

**MINUTES OF MEETING  
ORANGE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Orange Branch Community Development District held Public Hearings and a Regular Meeting on June 17, 2024 at 11:00 a.m., at the St. Johns County Service Center, Julington Creek Branch Multipurpose Room, 725 Flora Branch Blvd., St. Johns, Florida 32259.

**Present were:**

Justin Dudley  
Austen Roberts  
Taylor Larza  
Zach Decker

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Craig Wrathell  
Jason Middleton  
Jennifer Kilinski  
Chris Loy

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel  
Kilinski | Van Wyk PLLC

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:11 a.m.

Supervisors Dudley, Roberts, Larza and Decker were present. One seat was vacant.

**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**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-35, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Orange Branch Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell stated this Resolution allows the CDD to utilize the services of the Property Appraiser and Tax Collector.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2024-35 and read the title.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2024-35, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Orange Branch 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. Wrathell recalled that the Engineer's Report and the Master Special Assessment Methodology Report, included in this agenda, were approved at the first meeting. This Public Hearing will ultimately set the lien structure over the property of the CDD; however, the lien will not be effectuated until bonds are issued. A Supplemental Engineer's Report and a Supplemental Assessment Methodology Report will be prepared at the time of the first bond issuance and will be included in the bond offering documents used to market and sell the bonds.

Ms. Kilinski stated that the legal description will be available for review in advance of the bond issuance, as the lien must attach to a legal description.

**A. Affidavit/Proof of Publication****B. Mailed Notice to Property Owner(s)**

These items were included for informational purposes.

**C. Engineer's Report (for informational purposes)**

Mr. Wrathell presented the Engineer's Report dated April 10, 2024 and noted that the Cost Estimates total \$127,535,000.

Ms. Kilinski stated the Reports will be re-approved within the Master Assessment Resolution. She stated that two key components that are inherent in the assessment lienability were asked at the last meeting. The first, whether the cost estimates in the Engineer's Report are reasonable and proper, was confirmed to be the case by the District Engineer. Asked if there is any reason to believe that the Capital Improvement Plan (CIP) could not be carried out by the CDD, the District Engineer replied no, and stated that all permits are in hand or should be in hand by the time development is scheduled to occur.

**D. Master Special Assessment Methodology Report (for informational purposes)**

Mr. Wrathell presented the Master Special Assessment Methodology dated April 10, 2024 and noted the pertinent data in each Section. He discussed the maximum par amount of bonds, the CIP, project costs, Equivalent Residential Unit (ERU) weightings, bond issuances and the Appendix Tables.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Public Hearing was opened.**

- **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 affected property owners or 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, made no changes to the assessments.

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the Public Hearing was closed.**

Ms. Kilinski posed the following questions to Mr. Wrathell:

**Ms. Kilinski:** Can you confirm that the lands subject to the Assessments receive special benefits related to the CDD's Capital Improvement Plan?

**Mr. Wrathell:** Yes.

**Ms. Kilinski:** Are the Master Assessments reasonably apportioned among the lands subject to the Special Assessments?

**Mr. Wrathell:** Yes.

- E. Consideration of Resolution 2024-36, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special**

**Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date**

Mr. Wrathell presented Resolution 2024-36 and read the title.

The following change was made to Resolution 2024-36:

Page 7 "Section 10" and where necessary": Change "Leon County" to "St. Johns County"

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2024-36, as amended, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; 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, Amenity Rules, Amenity Rates, and Disciplinary Rule Pursuant to Sections 120.54 and 190.035, Florida Statutes**

##### **A. Affidavits of Publication**

The affidavits of publication were included for informational purposes.

##### **B. Consideration of Resolution 2024-37, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2024-37.

**On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2024-37, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**C. Consideration of Resolution 2024-38, Adopting a Suspension and Termination Rule; Adopting Rates, Fees and Charges; Providing a Severability Clause; and Providing an Effective Date**

Ms. Kilinski presented Resolution 2024-38 and the Facility Rule in Exhibit A, which includes rates to be incorporated for the annual user fee. This additional Rule was advertised in conjunction with the Rules of Procedure public hearing due to the high cost of advertising. These Rules will be used by Amenity Staff, when necessary, to preserve a safe and enjoyable environment.

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, Resolution 2024-37, 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  
2023/2024 and Fiscal Year 2024/2025  
Budgets**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

- B. Consideration of Resolution 2024-39, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2024-39. He reviewed the proposed Fiscal Year 2024 and Fiscal Year 2025 budgets, which are Landowner-funded budgets with expenses funded as they are incurred.

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, the Public Hearing was closed.**

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, Resolution 2024-39, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of April 30, 2024**

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. April 10, 2024 Landowners Meeting**

**B. April 10, 2024 Organizational Meeting**

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the April 10, 2024 Landowners' Meeting and Organizational Meeting Minutes, as presented, were approved.**

**▪ Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budget Funding Agreement**

**This item was an addition to the agenda.**

Mr. Wrathell stated this item was discussed in detail at the Organizational Meeting but no motion was made. The Budget Funding Agreements were presented for ratification.

**On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budget Funding Agreements, were ratified.**

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kilinski | Van Wyk PLLC**

Ms. Kilinski stated the bond validation hearing is scheduled for July 30, 2024.

**B. District Engineer (Interim): England-Thims & Miller, Inc.**

There was no report.

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

- **NEXT MEETING DATE: July 15, 2024 at 11:00 AM**

- **QUORUM CHECK**

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

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, the meeting adjourned at 11:46 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair