



# **CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT**

**ST. LUCIE COUNTY  
LANDOWNERS' MEETING &  
REGULAR BOARD MEETING  
NOVEMBER 21, 2022  
1:30 P.M.**

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

[www.caprontrailcdd.org](http://www.caprontrailcdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CAPRON TRAIL**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Premier Citrus  
14885 Indrio Road  
Ft. Pierce, Florida 34945  
**LANDOWNERS' MEETING**  
November 21, 2022  
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 2
- E. Election of Chair for Landowners Meeting
- F. Election of Secretary for Landowners Meeting
- G. Approval of Minutes
  - 1. November 16, 2020 Landowners' Meeting Minutes.....Page 5
- H. Election of Supervisors
  - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 7
  - 2. Nomination of Candidates
  - 3. Casting of Ballots.....Page 8
  - 4. Ballot Tabulations
  - 5. Certification of the Results
- I. Landowners' Comments
- J. Adjourn

## Miscellaneous Notices



Published in Press Journal on October 28, 2022

### Location

Indian River County,

### Notice Text

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING NOTICE IS HEREBY GIVEN that the Capron Trail Community Development District (the "District") will hold a Landowners' Meeting and Regular Board Meeting at 1:30 p.m., or as soon thereafter as can be heard, on November 21, 2022, at the offices of Offices of Premier Citrus located at 14885 Indrio Road, Fort Pierce, Florida 34945. The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the District. The purpose of the Regular Board Meeting is to conduct any business to come before the Board. Copies of the Agendas for these meetings may be obtained from the District's website or by contacting the District Manager at (772) 345-5119 and/or toll free at 1-877-737-4922 at least five (5) days prior to the date of these meetings. From time to time one or more Supervisors may participate in the Regular Board Meeting by telephone; therefore, at the location of the meeting there will be a speaker telephone present so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued as found necessary to a time and place specified on the record. 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 these meetings should contact the District Manager at (772) 345-5119 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of these particular meetings. Meetings may be cancelled from time to time without advertised notice. Capron Trail Community Development District [www.caprontrailcdd.org](http://www.caprontrailcdd.org) Pub Oct 28, Nov 4, 2022 TCN5461127



## **SPECIAL DISTRICT (CDD) ELECTION PROCEDURES**

### **1. Landowners' Meeting**

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

### **2. Establishment of Quorum**

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

### **3. Nomination of Candidates**

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

### **4. Voting**

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions.) Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

### **5. Registration for Casting Ballots**

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

- a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being submitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
- c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

#### 6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board of Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board of Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

#### 7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections\*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

\* At the final landowner election (*after the 6<sup>th</sup> or 10<sup>th</sup> year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two (2) supervisors are elected by General Election).

#### 8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of Annual Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage (or lot parcel) ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
LANDOWNERS' MEETING  
NOVEMBER 16, 2020

**A. CALL TO ORDER**

District Manager Frank Sakuma called the November 16, 2020, Landowners' Meeting of the Capron Trail Community Development District to order at 1:31 p.m. in the Offices of Premier Citrus located at 14885 Indrio Road, Ft. Pierce, Florida, 33945.

**B. PROOF OF PUBLICATION**

Mr. Sakuma presented proof of publication that notice of the Landowners' Meeting was published in the *Fort Pierce Tribune* on October 20, 2020, and October 27, 2020, as required by law.

**C. ESTABLISH QUORUM**

Mr. Sakuma stated that the attendance of Tom Jerkins with a proxy for land owner Premier Citrus LLC constituted a quorum.

**D. CONSIDER ADOPTION OF ELECTION PROCEDURES**

The election procedures were adopted.

**E. ELECTION OF CHAIR FOR LANDOWNERS' MEETING**

Mr. Jerkins was elected as the Chair for the Landowners' Meeting.

**F. ELECTION OF SECRETARY FOR LANDOWNERS' MEETING**

Mr. Sakuma was elected as the Secretary for the Landowners' Meeting.

**G. APPROVAL OF MINUTES**

**1. November 19, 2018, Landowners' Meeting**

The November 19, 2018, Landowners' Meeting Minutes were approved, as presented.

**H. ELECTION OF SUPERVISORS**

**1. Determine Number of Voting Units Represented or Assigned by Proxy**

There were 3,121 voting units represented.

**2. Nomination of Candidates**

There was a consensus amongst the landowners to re-elect Mr. Tom Jerkins and Mr. Randall Weaver to the four year terms and to leave the two year term vacant for the time being.

**3. Casting of Ballots**

Both Mr. Jerkins and Mr. Weaver received 3,121 votes.

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
LANDOWNERS' MEETING  
NOVEMBER 16, 2020

**4. Ballot Tabulations**

It was unanimously determined that Mr. Jerkins and Mr. Weaver would each receive a 4 year term expiring in November, 2024 and the other seat would remain vacant by acclamation.

**5. Certification of the Results**

There were no objections to the ballots. Mr. Jerkins, as Chairman, certified the results.

**I. LANDOWNERS' COMMENTS**

There were no comments from the landowners.

**J. ADJOURN**

The Landowners' Meeting was adjourned at 1:37 p.m.

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Secretary

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Chairman



LANDOWNER PROXY  
CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
LANDOWNERS' MEETING

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ ("Proxy Holder") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Capron Trail Community Development District** to be held for all dates and all purposes until revoked in the offices of Premier Citrus located at 14885 Indrio Road, Fort Pierce, Florida 34945 and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the above noted landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description\***

**# of Acres**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\* Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

**TOTAL NUMBER OF AUTHORIZED VOTES: \_\_\_\_\_**

**Please note that each eligible acre of land or fraction thereof is entitled to only one vote, for example, a husband and wife are together entitled to only one vote per their residence if it is located on one acre or less of real property.**

**If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)**

**BALLOT**

**BALLOT # \_\_\_\_\_**

**CAPRON TRAIL  
COMMUNITY DEVELOPMENT DISTRICT  
LANDOWNERS' MEETING**

**ELECTION OF BOARD SUPERVISORS**

**NOVEMBER 21, 2022**

The undersigned certifies that he/she is the owner (\_\_\_\_) or duly authorized **representative of lawful proxy of an owner** (\_\_\_\_) of land in the **Capron Trail Community Development District**, constituting \_\_\_\_\_ acre(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

**Name of Candidate**

**Number of Votes**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address or Tax Parcel Id Number for your Real Property:

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**AGENDA**  
**CAPRON TRAIL**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Premier Citrus  
14885 Indrio Road  
Ft. Pierce, Florida 34945  
**REGULAR BOARD MEETING**  
November 21, 2022  
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 10
- C. Establish Quorum
- D. Additions or Deletions Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. August 15, 2022 Regular Board Meeting & Public Hearing Minutes.....Page 12
- G. Old Business
- H. New Business
  - 1. Consider Approval of Designating the Law Firm of Torcivia, Donlon, Goddeau & Rubin, P.A. Page 15
  - 2. Consider Resolution No. 2022-04- Adopting a Fiscal Year 2021/2022 Amended Budget.....Page 17
  - 3. Consider Approval of Auditor Renewal.....Page 20
- I. Engineer's Report
- J. Attorney's Report
- K. Field Maintenance Report
- L. Administrative Matters
  - 1. Financial Report.....Page 21
- M. Board Members Comments
- N. Adjourn

# Treasure Coast Newspapers

PART OF THE USA TODAY NETWORK

St Lucie News Tribune  
1801 U.S. 1, Vero Beach, FL 32960  
**AFFIDAVIT OF PUBLICATION**

**SPECIAL DISTRICT SERVICES**  
2501 BURNS RD # A

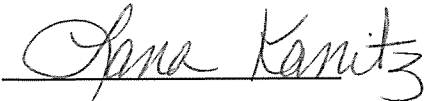
**PALM BEACH GARDENS, FL 33410-5207**

STATE OF WISCONSIN  
COUNTY OF BROWN

Before the undersigned authority personally appeared, said legal clerk, who on oath says that he/she is a legal clerk of the St Lucie News Tribune, a daily newspaper published at Fort Pierce in St. Lucie County, Florida: that the attached copy of advertisement was published in the St Lucie News Tribune in the following issues below. Affiant further says that the said St Lucie News Tribune is a newspaper published in Fort Pierce in said St. Lucie County, Florida, and that said newspaper has heretofore been continuously published in said St. Lucie County, Florida, daily and distributed in St. Lucie County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The St Lucie News Tribune has been entered as Periodical Matter at the Post Offices in Fort Pierce, St. Lucie County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Issue(s) dated before where the dates are noted or by publication on the newspaper's website, if authorized, on :

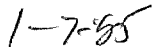
**10/07/2022**



Subscribed and sworn to before on October 7, 2022:



Notary, State of WI, County of Brown



My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

Publication Cost: \$147.06  
Ad No: 0005432737  
Customer No: 1313365  
PO #: CT FY 2022-2023

CAPRON TRAIL COMMUNITY  
DEVELOPMENT DISTRICT FIS-  
CAL YEAR 2022/2023 REGU-  
LAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Capron Trail Community Development District will hold Regular Meetings in the offices of Premier Citrus located at 14885 Indrio Road, Fort Pierce, Florida 34945 at 1:30 p.m. on the following dates:

October 17, 2022  
November 21, 2022  
December 19, 2022  
January 16, 2023  
February 20, 2023  
March 20, 2023  
April 17, 2023  
May 15, 2023  
June 19, 2023  
July 17, 2023  
August 21, 2023  
September 18, 2023

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 (772) 345-5119 and/or at toll free 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 a speaker telephone may be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meetings may be continued as found necessary to a time and place specified on the record.

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 (772) 345-5119 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.

Capron Trail Community  
Development District  
[www.caprontrailcdd.org](http://www.caprontrailcdd.org)  
PUB October 7, 2022.  
TCN5432737

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING AND PUBLIC HEARING  
AUGUST 15, 2022**

**A. CALL TO ORDER**

District Manager Frank Sakuma called the August 15, 2022, Regular Board Meeting of the Capron Trail Community Development District (the “District”) to order at 1:35 p.m. at the offices of Premier Citrus, 14885 Indrio Road, Fort Pierce, Florida 34945.

**B. PROOF OF PUBLICATION**

Mr. Sakuma presented proof that notice of the Regular Board Meeting was published in the *St. Lucie News Tribune* on October 6, 2021, as required by law.

**C. ESTABLISH QUORUM**

Mr. Sakuma stated that the attendance of Supervisors Tom Jerkins, David Bass and Randy Weaver constituted a quorum and it was in order for the meeting to proceed.

Also in attendance were: District Manager Frank Sakuma of Special District Services, Inc.; and District Engineer Tom McGowan, P.E. of AECOM.

**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 members of the public in attendance.

**F. APPROVAL OF MINUTES**

**1. May 16, 2022, Regular Board Meeting**

The May 16, 2022, Regular Board Meeting minutes were approved, as presented, on a **motion** made by Mr. Bass, seconded by Mr. Weaver and the **motion** passed unanimously.

**Note:** *At approximately 1:36 p.m., Mr. Sakuma recessed the Regular Meeting and opened the Public Hearing on the Fiscal Year 2022/2023 Final Budget Adoption by the District.*

**G. PUBLIC HEARING**

Mr. Sakuma called the August 15, 2022, Public Hearing of the District’s Fiscal Year 2022/2023 Final Budget to order at 1:36 p.m.

**1. Proof of Publication**

Mr. Sakuma presented proof of publication that the notice of the Public Hearing was published in the *St. Lucie News Tribune* on July 26, 2022, & August 2, 2022, as required by law.

## **2. Receive Public Comments on Adopting a Fiscal Year 2021/2022 Final Budget**

Mr. Sakuma opened the Public Comment portion of the meeting at 1:36 p.m. There were no comments from the public. Mr. Sakuma closed the Public Comment portion of the meeting.

## **3. Consider Resolution No. 2022-02 – Adopting Fiscal Year 2022/2023 Final Budget**

Mr. Sakuma presented Resolution No. 2022-02, entitled:

### **RESOLUTION NO. 2022-02**

#### **A RESOLUTION OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2022/2023 BUDGET.**

After Board discussion, Resolution 2022-02 was approved on a **motion** made by Mr. Weaver, seconded by Mr. Bass and the **motion** carried unanimously.

**Note:** *At approximately 1:40 p.m., Mr. Sakuma closed the Public Hearing on the Fiscal Year 2022/2023 Final Budget and simultaneously reconvened the Regular Board Meeting.*

## **G. OLD BUSINESS**

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

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2022-03 – Adopting a Fiscal Year 2022/2023 Meeting Schedule**

Mr. Sakuma presented Resolution No. 2022-03, entitled:

### **RESOLUTION NO. 2022-03**

#### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** to adopt Resolution No. 2022-03, as presented, was made by Mr. Bass, seconded by Mr. Weaver and the **motion** carried unanimously.

## **I. ENGINEER'S REPORT**

Mr. McGowan advised that he had received a survey from Florida Department of Environmental Protection and would work with Mr. Sakuma in responding on behalf of the District.

**J. ATTORNEY’S REPORT**

There was no Attorney’s Report at this time.

**K. FIELD MAINTENANCE REPORT**

Mr. Weaver advised of the progress and pricing for the invasives removal in the two wetlands. After Board discussion, Mr. Weaver was asked to respond to South Florida Water Management District with a multi-year plan of removing invasives within the wetlands.

**L. ADMINISTRATIVE MATTERS**

- 1. Financial Report:** Mr. Sakuma noted the Financial Report was included in the Board package.

**M. BOARD MEMBER COMMENTS**

Mr. Jerkins advised that action continues toward annexing additional lands located to the south into the District.

**N. ADJOURNMENT**

There being no further business to come before the Board, Mr. Jerkins adjourned the meeting at 2:01 p.m. without objection.

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Secretary

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Chairman



Law Offices  
of  
**GONANO & HARRELL**  
A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS  
ATTORNEYS AND COUNSELORS AT LAW

---

DOUGLAS E. GONANO  
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DANIEL B. HARRELL  
Board Certified in Education Law  
email: [ddharrell@gh-law.com](mailto:ddharrell@gh-law.com)

October 7, 2022

VIA ELECTRONIC MAIL ONLY

Mr. B. Frank Sakuma, Jr.  
Capron Trail Community Development District  
[bsakuma@sdsinc.org](mailto:bsakuma@sdsinc.org)

Re: Capron Trail Community Development District ("District")

Our File No. 1521-001

Dear Frank:

As of March 31, 2023, I will be retiring from the active practice of law, including the provision of direct legal services to the District on current and future matters ("District Matters"). I propose to assign my existing engagement with the District ("Engagement"), and to transfer all records and files on District Matters, to the law firm of Torcivia, Donlon, Goddeau & Rubin, P.A. ("TDG&R"), effective April 1, 2023.

TDG&R is a West Palm Beach law firm that has long represented many units of local government on the Treasure Coast, including several in St. Lucie County. To assure continuity in the handling of District Matters, I will be available to assist TDG&R in its provision of services to the District, on an as-needed basis, for a period of not less than 12 months following transfer.

If assignment of my Engagement with the District to TDG&R is acceptable, including transferring all files related to District Matters and changing the registered agent and registered office for the District from my firm to Mr. Glen J. Torcivia, Esquire, and the office address of TDG&R, respectively, please so indicate by signing the acceptance at the end of this letter and transmitting a copy of the signed letter by electronic mail to [ddharrell@gh-law.com](mailto:ddharrell@gh-law.com) and [glen@torcivialaw.com](mailto:glen@torcivialaw.com).

It is of course the choice of the District as client regarding who should serve as its legal counsel, and whether all records and files on District Matters should be transferred TDG&R or to other counsel. If the District elects not to accept assignment of the Engagement to TDG&R, the District will need to select other counsel to assume responsibility for District Matters effective not later than April 1, 2023. If other counsel is to be selected, please advise me as soon as practicable, but in no event later than March 1, 2023, to whom I should transfer records and files related to District Matters.

Mr. B. Frank Sakuma, Jr.  
Capron Trail Community Development District  
October 7, 2022  
Page 2

Thank you for your consideration, it has been an honor and privilege to have worked with the District, and please advise if you have any question regarding this proposal.

Sincerely,

*Daniel B. Harrell*

Daniel B. Harrell

The District consents to assignment of the Engagement; the transfer of District Matters, including all records and files, to Torcivia, Donlon, Goddeau & Rubin, P.A.; and the change of registered agent and registered office for the District to Mr. Torcivia and the TGD&R office address, effective April 1, 2023.

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Please sign and date if the District consents

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the Capron Trails 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 CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2021/2022 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 21<sup>st</sup> day of November, 2022.

**ATTEST:**

**CAPRON TRAIL  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Capron Trail Community Development District

**Amended Final Budget For  
Fiscal Year 2021/2022  
October 1, 2021 - September 30, 2022**

**AMENDED FINAL BUDGET**  
**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2021/2022**  
**OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

	<b>FISCAL YEAR 2021/2022 BUDGET 10/1/21 - 09/30/22</b>	<b>AMENDED FINAL BUDGET 10/1/21 - 09/30/22</b>	<b>YEAR TO DATE ACTUAL 10/1/21 - 09/29/22</b>
<b>REVENUES</b>			
O & M ASSESSMENTS	341,193	341,226	341,226
FACILITIES & SERVICE AGREEMENT	15,209	15,209	15,209
OTHER INCOME	0	0	0
INTEREST INCOME	360	23	23
<b>TOTAL REVENUES</b>	<b>\$ 356,762</b>	<b>\$ 356,458</b>	<b>\$ 356,458</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
SUPERVISOR FEES	0	0	0
FICA TAXES	0	0	0
ENGINEERING	13,000	15,000	11,935
MANAGEMENT FEES	24,000	24,000	24,000
LEGAL FEES	3,000	6,800	5,766
AUDIT FEES	3,500	3,500	3,500
INSURANCE (LIABILITY)	6,064	5,706	5,706
LEGAL ADVERTISING	1,050	850	308
POSTAGE AND DELIVERY	300	150	141
OFFICE SUPPLIES/MISCELLANEOUS	1,000	1,150	1,103
DUES & SUBSCRIPTIONS	175	175	175
WEBSITE MANAGEMENT	1,750	1,750	1,750
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 53,839</b>	<b>\$ 59,081</b>	<b>\$ 54,384</b>
<b>MAINTENANCE EXPENDITURES</b>			
MOWING	44,000	38,000	31,539
FUEL & OIL	72,630	110,000	97,611
AQUATIC MAINTENANCE	17,565	25,000	18,771
OPERATIONS MANAGEMENT	48,000	36,000	28,315
ROADWAYS & CULVERTS	12,000	12,000	8,898
CANAL REPAIR & MAINTENANCE	8,400	8,400	4,248
RESERVOIR REPAIR & MAINTENANCE	23,380	23,380	9,025
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	45,000	80,000	71,578
INSURANCE - MAINTENANCE	1,500	0	0
MISCELLANEOUS MAINTENANCE	1,936	1,900	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 274,411</b>	<b>\$ 334,680</b>	<b>\$ 269,985</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,250</b>	<b>\$ 393,761</b>	<b>\$ 324,369</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 28,512</b>	<b>\$ (37,303)</b>	<b>\$ 32,089</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)	(13,420)	(13,420)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)	(11,417)	(11,417)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (62,140)</b>	<b>\$ 7,252</b>
<b>CARRYOVER FROM PRIOR YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (62,140)</b>	<b>\$ 7,252</b>

**Note: Premier Citrus Management Invoices Received Through August 2022**

FUND BALANCE AS OF 9/30/21	\$92,163
FY 2021/2022 ACTIVITY	(\$62,140)
FUND BALANCE AS OF 9/30/22	\$30,023

November 21, 2022

RE: Capron Trail Community Development District Auditor Renewal

At the November 18, 2019 Capron Trail Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2019, 9-30-2020 and 9-30-2021 year end audits of the District with an option to perform the 9-30-2022 and 9-30-2023 audits.

The fees for the 9-30-2019 audit were \$3,300. The fees for the 9-30-2020 audit were \$3,400. And the fees for the 9-30-2021 audit were \$3,500. The proposed fees for the 9-30-2022 audit is \$3,600, which is the budgeted amount for audit fees for Fiscal Year 2022/2023. The proposed fee for the 9-30-2023 audit is \$3,700.

Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2022 and 9-30-2023 audits for Grau & Associates.

Special District Services, Inc.

Capron Trail  
Community Development District

**Financial Report For  
September 2022**

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
OPERATING FUND  
SEPTEMBER 2022**

	<b>Annual Budget 10/1/21 - 9/30/22</b>	<b>Actual Sep-22</b>	<b>Year To Date Actual 10/1/21 - 9/30/22</b>
<b>REVENUES</b>			
O & M ASSESSMENTS	341,193	0	341,226
FACILITIES & SERVICE AGREEMENT	15,209	0	15,209
OTHER INCOME	0	0	0
INTEREST INCOME	360	2	23
<b>TOTAL REVENUES</b>	<b>\$ 356,762</b>	<b>\$ 2</b>	<b>\$ 356,458</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
SUPERVISOR FEES	0	0	0
FICA TAXES	0	0	0
ENGINEERING	13,000	0	11,935
MANAGEMENT FEES	24,000	2,000	24,000
LEGAL FEES	3,000	264	5,766
AUDIT FEES	3,500	0	3,500
INSURANCE - LIABILITY	6,064	0	5,706
LEGAL ADVERTISING	1,050	0	308
POSTAGE AND DELIVERY	300	0	141
OFFICE SUPPLIES/MISCELLANEOUS	1,000	143	1,103
DUES & SUBSCRIPTIONS	175	0	175
WEBSITE MANAGEMENT	1,750	146	1,750
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 53,839</b>	<b>\$ 2,553</b>	<b>\$ 54,384</b>
<b>MAINTENANCE EXPENDITURES</b>			
MOWING	44,000	0	31,539
FUEL & OIL	72,630	0	97,611
AQUATIC MAINTENANCE	17,565	0	18,771
OPERATIONS MANAGEMENT	48,000	0	28,315
ROADWAYS & CULVERTS	12,000	0	8,898
CANAL REPAIR & MAINTENANCE	8,400	0	4,248
RESERVOIR REPAIR & MAINTENANCE	23,380	0	9,025
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	45,000	0	71,578
INSURANCE - MAINTENANCE	1,500	0	0
MISCELLANEOUS MAINTENANCE	1,936	0	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 274,411</b>	<b>\$ -</b>	<b>\$ 269,985</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,250</b>	<b>\$ 2,553</b>	<b>\$ 324,369</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 28,512</b>	<b>\$ (2,551)</b>	<b>\$ 32,089</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)	0	(13,420)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)	0	(11,417)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (2,551)</b>	<b>\$ 7,252</b>
CARRYOVER FROM PRIOR YEAR	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (2,551)</b>	<b>\$ 7,252</b>

**Note: Premier Citrus Management Invoices Received Through August 2022**

Bank Balance As Of 9/30/22	\$ 202,141.03
Accounts Payable As Of 9/30/22	\$ 102,725.46
Accounts Receivable As Of 9/30/22	\$ -
Available Funds As Of 9/30/22	\$ 99,415.57



**Capron Trail Community Development District**  
**Budget vs Actual**  
**October 2021 - September 2022**

	<u>Oct 21 - Sept 22</u>	<u>21/22 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
01-1399 · Carryover from prior year	0.00	0.00	0.00	0.0%
01-3100 · O & M Assessments	341,226.22	341,193.00	33.22	100.01%
01-3830 · Assessment Fees	-13,420.39	-14,256.00	835.61	94.14%
01-3831 · Assessment Discounts	-11,416.52	-14,256.00	2,839.48	80.08%
01-9400 · Other Income	0.00	0.00	0.00	0.0%
01-9401 · Facilities & Service Agreement	15,208.83	15,209.00	-0.17	100.0%
01-9410 · Interest Income (GF)	23.17	360.00	-336.83	6.44%
<b>Total Income</b>	<u>331,621.31</u>	<u>328,250.00</u>	<u>3,371.31</u>	<u>101.03%</u>
<b>Expense</b>				
01-1311 · Management Fees	24,000.00	24,000.00	0.00	100.0%
01-1315 · Legal Fees	5,766.00	3,000.00	2,766.00	192.2%
01-1320 · Audit Fees	3,500.00	3,500.00	0.00	100.0%
01-1450 · Insurance (Liability)	5,706.00	6,064.00	-358.00	94.1%
01-1480 · Legal Advertisements	307.75	1,050.00	-742.25	29.31%
01-1513 · Postage and Delivery	141.49	300.00	-158.51	47.16%
01-1514 · Office Supplies/Miscellaneous	1,102.87	1,000.00	102.87	110.29%
01-1540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
01-1750 · Website Management	1,749.96	1,750.00	-0.04	100.0%
01-1803 · Aquatic Maintenance	18,770.64	17,565.00	1,205.64	106.86%
01-1810 · Engineering / Inspections	11,935.30	13,000.00	-1,064.70	91.81%
01-1815 · Miscellaneous Maintenance	0.00	1,936.00	-1,936.00	0.0%
01-1822 · Mowing	31,538.62	44,000.00	-12,461.38	71.68%
01-1823 · Fuel & oil	97,611.28	72,630.00	24,981.28	134.4%
01-1824 · Operations Management	28,315.32	48,000.00	-19,684.68	58.99%
01-1825 · Roadways & Culverts	8,898.45	12,000.00	-3,101.55	74.15%
01-1826 · Canal Repair & Maintenance	4,247.71	8,400.00	-4,152.29	50.57%
01-1827 · Reservoir Repair & Maintenance	9,024.85	23,380.00	-14,355.15	38.6%
01-1828 · Drainage Engine/Pump Repair Maint	71,578.25	45,000.00	26,578.25	159.06%
01-1829 · Insurance-Maintenance	0.00	1,500.00	-1,500.00	0.0%
<b>Total Expense</b>	<u>324,369.49</u>	<u>328,250.00</u>	<u>-3,880.51</u>	<u>98.82%</u>
<b>Net Income</b>	<u><u>7,251.82</u></u>	<u><u>0.00</u></u>	<u><u>7,251.82</u></u>	<u><u>100.0%</u></u>

**Capron Trail Community Development District**  
**Balance Sheet**  
**As Of September 30, 2022**

	Operating Fund	Debt Service Fund	Capital Projects Fund	General Fixed Assets Fund	Long Term Debt Fund	TOTAL
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
CSB	202,141.03	0.00	0.00	0.00	0.00	202,141.03
Total Checking/Savings	202,141.03	0.00	0.00	0.00	0.00	202,141.03
Total Current Assets	202,141.03	0.00	0.00	0.00	0.00	202,141.03
Other Assets						
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Land & Land Improvements	0.00	0.00	0.00	458,847.00	0.00	458,847.00
Infrastructure (Grass Carp System)	0.00	0.00	0.00	29,374.00	0.00	29,374.00
Infrastructure	0.00	0.00	0.00	6,062,836.00	0.00	6,062,836.00
Equipment	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Depreciation - Infrastructure	0.00	0.00	0.00	-6,043,872.00	0.00	-6,043,872.00
Depreciation - Equipment	0.00	0.00	0.00	-5,000.00	0.00	-5,000.00
Amount Available In DSF	0.00	0.00	0.00	0.00	0.00	0.00
Amount To Be Provided	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Assets	0.00	0.00	0.00	507,185.00	0.00	507,185.00
<b>TOTAL ASSETS</b>	<b>202,141.03</b>	<b>0.00</b>	<b>0.00</b>	<b>507,185.00</b>	<b>0.00</b>	<b>709,326.03</b>
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable						
Accounts Payable	102,725.46	0.00	0.00	0.00	0.00	102,725.46
Total Accounts Payable	102,725.46	0.00	0.00	0.00	0.00	102,725.46
Other Current Liabilities						
Accrued Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Current Liabilities	102,725.46	0.00	0.00	0.00	0.00	102,725.46
Long Term Liabilities						
Special Assessment Debt (2002)	0.00	0.00	0.00	0.00	0.00	0.00
Special Assessment Debt (2008)	0.00	0.00	0.00	0.00	0.00	0.00
Total Long Term Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	102,725.46	0.00	0.00	0.00	0.00	102,725.46
Equity						
Retained Earnings	92,163.75	0.00	0.00	-6,048,872.00	0.00	-5,956,708.25
Net Income	7,251.82	0.00	0.00	0.00	0.00	7,251.82
Current Year Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assets	0.00	0.00	0.00	6,556,057.00	0.00	6,556,057.00
Total Equity	99,415.57	0.00	0.00	507,185.00	0.00	606,600.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>202,141.03</b>	<b>0.00</b>	<b>0.00</b>	<b>507,185.00</b>	<b>0.00</b>	<b>709,326.03</b>