

# CDD “101” Workshop

## Parker Road CDD

### **Kutak Rock LLP**

107 W. College Avenue  
Tallahassee, Florida 32301  
850-692-7300

### **PFM Group Consulting LLC**

3501 Quadrangle Boulevard, Suite 270  
Orlando, Florida 32817  
407-723-5900

# Topics for Today

---

- What's a CDD?
- What does Parker Road CDD do?
- How is CDD different than HOA?
- CDD Operations
- Budget and Assessments
- Board of Supervisors
- Elections

# What's a CDD?

---

## Local unit of special purpose government

- Established under the Uniform Community Development Act of 1980 (Chapter 190, F.S.)
- Provides a mechanism to finance, construct and maintain high quality improvements and amenities with issuance of bonds
- Separate from, and NOT an arm of, the County
- Also separate from HOA
- Independent entity that is separate from its residents

# What does the CDD do?

---

## Allowed By F.S. 190:

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for debt service
- Levy and collect operating and maintenance assessments
- Contract for services

## Not Allowed By F.S. 190:

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review

# What does the CDD do?

---

CDD owns, operates and/or maintains certain community infrastructure including:

- Amenities and Recreation Areas
- Entrances, Amenity Center and Common Areas Landscaping
- Stormwater Management System

But the CDD does not operate or maintain:

- Roadway Improvements – Maintained by Alachua County
- Utility Improvements (Water/Sewer/Irrigation) – Maintained by GRU
- Architectural Streetlights located on Main Streets and around Clubhouse – Maintained by the CDD. Streetlights located by owners lots are maintained by Clay Electric.

# CDD Operations – District Manager

---

- The District Manager has “charge and supervision of the works of the district”
- The Board makes policy; the District Manager implements the Board’s policies
- District Managers get their authority from Chapter 190, Florida Statutes, and the contract between the District and the management company
- The District Manager has clerical and accounting staff to assist with District operations

# CDD Operations – District Counsel & District Engineer

---

## **District Counsel**

- District Counsel works for the Board, not the District Manager
- District Counsel works with the District Manager and staff to help protect the District from legal risks and achieve its goals

## **District Engineer**

- Assists with permit compliance
- Assists with maintenance of infrastructure
- Assists with the construction of the District's improvement plan

# CDD Operations - Vendors

---

## **Amenity/Operations Manager**

Leland Management, Inc.

## **Landscape Maintenance Provider**

Cepira Landscape, LLC & SkyFrog Landscape

## **Stormwater Ponds Maintenance Provider**

Solitude Lake Management

## **Pool Maintenance Provider**

Southern Escapes, LLC

## **Pest Control**

Gainesville Pest Control/ Arrow Exterminators

# CDD Operations - Meetings

---

## **Seven days prior to the meeting:**

- Notice is published in a newspaper
- The agenda is posted on the District's website:

[www.parkerroadcdd.com](http://www.parkerroadcdd.com)

## **Day of meeting:**

- Meeting is open to the public
- Quorum = three supervisors attending in person

# CDD Operations - Meeting Agenda

---

**Set by the District Manager with input from District Counsel and the Chairperson.**

## **Typical items include:**

- Audience Comments on Agenda Items – each individual is entitled to three (3) minutes to present comments to the Board on matters included in the agenda
- Minutes and Expenditures
- Business Items
- Staff Reports
- Supervisor Requests
- Audience Comments on General Items – each individual is entitled to three (3) minutes for comments on general issues or concerns relating to the District
- **Comments Concerning a Maintenance Related Item Will Need to be Addressed by the Operations Manager or District Manager Outside the Context of the Meeting**

# CDD Operations - Meeting Protocol

---

- Board members review the agenda in advance and follow up with District Staff if they have questions on agenda items
- The Board will receive audience comments and may address such comments upon conclusion of the public comment period, but is not required to engage in discussion
- Comments will not be received outside of a designated public comment period
- Comments concerning a maintenance related item will need to be addressed by the operations manager or district manager outside the context of the meeting
- Disruptive audience members may be asked to leave

# CDD Operations - Governing Documents

---

## Florida Statutes

## Establishment Ordinance

- Parker Road CDD – established by Alachua County Ordinance No. 06-10

## Resolutions

- Kept at the Records Custodian's Office – Oakmont Amenity Center

## Rules of Procedure

- Parker Road CDD Rules of Procedure can be found at <https://parkerroadcdd.com/wp-content/uploads/2021/05/pr-rules-of-procedure-7.17.20.pdf>

## Rates, Fees and Amenity Policies

- Parker Road CDD Amenity Rules, Policies and Rates can be found at the District Website [www.parkerroadcdd.com](http://www.parkerroadcdd.com)

# Budgets & Assessments – Annual Budget Process

---

**By June 15th** – District Manager presents proposed budget at board meeting.

- **The CDD may consider the proposed budget for the upcoming fiscal year as early as March, April, or May**

**If assessments increase above previously noticed amount, the District mails notice to residents**

**By October 1st** – District Manager presents updates to proposed budget at the board meeting

- Board receives comments and/or objections to the budget during budget hearing
- Board may adjust and/or decrease budget based on comments received, but may not increase the assessments higher than the noticed amount
- **The CDD will hold its budget hearing no sooner than 60 days after approving the proposed budget**

# Budgets & Assessments – CDD Assessments

---

## **Two Components (together, “Special Assessments” or “CDD Assessments”)**

- Debt Service Assessments
- Operations & Maintenance Assessments

## **Special Assessments**

- Annual assessments on platted lots placed on county property tax bill
- Liens are co-equal with taxes
- HOA fees are separate
- Different from a “one-time” special assessment

# Budgets & Assessments – CDD Assessments

---

## **Operations & Maintenance Assessments**

- Based on operating budget approved at annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the District
- Includes administrative costs and field maintenance
- Cannot be paid off

## **Debt Service Assessments**

- Established at issuance of bonds
- Does not change from year to year
- Repays the debt service on the bonds used to pay for infrastructure
- Can be paid off

# Board of Supervisors

---

- The Board of Supervisors consists of five (5) members called Supervisors
- Serves as the governing body of the District
- Receive input from constituents
- Makes material business decisions for the District
- Sets public policies implemented by staff
- Action taken shall be by majority vote of the board
- Authority of Chairperson/Vice-Chairperson set by Rules of Procedure

# General Elections

---

- Held after CDD has been established for six years and has  $\geq 250$  qualified electors
- Conducted by the County Supervisor of Elections
- One vote per qualified elector
- Open to qualified electors – citizens of the United States, residents of the CDD, and registered to vote (including renters)

# CDD v. HOA

---

## **How is a CDD different from an HOA?**

- Governmental entity
- Sunshine Laws / Open Records / Sovereign Immunity
- Issues tax exempt bonds
- Revenue collection and enforcement
- Public procurement
- Typically no architectural review
- Elected Board of Supervisors