

**HAWTHORNE MILL
NORTH**

**COMMUNITY DEVELOPMENT
DISTRICT**

October 12, 2022

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Hawthorne Mill North Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

October 5, 2022

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Hawthorne Mill North Community Development District

Dear Board Members:

The Board of Supervisors of the Hawthorne Mill North Community Development District will hold a Regular Meeting on October 12, 2022 at 9:30 A.M., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Courtney Potter, SEAT 4 (*Term Expires November 2024*)
4. Consideration of Appointment to Fill Unexpired Term of Seat 4
 - Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B – Memorandum of Voting Conflict
5. Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date
6. Consideration of Resolution 2023-02, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

- 7. Acceptance of Unaudited Financial Statements as of August 31, 2022
- 8. Approval of August 10, 2022 Public Hearing and Regular Meeting Minutes
- 9. Staff Reports
 - A. District Counsel: *KE Law Group, PLLC*
 - B. District Engineer: *Dewberry Engineers, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: November 9, 2022 at 9:30 A.M.

- QUORUM CHECK

CHRIS TYREE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
MARY MOULTON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
BILL FIFE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
JC NOWOTNY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 10. Board Members' Comments/Requests
- 11. Public Comments
- 12. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Andrew Kantarzhi at (415) 516-2161.

Sincerely,

Cindy Cerbone

Cindy Cerbone
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 801 901 3513

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

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NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors
Hawthorne Mill North Community Development District
Attn: Cindy Cerbone District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From:

Courtney Potter
Printed Name

Date:

8/23/22
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Hawthorne Mill North Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and personally presented at a duly noticed meeting of the Board of Supervisors, scanned and electronically transmitted to gillyardd@whhassociates.com or faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Courtney Potter
Signature

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

5

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Hawthorne Mill North Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chair.

SECTION 2. _____ is appointed Vice Chair.

SECTION 3. **Craig Wrathell** is appointed Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Cindy Cerbone is appointed Assistant Secretary.

Kristen Suit is appointed Assistant Secretary.

SECTION 4. **Craig Wrathell** is appointed Treasurer.

Jeff Pinder is appointed Assistant Treasurer.

SECTION 5. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair, Secretary and Assistant Secretaries; however, prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 6. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 12th day of October, 2022.

ATTEST:

**HAWTHORNE MILL NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

6

RESOLUTION 2023-02

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Hawthorne Mill North Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT:

1. PRIMARY ADMINISTRATIVE OFFICE. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

2. PRINCIPAL HEADQUARTERS. The District’s principal headquarters for purposes of establishing proper venue shall be located at the offices of _____, and within the City of Lakeland, Polk County, Florida.

3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of October, 2022.

ATTEST:

HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hawthorne Mill North Community Development District held a Public Hearing and Regular Meeting on August 10 2022 at 9:30 A.M., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808.

Present at the meeting were:

Mary Moulton	Vice Chair
Courtney Potter	Assistant Secretary
John (JC) Nowotny	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 9:56 a.m. Supervisors Moulton, Potter and Nowotny were present. Supervisors Tyree and Fife were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Affidavit of Publication

The proof of publication was included for informational purposes.

B. Consideration of Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending

38 September 30, 2023; Authorizing Budget Amendments; and Providing an Effective
39 Date

40 Ms. Cerbone stated that the proposed Fiscal Year 2023 budget was unchanged since last
41 presented. This is a Landowner-funded budget with expenses being funded as incurred.

42

43 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor, the**
44 **Public Hearing was opened.**

45

46

47 No members of the public spoke.

48

49 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor, the**
50 **Public Hearing was closed.**

51

52

53 Ms. Cerbone presented Resolution 2022-36 and read the title.

54

55 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor,**
56 **Resolution 2022-36, Relating to the Annual Appropriations and Adopting the**
57 **Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September**
58 **30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,**
59 **was adopted.**

60

61

62 **FOURTH ORDER OF BUSINESS** **Consideration of Fiscal Year 2022/2023**
63 **Budget Funding Agreement**

64

65 Ms. Cerbone presented the Budget Funding Agreement.

66

67 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor, the**
68 **Fiscal Year 2022/2023 Budget Funding Agreement, was approved.**

69

70

71 **FIFTH ORDER OF BUSINESS** **Consideration of Dewberry Engineers, Inc.,**
72 **Response to Request for Qualifications**
73 **(RFQ) for Engineering Services**

74

75 Ms. Cerbone stated that Dewberry Engineers, Inc., was the sole respondent to the RFQ
76 for Engineering Services.

77

78 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor,**
79 **ranking Dewberry Engineers, Inc., as the #1 ranked respondent to the RFQ for**
80 **Engineering Services, entering into an Engineering Services Contract with**
81 **Dewberry Engineers, Inc., and authorizing Staff to negotiate the terms of the**
82 **Contract, was approved.**

83

84

85 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2022-16,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year
2022/2023 and Providing for an Effective
Date

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92 Ms. Cerbone presented Resolution 2022-16.

93

94 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor,**
95 **Resolution 2022-16, Designating Dates, Times and Locations for Regular**
96 **Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023**
97 **and Providing for an Effective Date, was adopted.**

98

99

100 **SEVENTH ORDER OF BUSINESS**

Consideration of Resolution 2022-12,
Designating the Primary Administrative
Office and Principal Headquarters of the
District and Providing an Effective Date

101

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105 This item was deferred.

106

107 **EIGHTH ORDER OF BUSINESS**

Update: Stormwater Management Needs
Analysis

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109

110 Ms. Cerbone stated that the District Engineer submitted a letter to the County indicating
111 that the CDD does not have a stormwater system yet and that the Report will be submitted
112 when necessary.

113 **NINTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
114 **Statements as of June 30, 2022**

115
116 Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2022.

117
118 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor, the**
119 **Unaudited Financial Statements as of June 30, 2022, were accepted.**

120
121
122 **TENTH ORDER OF BUSINESS** **Approval of May 11, 2022 Public Hearing**
123 **and Regular Meeting Minutes**

124
125 Ms. Cerbone presented the May 11, 2022 Public Hearing and Regular Meeting Minutes.

126
127 **On MOTION by Ms. Potter and seconded by Mr. Nowotny, with all in favor, the**
128 **May 11, 2022 Public Hearing and Regular Meeting Minutes, as presented, were**
129 **approved.**

130
131
132 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**

133
134 **A. District Counsel: *KE Law Group, PLLC***

135 There was no report.

136 **B. District Engineer: *Dewberry Engineers, Inc.***

137 There was no report.

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

- 139 • **NEXT MEETING DATE: September 14, 2022 at 9:30 A.M.**
- 140 ○ **QUORUM CHECK**

141 The next meeting will be September 14, 2022, unless canceled.

142 Ms. Cerbone distributed and asked the Board Members to complete Form 8B, which is
143 the Memorandum of Voting Conflict to disclose that they are a CDD Board Member and an
144 employee or business affiliate of a Landowner or Developer of the CDD. This is necessary
145 because decisions potentially affecting the Landowner and/or Developer might come before
146 the Board.

147 As discussed at the Fox Branch Ranch CDD meeting, Form 8B for each Supervisor with a
148 potential conflict should be attached to each set of meeting minutes.

149

150 **TWELFTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

151

152 There were no Board Members' comments or requests.

153

154 **THIRTEENTH ORDER OF BUSINESS** **Public Comments**

155

156 There were no public comments.

157

158 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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161 **On MOTION by Ms. Moulton and seconded by Mr. Nowotny, with all in favor,**
162 **the meeting adjourned at 10:02 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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173

Secretary/Assistant Secretary

Chair/Vice Chair

**HAWTHORNE MILL NORTH
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**

HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

*Ramada by Wyndham Davenport Orlando South
43824 Highway 27, Davenport, Florida 33837-6808*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 12, 2022	Regular Meeting	9:30 AM*
November 9, 2022	Regular Meeting	9:30 AM*
December 14, 2022	Regular Meeting	9:30 AM*
January 11, 2023	Regular Meeting	9:30 AM*
February 8, 2023	Regular Meeting	9:30 AM*
March 8, 2023	Regular Meeting	9:30 AM*
April 12, 2023	Regular Meeting	9:30 AM*
May 10, 2023	Regular Meeting	9:30 AM*
June 14, 2023	Regular Meeting	9:30 AM*
July 12, 2023	Regular Meeting	9:30 AM*
August 9, 2023	Regular Meeting	9:30 AM*
September 13, 2023	Regular Meeting	9:30 AM*

** Meetings will convene immediately following the adjournment of the Fox Branch Ranch CDD meetings and Harmony on Lake Eloise CDD meetings, scheduled to commence at 9:30 a.m., respectively.*