under Chapter 190, Florida Statutes, and I am a principal, employee and/or business associate, or relative, of a landowner in the District. Decisions potentially affecting the landowner may come before the Board from time to time. Pursuant to Section 112.3143(3)(b), and 190.007(1), Florida Statutes, I understand that I do not have a conflict of interest when voting on such matters, and that I am not prohibited from voting on such matters. That said, I am filing this disclosure of voting conflict in an abundance of caution, and to follow the procedures required by section 112.3143, Florida Statutes, and for the duration of my term and any subsequent terms.”

Mr. Earlywine discussed the two types of ethics laws, including gift disclosures and prohibitions against using public office for private benefit or the benefit of relatives, conflicts of interest, bribery, use of confidential information, employment or promotion of relatives.

Board Members should email public records requests to Ms. Cerbone to handle and they were encouraged to use their CDD email address instead of their personal email address when conducting CDD business, as it makes it easier to respond to public records requests.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-01,
Electing Certain Officers of the District, and
Providing for an Effective Date**

Ms. Cerbone presented Resolution 2025-01. Mr. Brian nominated the following:

Chair	Bill Kouwenhoven
Vice Chair	Stuart Young
Secretary	Craig Wrathell
Assistant Secretary	John Brian
Assistant Secretary	David Langhout
Assistant Secretary	Chris Conti
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-01, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-02,
Designating a Date, Time, and Location for
Landowners’ Meeting of the District, and
Providing for an Effective Date**

On MOTION by Mr. Kouwenhoven and seconded by Mr. Langhout, with all in favor, Resolution 2025-02, Designating a Date, Time, and Location of June 26, 2025 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604, for a Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

SIXTH ORDER OF BUSINESS

**Consideration of the Following Consent
Agenda Organizational Items:**

The following Consent Agenda Items were presented:

- A. Resolution 2025-03, 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 2025-04, Appointing Legal Counsel for the District, Authorizing Compensation and Providing for an Effective Date**
 - **Fee Agreement: Kutak Rock LLP**
- C. Resolution 2025-05, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date**
- D. Resolution 2025-06, Appointing an Interim District Engineer for the Pinery Community Development District, Authorizing its Compensation and Providing for an Effective Date**
 - **Interim Engineering Services Agreement: Clearview Land Design**
- E. Authorization of Request for Qualifications (RFQ) for Engineering Services**

The RFQ responses will be presented at the next meeting.
- F. Board Member Compensation: 190.006 (8), F.S.**

The Board Members declined compensation.
- G. Resolution 2025-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**
- H. Resolution 2025-08, Setting Forth the Policy of Pinery Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, District Officers, and Providing for an Effective Date**
 - **Authorization to Obtain General Liability and Public Officers' Insurance**
- I. Resolution 2025-09, 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. Resolution 2025-10, 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**
- K. Resolution 2025-11, Granting the Chair and Vice Chair 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 2025-12, Ratifying the Recording of the Notice of Establishment of the Pinery 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 #M25-0020 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 2025-13, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**
- Q. Goals and Objectives Reporting [HB7013 – Special Districts Performance Measures and Standards Reporting]**
- R. Consideration of E-Verify Memorandum**

BANKING ITEMS

SEVENTH ORDER OF BUSINESS

Consideration of the following Consent Agenda Banking Items:

The following Consent Agenda Items were presented:

- A. Resolution 2025-14, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**
- B. Resolution 2025-15, 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

EIGHTH ORDER OF BUSINESS

Consideration of the Following Consent Agenda Budgetary Items:

- A. Budget Funding Agreement Fiscal Year 2024/2025**
Budget funding requests will be submitted to Nicole Schuyler.

- B. Budget Funding Agreement Fiscal Year 2025/2026
- C. Resolution 2025-16, 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 2025-17, 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 2025-18, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date
- F. Resolution 2025-19, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- G. Resolution 2025-20, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date
- H. Resolution 2025-21, Authorizing an 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

Contract assignments, whether to designate a Purchasing Agreement and the Americans with Disabilities Act (ADA) requirements for websites were discussed.

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

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

ORGANIZATIONAL ITEMS

NINTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

A. Resolution 2025-22, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

B. Resolution 2025-23, to Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices of Rule Development and Rulemaking

Ms. Cerbone presented Resolution 2025-23 and the accompanying Exhibits. Mr. Earlywine stated his firm prepared the Rules of Procedure, which comply with Florida Statutes.

On MOTION by Mr. Langhout and seconded by Mr. Brian, with all in favor, Resolution 2025-23, to Designate June 26, 2025 at 10:30 a.m., at Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604, as the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, 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

This item was deferred. Meetings will be scheduled as needed.

D. Resolution 2025-25, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

This item was deferred.

BANKING ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Banking Item:

- A. Resolution 2025-26, Designating a Public Depository for Funds of the District; and Providing an Effective Date**

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-26, Designating Truist Bank as a Public Depository for Funds of the District; and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

ELEVENTH ORDER OF BUSINESS

Consideration of the following Non-Consent Agenda Budgetary Items:

- A. Resolution 2025-27, Approving the 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**

Ms. Cerbone presented Resolutions 2025-27 and 2025-28 and the proposed Fiscal Year 2025 and Fiscal Year 2026 budgets. She suggested adding \$2,000 to the “EMMA software service®” budget line item for Fiscal Year 2026, which will aid the Developer/Builder in filing quarterly home sales reports.

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-27, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on June 26, 2025 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604; Addressing Severability; and Providing for an Effective Date, was adopted.

- B. Resolution 2025-28, Approving the 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**

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

Expenditures - EMMA software service®: Add “\$2,000”

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-28, Approving the Proposed Budget for Fiscal Year 2025/2026,

as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on June 26, 2025 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604; Addressing Severability; and Providing for an Effective Date was adopted.

PART 4: BOND FINANCING & PROJECT RELATED MATTERS

BOND FINANCING RELATED MATTERS

TWELFTH ORDER OF BUSINESS

Consideration of the following Bond Financing Related Items:

A. Bond Financing Team Funding Agreement

Mr. Earlywine presented the Bond Financing Team Funding Agreement.

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, the Bond Financing Team Funding Agreement, was approved.

Ms. Cerbone and Mr. Earlywine presented the following standard forms of Agreements:

B. Engagement of Bond Financing Professionals

I. Underwriter/Investment Bankers: FMSbonds, Inc.

Mr. Earlywine will update the mailing address in the Bond Financing Team Funding Agreement behind Tab 12A, and where necessary, to SV Tampa Land, L.P. Miami, Florida.

II. Bond Counsel: Nabors Giblin & Nickerson

III. Trustee, Paying Agent and Registrar: US Bank

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, the FMSbonds, Inc. Agreement to serve as Underwriter for the District; the Nabors Giblin & Nickerson Retainer Agreement to serve as Bond Counsel; and the US Bank Proposal Agreement to serve as Trustee, Paying Agent and Registrar for the District, all as amended, were approved.

C. Resolution 2025-29, 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; and Providing an Effective Date

This Resolution enables placement of the assessments on the tax bill utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. Young and seconded by Mr. Brian, with all in favor, Resolution 2025-29, Designating a Date, Time, and Location of June 26, 2025 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604 for 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; and Providing an Effective Date, was adopted.

D. Presentation of Master Engineer’s Report

Mr. Surak presented the Master Engineer’s Report dated April, 2025. He noted the following:

- The District consists of approximately 1,070 acres of land in Hernando County.
- The Capital Improvement Plan (CIP) anticipates 3,300 residential units.
- The CIP improvements include Off-Site Improvements, Roadway Improvements; Stormwater Management System; Water and Wastewater Utilities; Hardscape, Landscape, and Irrigation; Passive Amenities & Tail Network; Undergrounding of Electrical Utility Lines and Professional Services.
- The Opinion of Probable Construction Costs Total is \$201,244,900.

Mr. Earlywine stated that the Master Engineer’s Report has all the findings necessary, basically stating that the cost estimates are reasonable and the project is feasible to construct.

Ms. Cerbone proposed the following change, which will allow for maximum flexibility since there will be no front footage designation:

Page 3, Table 1: Change “50’ wide lot” to “Residential units”

Discussion ensued regarding US Hwy 98 known as Causeway 98, what the Passive Recreational Amenities entail and if the mailbox kiosks fall under hardscape.

E. Presentation of Master Special Assessment Methodology Report

Ms. Cerbone presented the Master Special Assessment Methodology Report dated April 28, 2025. She reviewed the pertinent information and discussed the Development Program, CIP, Financing Program, Assessment Methodology, benefit allocation, assigning debt, lienability

tests, special and peculiar benefits to the units, True-up Mechanism and the Appendix Tables. She noted the following:

- The Methodology Report presents the data described in the Engineer’s Report.
- The anticipated total CIP costs are estimated at \$201,244,900.
- The total par amount of bonds, including costs of financing, capitalized interest and debt service reserve, is \$275,580,000 to finance CIP costs in the estimated total amount of \$201,244,900.

Ms. Cerbone proposed the following change, which will allow for maximum flexibility since there will be no front footage designated:

Page 14, Table 1: Change “Single-family Unit” to “Residential units”

Ms. Cerbone stated that updated Reports will be circulated.

- 3,300 residential units are currently anticipated.

Similar to the Master Engineer’s Report, Mr. Earlywine stated that the Master Special Assessment Methodology Report, with the proposed changes, has all the findings necessary, essentially stating that there is sufficient benefit from the project to justify the assessments and that they are fairly and reasonably allocated based on the Equivalent Residential Unit (ERU) weighting that is being used for all residential units. He requested approval in substantial form.

Ms. Cerbone recapped the changes to the Master Special Assessment Methodology Report and the Master Engineer’s Report that were discussed, in addition to removing all the maps and sketches behind the Reports.

On MOTION by Mr. Young and seconded by Mr. Brian, with all in favor, the Master Special Assessment Methodology Report dated April 28, 2025, in substantial form, was approved.

On MOTION by Mr. Langhout and seconded by Mr. Brian, with all in favor, the Master Engineer’s Report dated April, 2025, in substantial form, was approved.

- F. **Resolution 2025-30, 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

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-30, 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 June 26, 2025 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

G. Resolution 2025-31, Authorizing the Issuance of Not to Exceed \$275,580,000 Pinery Community Development District Capital Improvement Revenue Bonds, in One or More Series; Approving the Form of a Master Trust Indenture; Appointing a Trustee, Registrar And Paying Agent; Approving a Capital Improvement Program; Authorizing the Commencement of Validation Proceedings Relating to the Bonds; and Providing an Effective Date

Ms. Wilhelm presented Resolution 2025-31, known as the Bond Resolution, which accomplishes the following:

- Authorizes Staff to file for bond validation in the circuit court.
- Approves the form of the Master Trust Indenture and appoints US Bank as the Trustee.
- Approves the CIP, as described on Exhibit A to the Resolution.

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, Resolution 2025-31, Authorizing the Issuance of Not to Exceed \$275,580,000 Pinery Community Development District Capital Improvement Revenue Bonds, in One or More Series; Approving the Form of a Master Trust Indenture; Appointing a Trustee, Registrar And Paying Agent; Approving a Capital Improvement Program; Authorizing the Commencement of Validation Proceedings Relating to the Bonds; and Providing an Effective Date, was adopted.

H. Acquisition Agreement

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, the Acquisition Agreement, in substantial form, was approved.

I. Temporary Construction Easement

On MOTION by Mr. Young and seconded by Mr. Brian, with all in favor, the Temporary Construction Easement, in substantial form, was approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated the bond validation complaint will be filed this week. He hopes the Bond Validation Hearing will be scheduled in late June or early July; bonds can be issued after the 30-day appeal period expires.

B. District Engineer (Interim): Clearview Land Design

There was no report.

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

Discussion ensued regarding whether Landowners, Landowner representatives or Proxy Holders will be attending the upcoming Landowners’ meeting.

The next meeting will be held on June 26, 2025 at 10:00 a.m.

FOURTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brian and seconded by Mr. Young, with all in favor, the meeting adjourned at 3:26 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair