



**PRINCIPAL ONE
COMMUNITY DEVELOPMENT
DISTRICT**

**DUVAL COUNTY
REGULAR BOARD MEETING
NOVEMBER 18, 2020
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.principalonecdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
Clubhouse of IL Villagio
9745 Touchton Road
Jacksonville, Florida 32246
REGULAR BOARD MEETING
November 18, 2020
5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items not on the Agenda
- F. Approval of Minutes
 - 1. June 12, 2020 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2020-04 – Adopting a Fiscal Year 2019/2020 Amended Budget.....Page 5
 - 2. Consider Resolution No. 2020-05 - Ratifying Actions Taken Pursuant to EO No. 20-69.....Page 10
 - 3. Discussion Regarding Landscaping
- I. Administrative Matters
- J. Board Member Comments
- K. Adjourn

Jacksonville Daily Record - Duval County

Sept. 25, 2020

Miscellaneous Notices

Miscellaneous Public Notices

PRINCIPAL ONE

COMMUNITY

DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021

REGULAR MEETING

SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Principal One Community Development District will hold Regular Meetings at 6:00 p.m. at the Clubhouse of IL Villagio, 9745 Touchton Road, Jacksonville, Florida 32246, on the following dates:

October 7, 2020

November 18, 2020

December 2, 2020

January 6, 2021

February 3, 2021

March 3, 2021

April 7, 2021

May 5, 2021

June 2, 2021

July 7, 2021

August 4, 2021

September 1, 2021

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the Districts website or by contacting the District Manager at (561) 630-4922 and/or at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Said meetings may be continued from time to time as stated on the record to a date, time and place certain.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

PRINCIPAL ONE

COMMUNITY

DEVELOPMENT DISTRICT

www.principalonecdd.org

Sep. 25 (20-05626D)

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
VIDEO ACCESS AT: <https://us02web.zoom.us/j/86589713538>
MEETING ID: 865 8971 3538
PHONE FOR TELEPHONIC ACCESS AT: 1-312-626-6799
JUNE 12, 2020**

A. CALL TO ORDER

District Manager Jason Pierman called the June 12, 2020, Regular Board Meeting of the Principal One Community Development District to order at 5:00 p.m. via Zoom.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in the *Jacksonville Daily Record* on May 22, 2020, and May 29, 2020, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the virtual attendance of Chairperson Michelle Hepke, Vice Chairman Brian Hepke and Supervisor Ilona Macy constituted a quorum and it was in order to proceed with the meeting.

Also present were District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

D. CONSIDER RULES OF PROCEDURE

Mr. Pierman explained that the Board was able to meet electronically, due to the Governor's Emergency Order, which has temporarily suspended the "in person" requirement for quorums.

A **motion** was made by Mr. Hepke, seconded by Ms. Macy and passed unanimously approving the Rules of Procedure.

E. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Pierman explained that the POA had requested permission to move a fence that extends into the lake bank, and noted that discussion regarding the removal would be added under New Business.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

G. APPROVAL OF MINUTES

1. March 4, 2020, Regular Board Meeting

Mr. Pierman presented the minutes of the March 4, 2020, Regular Board Meeting and asked if there were any changes/corrections.

There being none, a **motion** was then made by Ms. Macy, seconded by Mr. Hepke and passed unanimously approving the minutes of the March 4, 2020, Regular Board Meeting, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

H. PUBLIC HEARING
1. Proof of Publication

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in the *Jacksonville Daily Record* on May 22, 2020, and May 29, 2020, as legally required.

2. Receive Public Comment on the Fiscal Year 2020/2021 Final Budget

Mr. Pierman noted that no members of the public were in attendance.

3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget

Resolution No. 2020-02 was presented, entitled:

RESOLUTION NO. 2020-02

A RESOLUTION OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2020/2021 BUDGET.

A **motion** was made by Mr. Hepke, seconded by Ms. Macy and passed unanimously adopting Resolution No. 2020-02, as presented.

Mr. Pierman then closed the Public Hearing and reconvened the Regular Board Meeting.

I. OLD BUSINESS

There were no Old Business items to come before the Board.

J. NEW BUSINESS

1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule

Mr. Pierman presented Resolution No. 2020-03, entitled:

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Following discussion, the Board agreed that the November meeting should be changed to November 18, 2020.

A **motion** was made by Mr. Hepke, seconded by Ms. Macy and passed unanimously to adopt Resolution No. 2020-03, as amended.

2. Consider Data Sharing and Usage Agreement

Mr. Pierman presented the Property Appraiser's Data Sharing and Usage Agreement, explaining that the agreement was necessary for the County to continue collecting assessments via the property tax bill.

A **motion** was made by Ms. Macy, seconded by Mr. Hepke, and unanimously passed approving the agreement and to authorizing the District Manager to execute same.

3. Consider Request from POA to Move Fence

Mr. Pierman explained that the POA Manager had contacted him requesting permission from the CDD to remove fencing behind the clubhouse that extends into the lake banks. Discussion ensued regarding the need for handicap accessibility and general access. Mr. Pierman stated that the concern from the District is that the lake banks be restored to their original slope and condition, with grass.

A **motion** was made by Mr. Hepke, seconded by Ms. Macy, and unanimously passed to allow the POA to remove the fencing, provided the lake banks are properly restored.

K. ADMINISTRATIVE MATTERS

Mr. Pierman reminded the Board to submit their Form 1s before the July 1st deadline. He also noted that the next meeting would be held in November.

L. BOARD MEMBER COMMENTS

Mr. Hepke noted that there was no mulch installed along the perimeter wall in May. Mr. Pierman agreed to follow up with the POA Manager.

M. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Hepke, seconded by Ms. Macy and unanimously passed to adjourn the meeting at 5:22 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Principal One Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 18th day of November, 2020.

ATTEST:

**PRINCIPAL ONE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Principal One
Community Development District

**Amended Final Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

CONTENTS

- I **AMENDED FINAL OPERATING FUND BUDGET**
- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 9/29/20
REVENUES			
O & M Assessments	57,771	58,028	58,028
Debt Assessments	230,537	230,013	230,013
Other Revenues	0	0	0
Interest Income	120	133	133
TOTAL REVENUES	\$ 288,428	\$ 288,174	\$ 288,174
EXPENDITURES			
Engineering/Inspections	2,000	1,960	1,960
Supervisor Fees	0	0	0
Management	25,380	25,380	25,380
Legal	3,000	1,500	1,115
Assessment Roll	5,000	5,000	5,000
Audit Fees	4,000	3,600	3,600
Insurance	6,356	5,251	5,251
Legal Advertisements	600	900	641
Miscellaneous	950	650	312
Postage	225	80	73
Office Supplies	450	190	165
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	250	2,500
Continuing Disclosure Fee	300	3,000	300
Website Management	2,000	2,000	2,000
Contingency	334	334	0
TOTAL EXPENDITURES	\$ 53,270	\$ 50,270	\$ 48,472
REVENUES LESS EXPENDITURES	\$ 235,158	\$ 237,904	\$ 239,702
Bond Payments	(212,094)	(214,080)	(214,080)
BALANCE	\$ 23,064	\$ 23,824	\$ 25,622
County Appraiser & Tax Collector Fee	(11,532)	(9,724)	(9,724)
Discounts For Early Payments	(11,532)	(10,217)	(10,217)
EXCESS/ (SHORTFALL)	\$ -	\$ 3,883	\$ 5,681
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 3,883	\$ 5,681

FUND BALANCE AS OF 9/30/19	\$82,445
FY 2019/2020 ACTIVITY	\$3,883
FUND BALANCE AS OF 9/30/20	\$86,328

AMENDED FINAL BUDGET
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019//2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 9/29/20
REVENUES			
Interest Income	75	577	577
NAV Tax Collection	212,094	214,080	214,080
Bond Redemption	212,094	5,455	5,455
Total Revenues	\$ 424,263	\$ 220,112	\$ 220,112
EXPENDITURES			
Principal Payments	140,000	140,000	140,000
Interest Payments	67,925	69,850	69,850
Bond Redemption	4,244	0	0
Total Expenditures	\$ 212,169	\$ 209,850	\$ 209,850
Excess/ (Shortfall)	\$ 212,094	\$ 10,262	\$ 10,262

FUND BALANCE AS OF 9/30/19	\$140,455
FY 2019/2020 ACTIVITY	\$10,262
FUND BALANCE AS OF 9/30/20	\$150,717

Notes

Reserve Fund Balance = \$75,593*. Revenue Fund Balance = \$69,669*

Redemption Fund Balance = \$5,455*.

Revenue Fund Balance To Be Used To Make 11/1/2020 Interest Payment Of \$33,000.

* Approximate Amounts

Series 2016 Bond Refunding Information

Original Par Amount =	\$2,945,000	Annual Principal Payments Due:
Interest Rate =	2.75%	May 1st
Issue Date =	May 2016	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st

Par Amount As Of 9/30/20 = \$2,400,000

RESOLUTION 2020-05

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT RATIFYING AND APPROVING ACTIONS TAKEN BY THE BOARD OF SUPERVISORS AT MEETINGS HELD VIA MEDIA COMMUNICATIONS TECHNOLOGY PURSUANT TO EXECUTIVE ORDER NO. 20-69, AS AMENDED AND EXTENDED, AS A RESULT OF THE COVID-19 PANDEMIC

WHEREAS, the COVID-19 pandemic has significantly impacted the Principal One Community Development District (the “District”) and those residing and owning property within the boundaries of the District; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis (the “Governor”) issued Executive Order No. 20-51, directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, the Governor issued Executive Order No. 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, in a series of actions in March 2020, President Donald Trump, the Centers for Disease Control and Prevention (the “CDC”), and the White House Coronavirus Task Force have issued guidance advising individuals to adopt far-reaching social distancing measures recommending restrictions on mass gatherings and congregations, including public meetings; and

WHEREAS, on March 20, 2020, the Governor issued Executive Order No. 20-69 temporarily suspending the statutory requirement that a quorum be present in person at a specific

public place, authorizing the use of media communications technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, Executive Order No. 20-69 was amended and extended by subsequent Executive Orders of Governor Ron DeSantis, including Executive Order No. 20-139, which extended the temporary suspension of the statutory requirement that a quorum be present at a specific place and authorizing the use of media communications technology, until June 30, 2020; and

WHEREAS, on March 24, 2020, the Governor issued Executive Order No. 20-83, directing the State of Florida Surgeon General and State Health Officer to issue a public health advisory urging the public to avoid all social and recreational gatherings of ten or more people and urging those can work remotely to do so; and

WHEREAS, the Governor, on April 3, 2020, issued Executive Order No. 20-91 (later amended by Executive Order 20-92), directing that all persons in Florida shall limit their movements and personal interactions outside their home to those necessary to obtain or provide essential services or to conduct essential activities; and

WHEREAS, on June 12, 2020, the District Board of Supervisors met, pursuant to and under the authority of Executive Order No. 20-69, as amended and extended, utilizing media communications technology; and

WHEREAS, the District Board of Supervisors intends to ratify and approve those actions taken by the District Board of Supervisors at its meeting(s) held via media communications technology on June 12, 2020; and

WHEREAS, due to the COVID-19 pandemic and the health concerns associated with securing signatures on certain instruments necessary for the District to conduct business,

including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, in accordance with the authority granted in Chapter 668, Florida Statutes, the District may have utilized DocuSign or other acceptable electronic signature software to secure signatures the proper District officials; and

WHEREAS, the Board hereby finds and determines that the use of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida Statutes, if any, between March 1, 2020 and June 30, 2020, was necessary to properly conduct the business of the District.

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

Section 1. The above recitals are true and correct and incorporated herein as if set forth in full herein. The Executive Orders referenced herein are incorporated herein by reference.

Section 2. Those actions taken by the District Board of Supervisors at its meeting held pursuant to the authority of the Governor's Executive Order No. 20-69, as amended and extended, via media communications technology on June 12, 2020, are hereby ratified and approved.

Section 3. Any use by the District between March 1, 2020 and June 30, 2020 of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida Statutes, in order to secure the signature(s) of the proper District officials on those instruments necessary for the District to conduct business, including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, is hereby ratified and approved.

Section 4. All sections, or parts thereof, which conflict herewith, are, to the extent of such conflict, superseded and repealed. In the event that any portion of this Resolution is found to be unconstitutional or improper, it shall be severed herein and shall not affect the validity of the remaining portions of this Resolution.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 18th day of November, 2020, by the Board of Supervisors of the Principal One Community Development District.

**PRINCIPAL ONE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair