



**PRINCIPAL ONE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**DUVAL COUNTY  
REGULAR BOARD MEETING  
MAY 1, 2024  
6:00 P.M.**

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

[www.principalonecdd.org](http://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**  
May 1, 2024  
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Resignation and Appointment to Board Vacancy.....Page 2
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items not on the Agenda
- G. Approval of Minutes
  - 1. November 17, 2023 Regular Board Meeting.....Page 3
- H. Old Business
- I. New Business
  - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 6
  - 2. Ratification of Pressure Washing Proposal.....Page 13
  - 3. Discussion Regarding Required Ethics Training.....Page 14
- J. Administrative Matters
- K. Board Member Comments
- L. Adjourn

STATE OF FLORIDA,

S.S.

COUNTY OF DUVAL,

Before the undersigned authority personally appeared Nichol Stringer, who on oath says that she is the Publisher's Representative of the JACKSONVILLE DAILY RECORD, a weekly newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Fiscal Year 2023/2024 Regular Meeting Schedule

in the matter of Principal One Community Development District

in the Court, was published in said newspaper by print in the issues of 9/21/23.

Affiant further says that the JACKSONVILLE DAILY RECORD complies with all legal requirements for publication in Chapter 50, Florida Statutes.

\*This notice was published on both jaxdailyrecord.com and floridapublicnotices.com.



Nichol Stringer

Sworn to and subscribed before me this 21st day of September, 2023 by Nichol Stringer who is personally known to me.

Seal

Notary Public, State of Florida

**PRINCIPAL ONE  
COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024  
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. (unless otherwise noted) at the Clubhouse of IL Villagio, 9745 Touchton Road, Jacksonville, Florida 32246, on the following dates:

**October 4, 2023**  
**November 8, 2023**  
**December 6, 2023**  
**January 3, 2024**  
**February 7, 2024**  
**March 6, 2024**  
**April 3, 2024**  
**May 1, 2024**  
**June 5, 2024**  
**July 10, 2024**  
**August 7, 2024**  
**September 4, 2024**

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 District's 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 ensure 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](http://www.principalonecdd.org)  
Sep. 21 00 (23-06372D)

## Tricia Lascasas

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**From:** Victoria Shirk <vshirk@yahoo.com>  
**Sent:** Thursday, January 25, 2024 10:05 AM  
**To:** Jason Pierman  
**Cc:** Tricia Lascasas  
**Subject:** Letter of Resignation

Hello Jason,

I regret to inform you I am resigning from the Principal One Community Development District board effective January 31, 2024.

Please advise if any additional information is necessary. I appreciate working with you and wish the group the best of luck.

Victoria Shirk  
954-471-3401

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 17, 2023**

**A. CALL TO ORDER**

District Manager Jason Pierman called the November 17, 2023, Regular Board Meeting of the Principal One Community Development District (the “District”) to order at 6:02 p.m. in the Clubhouse of Il Villagio located at 9745 Touchton Road, Jacksonville, Florida 32246.

**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 November 9, 2023, as legally required.

**C. ESTABLISH A QUORUM**

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

Also present was District Manager Jason Pierman of Special District Services, Inc.

Also present District resident Javier.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**F. APPROVAL OF MINUTES**

**1. August 10, 2023, Public Hearing & Regular Board Meeting**

Mr. Pierman presented the minutes of the August 10, 2023, Public Hearing & Regular Board Meeting and asked if there were any changes/corrections.

A **motion** was made by Mr. Hepke, seconded by Ms. Shirk and passed unanimously approving the minutes of the August 10, 2023, Public Hearing & Regular Board Meeting, as presented.

**G. OLD BUSINESS**

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

**H. NEW BUSINESS**

**1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Amended Budget**

Resolution No. 2023-06 was presented, entitled:

**RESOLUTION NO. 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Ms. Shirk, seconded by Mr. Hepke and passed unanimously adopting Resolution No. 2023-06, as presented.

**2. Consider Ratification of Solitude Lake Maintenance Agreement**

A **motion** was made by Mr. Hepke, seconded by Ms. Shirk and passed unanimously ratifying the Solitude Lake Maintenance Agreement, as presented.

**3. Consider Ratification of Greenway Landscape Maintenance Agreement**

A **motion** was made by Mr. Hepke, seconded by Ms. Shirk and passed unanimously ratifying the Greenway Landscape Maintenance Agreement, as presented.

**4. Consider Ratification of Mulch Masters Agreement**

A **motion** was then made by Mr. Hepke, seconded by Ms. Shirk and passed unanimously ratifying the Mulch Masters’ Agreement, as presented.

**5. Discussion Regarding Sidewalk Repair**

Mr. Pierman explained that, despite assurances, the Association had not yet repaired the sidewalk. Mr. Hepke stated that he would solicit proposals to get the work done. Due to the importance of the matter, there was a Board consensus for the work to be done and to ratify the agreement during the next Board meeting. Mrs. Hepke noted that she would speak with the landscapers about getting plants installed.

**I. ADMINISTRATIVE MATTERS**

Mr. Pierman explained that, beginning in 2024, Board Members would be required to complete four hours of state ethics training each year. More information will be provided. Mr. Pierman also stated that the next meeting would take place in March or April.

**J. BOARD MEMBER COMMENTS**

There were no further Board Member comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mrs. Hepke, seconded by Ms. Shirk and unanimously passed adjourning the meeting at 6:20 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Principal One Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2024 at 6:00 p.m. in the Clubhouse of IL Villagio located at 9745 Touchton Road, Jacksonville, Florida 32246, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 1<sup>st</sup> day of May, 2024.

**ATTEST:**

**PRINCIPAL ONE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairman/Vice Chairman



Principal One  
Community Development District

**Proposed Budget For  
Fiscal Year 2024/2025  
October 1, 2024 - September 30, 2025**

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- IV ASSESSMENT COMPARISON**

**PROPOSED BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	<b>FISCAL YEAR 2024/2025 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	102,022
Debt Assessments	230,011
Other Revenues	0
Interest Income	600
<b>TOTAL REVENUES</b>	<b>\$ 332,633</b>
<b>EXPENDITURES</b>	
Engineering/Inspections	2,000
Supervisor Fees	0
Management	31,824
Legal	2,500
Assessment Roll	5,000
Audit Fees	4,100
Insurance	7,250
Legal Advertisements	600
Miscellaneous	900
Postage	200
Office Supplies	325
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	300
Website Management	2,000
Contingency	350
Landscape Maintenance	12,000
Additional Landscape Maintenance	13,000
Lake Maintenance	2,000
Maintenance Reserve	7,436
<b>TOTAL EXPENDITURES</b>	<b>\$ 94,460</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 238,173</b>
Bond Payments	(211,611)
<b>BALANCE</b>	<b>\$ 26,562</b>
County Appraiser & Tax Collector Fees	(13,281)
Discounts For Early Payments	(13,281)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	58,052	102,022	102,022	Expenditures Less Interest & Carryover/.92
Debt Assessments	230,014	230,011	230,011	Bond Payments/.92
Other Revenues	0	0	0	
Interest Income	4,465	240	600	Projected At \$50.00 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 292,531</b>	<b>\$ 332,273</b>	<b>\$ 332,633</b>	
<b>EXPENDITURES</b>				
Engineering/Inspections	745	2,000	2,000	No Change From 2023/2024 Budget
Supervisor Fees	0	0	0	No Change From 2023/2024 Budget
Management	27,096	30,900	31,824	CPI Adjustment (Capped At 3%)
Legal	7,439	1,500	2,500	\$1,000 Increase From 2023/2024 Budget
Assessment Roll	5,000	5,000	5,000	No Change From 2023/2024 Budget
Audit Fees	3,900	4,000	4,100	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,500	7,250	Fiscal Year 2023/2024 Insurance Was \$6,594
Legal Advertisements	573	550	600	\$50 Increase From 2023/2024 Budget
Miscellaneous	889	800	900	\$100 Increase From 2023/2024 Budget
Postage	623	200	200	No Change From 2023/2024 Budget
Office Supplies	557	325	325	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2023/2024 Budget
Continuing Disclosure Fee	300	300	300	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Contingency	0	350	350	No Change From 2023/2024 Budget
Landscape Maintenance	0	12,000	12,000	Landscape Maintenance
Additional Landscape Maintenance	0	13,000	13,000	Mulch, Tree Trimming, Replacements
Lake Maintenance	0	2,000	2,000	Lake Maintenance
Maintenance Reserve	0	10,000	7,436	Maintenance Reserve
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,931</b>	<b>\$ 94,100</b>	<b>\$ 94,460</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 234,600</b>	<b>\$ 238,173</b>	<b>\$ 238,173</b>	
Bond Payments	(213,860)	(211,611)	(211,611)	2025 P & I Payments
<b>BALANCE</b>	<b>\$ 20,740</b>	<b>\$ 26,562</b>	<b>\$ 26,562</b>	
County Appraiser & Tax Collector Fees	(9,715)	(13,281)	(13,281)	Four Percent Of Total Assessment Roll
Discounts For Early Payments	(10,502)	(13,281)	(13,281)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 523</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 523</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
<b>REVENUES</b>				
Interest Income	3,637	100	500	Projected Interest For 2024/2025
NAV Tax Collection	213,860	211,611	211,611	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 217,497</b>	<b>\$ 211,711</b>	<b>\$ 212,111</b>	
<b>EXPENDITURES</b>				
Principal Payments	155,000	155,000	165,000	Principal Payment Due In 2025
Interest Payments	57,888	52,494	47,094	Interest Payments Due In 2025
Bond Redemption	0	4,217	17	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 212,888</b>	<b>\$ 211,711</b>	<b>\$ 212,111</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 4,609</b>	<b>\$ -</b>	<b>\$ -</b>	

Series 2016 Bond Refunding Information

Original Par Amount =	\$2,945,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.75%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	May 2016		
Maturity Date =	May 2035		
Par Amount As Of 1/1/24 =	\$1,950,000		

## Principal One Community Development District Assessment Comparison

	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Assessment*</u>	Fiscal Year 2024/2025 <u>Projected Assessment*</u>
<b>O &amp; M</b>	\$ 131.30	\$ 131.30	\$ 131.30	\$ 231.87	\$ 231.87
<b><u>Debt</u></b>	<u>\$ 523.95</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>
<b>Total</b>	<b>\$ 655.25</b>	<b>\$ 655.25</b>	<b>\$ 655.25</b>	<b>\$ 755.82</b>	<b>\$ 755.82</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units	440
<u>Prepayments</u>	<u>1</u>
Billed for Debt	439

# Ohana Pressure Washing Inc.



5644 Hickson Rd  
Jacksonville, FL 32207

(904) 318-7474  
<https://www.ohanapressurewashing.com>  
ohanapressurewashing@gmail.com

## Estimate

Order No.                      Date

2587	3/25/2024
Start	End
12:30 PM	1:30 PM

Customer Info.	Service Location	Job Info.
CDD II Villagio Condos	Primary Address	Technician: Stuart Kral
9745 Touchton Rd Jacksonville, FL 32246	9745 Touchton Rd Jacksonville, FL 32246	Sales Rep: Stuart Kral
Phone: (904) 535-9075	Brian Hepke            (904) 535-9075	PO #:
		Lead Source:

QTY	Description	Price	Amount
1	Wall - Soft wash both sides of perimeter wall than runs alongside touchton rd to deer lake dr. to remove organic stains. approx. 1770 liner feet	3,575.00	3,575.00

Notes:		
	<b>SUBTOTAL</b>	\$3,575.00
	<b>TAX</b>	
	<b>TOTAL</b>	\$3,575.00
	<b>ADDITIONAL</b>	
	<b>GRAND TOTAL</b>	
		Due Upon Receipt

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your business**



## **Ethics Training**

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
  - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
  - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at [www.sdsinc.org/links](http://www.sdsinc.org/links).

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.