

**MINUTES OF MEETING  
PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Palm Bay Community Development District held a Regular Meeting on November 14, 2024, immediately following with Landowners' Meeting, scheduled to commence at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.

**Present were:**

Rob Bergman	Chair
Joe Aschenbrenner	Vice Chair
Joseph (Jay) Timberlake (via telephone)	Assistant Secretary
Win Williamson	Assistant Secretary
Speros Margetis	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Kevin Woodley	HOA
Jared Welch	POA
Residents	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:15 a.m.

Supervisors Bergman, Aschenbrenner, Margetis and Williamson were present. Supervisor Timberlake attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items**

Mr. Woodley stated he represents the Palm Bay HOA and he would like to foster a working relationship between the HOA and the CDD, to facilitate improvements that would be beneficial to the entire community.

Mr. Adams stated CDDs are cumbersome when it comes to coordinating with HOAs; however, some of his other clients hold joint workshop meetings once or twice per year between

the two Boards, with no public comments, which works fairly well. Other than that, Board Members could create a liaison relationship wherein HOA representatives attend regular CDD meetings and CDD Supervisors attend HOA meetings. As a CDD liaison in an HOA setting, Board Members must be careful to not violate the Sunshine Law.

Discussion ensued regarding scheduling workshop meetings, HOA engagement and enthusiasm, low CDD/HOA meeting attendance since the pandemic, recent improvements to the CDD's infrastructure, the welcome packet, information on the CDD website, HOA fees, Staff creating a punch list of necessary storm damage repair items, issues with the front gate, TECO, obtaining proposals and repair costs.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisor [SEAT 1, 3 & 4] (the following to be provided in a separate package)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bergman and Mr. Aschenbrenner. Mr. Adams stated Supervisor-Elect Timberlake will be sworn in at or before the next meeting. Mr. Bergman and Mr. Aschenbrenner are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligations 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**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Adams presented Resolution 2025-01 and recapped the results of the Landowners' Election, as follows:

Seat 1	Robert Bergman	12 votes	Four-year Term
Seat 3	Joe Aschenbrenner	12 votes	Four-year Term
Seat 4	Joseph Timberlake	10 votes	Two-year Term

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Bergman, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Adams presented Resolution 2025-02. Mr. Aschenbrenner nominated the following:

Robert Bergman	Chair
Joe Aschenbrenner	Vice Chair
Speros Margetis	Assistant Secretary
Win Williamson	Assistant Secretary
Joseph Timberlake	Assistant Secretary

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

Chesley (Chuck) E. Adams Jr.	Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Margetis, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

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

Mr. Adams presented the Unaudited Financial Statements as of September 30, 2024.

The financials were accepted.

**SEVENTH ORDER OF BUSINESS**

**Approval of July 11, 2024 Public Hearing and Regular Meeting Minutes**

**On MOTION by Mr. Margetis and seconded by Mr. Aschenbrenner, with all in favor, the July 11, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Straley Robin Vericker**
- B. District Engineer: Landmark Engineering & Surveying Corp.**  
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**
  - **NEXT MEETING DATE: January 9, 2025 at 9:00 AM**
  - **QUORUM CHECK**

**NINTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items**

A resident stated that he previously came before the Board for permission to make a few improvements in the community, which was completed. He would like to be reimbursed for his efforts. Multiple receipts were submitted multiple times to no avail. He believes the CDD owes him \$600. Mr. Adams stated screenshots or text shots of payments are inadequate receipts for reimbursement; Staff would be happy to reimburse him but actual receipts must be submitted in a proper form that is acceptable in a governmental audit. Asked if the CDD could allocate funds to the HOA for the HOA to pay the reimbursement, Mr. Adams stated the CDD cannot transfer public funds to the HOA, which is a private entity. Mr. Woodley stated the HOA has additional funds and will reimburse the resident.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

The Board and Staff discussed necessary post-hurricane repair items, including having to replace both Envera operators, the Mozart, the marina, a broken pedestrian gate, electronic boxes that were underwater, the connection with TECO, removing and replacing tall palm trees with shorter ones, raking the beach, switching landscapers, vendor insurance requirement and debris pickup by the Federal Emergency Management Agency (FEMA).

Mr. Margetis asked for a copy of the Baycut contract. Mr. Adams will email the scope of work to Mr. Margetis.

Discussion ensued regarding preparing/developing a punch list of repairs, the streetlights, engaging an electrician to repair wiring, the location of breaker boxes, how best to address a damaged boat lift and abandoned kayaks on the beach, the cost of a new kayak rack and a new grill, resident demands and mosquito control.

A Board Member stated he will compile the punch list into a spreadsheet format and forward it to Mr. Adams to be combined into a Master list and disseminated to the rest of the Board.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Margetis, with all in favor, the meeting adjourned at 10:25 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair