

***BUCKHEAD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Board of Supervisors  
Meeting and UMC Public Hearing***

***Tuesday  
February 23, 2016***

***1:00 p.m.***

***At the Offices of:***

***1651 Whitfield Avenue  
Sarasota, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# **Buckhead Trails Community Development District**

---

Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Buckhead Trails  
Community Development District**

Dear Board Members:

The UMC Public Hearing and Regular Meeting of the Board of Supervisors of the Buckhead Trails CDD is scheduled for **Tuesday February 23, 2016 at 1:00 p.m.** at 1651 Whitfield Avenue, Sarasota, Florida.

*The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration.* Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

***Bruce St. Denis***

Bruce St. Denis  
District Manager

# BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday February 23, 2016  
Time: 1:00 p.m.  
Location: Medallion Homes  
1651 Whitfield Avenue  
Sarasota, Florida  
Conference Call No: 712.432.1500  
Code: 434537#

## ***Business Meeting Agenda***

	<b>Exhibit(s)</b>
<b>I.</b> Roll Call	
<b>II.</b> Audience Comments	
<b>III.</b> Administrative Matters	
<b>a.</b> Approval of Minutes of September 30, 2015 Meeting	<b>1</b>
<b>IV.</b> Business Matters	
<b>a.</b> Uniform Method of Collection Public Hearing	
1. Open Public Hearing	
2. Presentation of Uniform Method of Collection	
3. Public Comment & Testimony	
4. Close Public Hearing	
5. Adoption of Resolution 2016-1 Uniform Method of Collection for Assessments	<b>2</b>

**Exhibit(s)**

- V.** Staff Reports
  - a.** Manager
  - b.** Attorney
  - c.** Engineer
  
- VI.** Public Comments
  
- VII.** Supervisor Requests
  
- VIII.** Adjournment

# EXHIBIT 1

**MINUTES OF MEETING  
BUCKHEAD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Buckhead Trails Community Development District was held on Wednesday, September 30, 2015 at 2:00 p.m. at Medallion Homes, 1651 Whitfield Avenue, Sarasota FL.

**FIRST ORDER OF BUSINESS - Roll Call**

Mr. St. Denis called the meeting to order.

Present and constituting a quorum were:

Peter Logan	Board Supervisor, Chairman
Margaret Holeman	Board Supervisor, Assistant Secretary
Todd Walters	Board Supervisor, Assistant Secretary

Also present were:

Bruce St. Denis	District Manager
Andy Cohen	District Counsel (via phone)

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Administrative Matters**

**A. Approval of Minutes of June 4, 2015 Landowners’ Meeting**

Mr. St. Denis presented the minutes of the June 4, 2015 Landowners’ meeting and asked for comments, questions or corrections.

On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board approved the minutes of the Landowners’ meeting held on June 4, 2015 for the Buckhead Trails Community Development District.

**B. Approval of Minutes of June 4, 2015 Regular Meeting**

Mr. St. Denis presented the minutes of the June 4, 2015 regular meeting and asked for comments, questions, or corrections.

Mr. Cohen stated corrections needing to be made:

Page 2 of 6 at bottom, “A.” is wrong title.

Page 4 of 6 in middle, Uniform Method set for Sept. 2, meeting which did not meet and was not advertised. Don’t want to lose track of it.

Page 5 of 6 rules of procedure, set for Sept 2 and there was no meeting and was not advertised.

On a MOTION by Mr. Walters, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board approved the minutes of the June 4, 2015 Regular Meeting minutes, as amended, for the Buckhead Trails Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

**A. 2015-2016 Budget Public Hearing**

**1. Open Budget Public Hearing**

Mr. St. Denis requested a motion to open the Budget Public Hearing.

On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board opened the Budget Public Hearing for the Buckhead Trails Community Development District.

**2. Presentation of the Proposed 2015-2016 Budget**

Mr. St. Denis presented the Proposed 2015-2016 Budget and asked for comments or questions.

**3. Public Comment & Testimony**

Mr. St. Denis stated that the public was given the opportunity to comment. No one from the public was present, in person or via telephone.

**4. Close Public Hearing**

Mr. St. Denis requested a motion to close the Budget Public Hearing.

On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board closed the Budget Public Hearing for the Buckhead Trails Community Development District.

**5. Adoption of Resolution 2015-10 2015-2016 Annual Budget**

Mr. St. Denis presented Resolution 2015-10 2015-2016 Annual Budget and asked for comments or questions.

Discussion ensued. Mr. Cohen stated changes to be made:

Page 1 at third “Whereas” clause, change to Sept. 2 and Sept. 30 as days for public hearing and add a “period” after “publication.” Cross out remainder of sentence: “pursuant to Section 190.008(2)(b), Florida Statutes”.

No one from Board or Public voiced any objections with regards to the publication that took place or specifically waiving the notice requirements of 190.0082A.

Page 2 under “c” date of August 19, 2015 should be September 30, 2015.

On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board adopted **Resolution 2015-10** 2015-2016 Annual Budget, as amended, for the Buckhead Trails Community Development District.

**6. Approval of the 2015-2016 Budget Funding Agreement**

Mr. St. Denis presented the 2015-2016 Budget Funding Agreement and asked for comments or questions.

On a MOTION by Mr. Walters, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board authorized the Chairman to negotiate the Budget Funding Agreement and bring back to the Board for ratification for the Buckhead Trails Community Development District.

**B. Rules of Procedure Public Hearing**

**1. Open Public Hearing**

**2. Presentation of the Rules of Procedure**

**3. Public Comment & Testimony**

- 4. Close Public Hearing
- 5. Adoption of Resolution 2015-12 Rules of Procedure

Items 1-5 were deferred per District Counsel's request.

- C. Consideration of Bond Counsel Agreement
- D. Consideration of Investment Bankers
- E. Consideration of RFP for Engineering Services
- F. Consideration of statewide Mutual Aid Agreement
- G. Discussion Regarding District Website Required by October 2015 Florida Statute

**FIFTH ORDER OF BUSINESS – Supervisor Requests**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Adjournment**

On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board adjourned the meeting for the Buckhead Trails Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name  
Title:  Secretary     Assistant Secretary

\_\_\_\_\_  
Printed Name  
Title:  Chairman     Vice Chairman



# EXHIBIT 2

RESOLUTION 2016-1

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Buckhead Trails Community Development District ("District") was established pursuant to the provisions of Chapter 190, Florida Statutes, which authorizes the District to levy certain non-ad valorem special assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapter 170, Florida Statutes, for the acquisition, construction, or reconstruction of assessable improvements authorized by Chapter 190, Florida Statutes; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Section 197.3632, Florida Statutes, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

WHEREAS, it is the intent of the Board of Supervisors ("Board") of the District under Section 197.3631, F.S., to exercise the uniform collection methodology of section 197.3632, F.S., and

WHEREAS, pursuant to Section 197.3632, Florida Statutes, the District has caused notice of a public hearing to be advertised weekly in a newspaper of general circulation within Manatee County for four (4) consecutive weeks prior to such hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District upon conducting its public hearing as required by section 197.3632, Florida Statutes, hereby expresses its intent to use the uniform method of collecting assessments imposed by the District as provided in Chapters 170 and 190, Florida Statutes, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, Florida Statutes, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real

property subject to a levy of assessments is attached and made a part of this Resolution as Exhibit A. The non-ad valorem assessments and the District's use of the uniform method of collection determines that use of the uniform method of collection for that year is in the best interest of the District.

Section 2. This Resolution shall become effective upon its passage and the District's Secretary is authorized to provide the Manatee County Property Appraiser and Tax Collector of Manatee County and the Department of Revenue of the State of Florida with a copy of this Resolution.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 23rd of February, 2016

ATTEST:

BOARD OF SUPERVISORS OF  
THE BUCKHEAD TRAILS  
COMMUNITY DEVELOPMENT  
DISTRICT

\_\_\_\_\_

\_\_\_\_\_  
Secretary/ Assistant Secretary

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Exhibit A: Legal Description



**Real Estate Consulting Services:**

Land Secured Public Financing  
School District  
Reimbursement and Credit  
Fiscal Impact  
Service Districts  
Municipal District Services  
Development Impact Fee  
Redevelopment District  
Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services  
Project Management Services  
Capital Markets Group  
Property Tax Appeals  
CDD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

**[www.dpfg.com](http://www.dpfg.com)**

**Orange County, CA**

27127 Calle Arroyo, Suite 1910  
San Juan Capistrano, CA 92675  
P: (949) 388-9269  
F: (949) 388-9272

**Sacramento, CA**

4380 Auburn Blvd.  
Sacramento, CA 95841  
P: (916) 480-0305  
F: (916) 480-0499

**Las Vegas, NV**

3277 E. Warm Springs Road,  
Suite 100  
Las Vegas, NV 89120  
P: (702) 478-9277  
F: (702) 629-5497

**Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

**Phoenix, AZ**

3302 East Indian School Road  
Phoenix, AZ 85018  
P: (602) 381-3226  
F: (602) 381-1203

**Austin, TX**

8140 Exchange Drive  
Austin, TX 78754  
P: (512) 732-0295  
F: (512) 732-0297

**Orlando, FL**

1060 Maitland Center Commons,  
Suite 340  
Maitland, FL 32751  
P: (321) 263-0132  
F: (321) 263-0136

**Tampa, FL**

15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
P: (813) 374-9104  
F: (813) 374-9106

**Research Triangle, NC**

1340 Environ Way, Suite 328  
Chapel Hill, NC 27517  
P: (919) 321-0232  
F: (919) 869-2508

**Charleston, SC**

4000 S. Faber Place Drive, Suite 300  
N. Charleston, SC 29405  
P: (843) 277-0021  
F: (919) 869-2508