

**MINUTES OF MEETING  
BOYNTON VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Boynton Village Community Development District held a Regular Meeting on May 31, 2024, at 2:30 p.m., at Pacifica Apartments: 1100 Audace Ave., Boynton Beach, Florida 33426.

**Present were:**

Tierra Smith	Chair
Helen Belfour	Assistant Secretary
Edward Turner, Jr.	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates LLC
Ginger Wald	District Counsel
Shimon Davis	Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 2:45 p.m.

Supervisors Smith, Belfour and Turner were present in person. Supervisor Stojanovic was not present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Tanja Stojanovic [Seat 1]**

Ms. Thomas presented Ms. Tanja Stojanovic's resignation letter.

<p><b>On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the resignation of Ms. Tanja Stojanovic from Seat 1, was accepted.</b></p>
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**BOYNTON VILLAGE CDD  
FOURTH ORDER OF BUSINESS**

**May 31, 2024**

**Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2026**

Ms. Smith nominated Mr. Shimon Davis to fill Seat 1. No other nominations were made.

**On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the appointment of Mr. Shimon Davis to fill Seat 1, was approved.**

- **Administration of Oath of Office to Appointed Supervisor (the following will also be provided in a separate package)**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Davis. She presented and briefly explained the following items:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligation and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FIFTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2024**

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Thomas presented Resolution 2024-01. Ms. Smith nominated the following slate:

Tierra Smith	Chair
Helen Belfour	Vice Chair
Edward Turner, Jr.	Assistant Secretary
Shimon Davis	Assistant Secretary

Kristen Thomas Assistant Secretary

The Resolution removes the following from the Board:

Tanja Stojanovic Vice Chair

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell Secretary

Daniel Rom Assistant Secretary

Craig Wrathell Treasurer

Jeff Pinder Assistant Treasurer

**On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Thomas presented Resolution 2024-02. She reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

The Board and Staff discussed the budget process, assessments, the pump station, the dog park, the City’s ownership of the dock and the observation deck and a line-of-sight issue at a median near the roundabout.

**On MOTION by Mr. Davis and seconded by Ms. Belfour, with all in favor, Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 14, 2024 at 2:00 p.m., at Pacifica Apartments, 1100 Audace Ave., Boynton Beach, Florida 33426; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**BOYNTON VILLAGE CDD  
EIGHTH ORDER OF BUSINESS**

**May 31, 2024**

**Consideration of Resolution 2024-03, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Conduct the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Ms. Thomas presented Resolution 2024-03. Seats 3 and 4, currently held by Supervisors Smith and Turner, Jr., respectively, and Seat 5, which is vacant, will be up for election at the November 2024 General Election. The candidate qualifying period runs from noon, June 10, 2024 through noon, June 14, 2024.

**On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, Resolution 2024-03, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Conduct the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, 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**

Ms. Thomas presented Resolution 2024-04 and proposed adding an additional meeting to the Fiscal Year 2025 Meeting Schedule, as follows:

DATE & TIME: Insert “March 12, 2025” and “2:00 PM”

**On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

**BOYNTON VILLAGE CDD  
TENTH ORDER OF BUSINESS**

**May 31, 2024**

**Consideration of Boynton Town Center  
M.A. Invoice #03012024 [Pathway  
Lighting]**

Ms. Thomas presented the Boynton Town Center M.A. Invoice #03012024 for pathway lighting, in the amount of \$9,770.

**Mr. Davis exited the meeting at 3:20 p.m.**

**On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the Boynton Town Center M.A. Invoice #03012024 for Pathway Lighting, in the amount of \$9,770, was approved.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Osprey Landscape  
Estimate No. 504 for Plant Replacement  
Project**

Ms. Thomas presented the Osprey Landscape Estimate No. 504 for the plant replacement project in the Cortina Greenway, in the amount of \$17,375.

**On MOTION by Mr. Turner and seconded by Ms. Belfour, with all in favor, the Osprey Landscape Estimate No. 504 for the Plant Replacement Project, in the amount of \$17,375, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Schnars Engineering Corp,  
Engineer's Certificate for Trust Indenture**

Ms. Thomas presented the Schnars Engineering Corp, Engineer's Certificate for Trust Indenture, dated April 9, 2024. This is a Report that the District Engineer prepared to comply with the requirement of Section 9.21 of the Trust Indenture, relating to the annual inspection of the facilities owned by the CDD. She reviewed the Ownership and Maintenance Responsibilities Table on Page 5.

Ms. Wald noted that the observation deck is missing from the list of improvements; she will check with the City to see if the City Park and observation deck have been added to the maintenance agreement with the Master Association.

Discussion ensued regarding the condition of the roads on Renaissance Commons Boulevard, sidewalk cracks, potential trip hazards, pond maintenance and weed overgrowth.

**On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, the Schnars Engineering Corp, Engineer’s Certificate for Trust Indenture, was accepted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of RFP for Annual Audit Services**

Ms. Thomas presented the Request for Proposals for Annual Audit Services.

**On MOTION by Mr. Turner and seconded by Ms. Belfour, with all in favor, the RFP for Annual Audit Services and authorizing Staff to advertise, was approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date**

Ms. Thomas presented Resolution 2024-05 and read the title. This allows for appointment of the Board Chair, Treasurer and Assistant Treasurer to be signors on the CDD’s account.

**On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, Resolution 2024-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.**

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Ms. Thomas presented Resolution 2024-06 and read the title. This allows Staff to establish and utilize Docu-sign in processing CDD documents.

**On MOTION by Ms. Belfour and seconded by Mr. Turner, with all in favor, Resolution 2024-06, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date, was adopted.**

Mr. Davis returned to the meeting at 3:40 p.m.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date**

Ms. Thomas presented Resolution 2024-07 and read the title.

**On MOTION by Mr. Turner and seconded by Ms. Davis, with all in favor, Resolution 2024-07, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date, was adopted.**

**SEVENTEENTH ORDER OF BUSINESS**

**Ratification Items**

Ms. Thomas and Mr. Rom presented the following:

- A. Osprey Landscape Estimate No. 459 [Irrigation Controller Repair]**

**On MOTION by Ms. Belfour and seconded by Mr. Turner, with all in favor, Osprey Landscape Estimate No. 459 for Irrigation Controller Repair, in the amount of \$798.56, was ratified.**

- B. Sullivan Electric & Pump, Inc. Maintenance Services Agreement**

**On MOTION by Mr. Davis and seconded by Ms. Belfour, with all in favor, the Sullivan Electric & Pump, Inc. Maintenance Services Agreement, was ratified.**

**C. Sullivan Electric & Pump, Inc. Quotes**

- I. #28964 [Virtual Scada Cell Service Renewal]**
- II. #23802 [Cooling Fan, Time of Use Clock, Clogged Screens High Vacuum Diver Needed]**

**On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, Sullivan Electric & Pump, Inc. Quotes #28964, related to Virtual Scada Cell Service Renewal, in the amount of \$860 for the year, and #23802 for a Cooling Fan, Time of Use Clock, Clogged Screens High Vacuum Diver Needed, in the amount of \$1,871.61, were ratified.**

**D. The Osprey Group, Inc. Second Amendment and Extension to Landscape Maintenance Services Agreement**

**On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, the Osprey Group, Inc. Second Amendment and Extension to Landscape Maintenance Services Agreement, was ratified.**

**EIGHTEENTH ORDER OF BUSINESS**

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

Ms. Thomas presented the Unaudited Financial Statements as of April 30, 2024.

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

**NINETEENTH ORDER OF BUSINESS**

**Approval of August 9, 2023 Public Hearing and Regular Meeting Minutes**

Ms. Thomas presented the August 9, 2023 Public Hearing and Regular Meeting Minutes.



**On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, the August 9, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**TWENTIETH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.**

Ms. Wald stated, at this juncture, practically all the new legislation that affects local governments has been signed by the Governor. She will prepare and present a memorandum summarizing the last legislative session at the August meeting.

**B. District Engineer: Schnars Engineering Corporation**

There was no report.

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

- **NEXT MEETING DATE: August 14, 2024 at 2:00 PM**
- **QUORUM CHECK**

**TWENTY-FIRST ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TWENTY-SECOND ORDER OF BUSINESS**

**Supervisors' Requests**


There were no Supervisors' requests.

**TWENTY-THIRD ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Davis and seconded by Mr. Turner, with all in favor, the meeting adjourned at 3:53 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair