

**MINUTES OF MEETING  
BRADDOCK LAKES COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of Braddock Lakes Community Development District was held on April 29, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256.

**Present:**

Alex Allison	Chair
Mark Iskandar	Vice Chair
Alex Allison	Assistant Secretary
Stephen Ledbetter	Assistant Secretary
Ashland Laurion	Assistant Secretary

**Also present:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates (WHA)
Katie Buchanan	District Counsel
Misty Taylor	Bond Counsel
Stephen Reisner	Kilinski   Van Wyk PLLC
Beth Leaptrott	Interim District Engineer
Will Sealy	MBS Capital Markets, LLC
Jamie France	Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 10:00 a.m., and stated the CDD was established on April 15, 2025. The five initial Board Members named in the initial petition to create the District are Matthew Starke, Alex Allison, Mark Iskandar, Stephen Ledbetter and Ashland Laurion. Mr. Starke stated he is declining appointment to the Board.

▪ **Administration of Oath of Office to Initial Board of Supervisors**

**This item, previously the Third Order of Business, was presented out of order.**

Mr. Wrathell, a Notary of the State of Florida, and duly authorized, administered the Oath of Office to Mark Iskandar, Stephen Ledbetter, Ashland Laurion and Alex Allison.

**On MOTION by Mr. Allison and seconded by Ms. Laurion, with all in favor, Mr. Matthew Starke's declination of appointment to the Board, was accepted.**

▪ **Appointment of Supervisor to Fill a Vacant Seat**

**This item was an addition to the agenda.**

Mr. Ledbetter nominated Ms. Jamie France to fill the vacant seat. No other nominations were made.

**On MOTION by Mr. Allison and seconded by Ms. Laurion, with all in favor, the appointment of Ms. Jamie France to the vacant Board seat, was approved.**

• **Administration of Oath of Office to Newly Appointed Supervisor**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of office to Ms. Jamie France.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**PART 1: GENERAL DISTRICT ITEMS**

**GENERAL DISTRICT ITEMS**

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Initial Board of Supervisors (the following will be provided in a separate package)**

The Oaths of Office were administered during the First Order of Business. Mr. Wrathell provided and explained 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, Electing Certain Officers of the District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-01 Mr. Allison nominated the following slate:

Alex Allison

Chair

Mark Iskandar	Vice Chair
Craig Wrathell	Secretary
Ashland Laurion	Assistant Secretary
Stephen Ledbetter	Assistant Secretary
Jamie France	Assistant Secretary
Ernesto Torres	Assistant Secretary
Felix Rodriguez	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

No other nominations were made.

**On MOTION by Mr. Iskandar and seconded by Ms. France, with all in favor, Resolution 2025-01, Electing, as nominated, Certain Officers of the District, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02, Designating a Date, Time, and Location for Landowners’ Meeting of the District, and Providing for an Effective Date**

**On MOTION by Mr. Allison and seconded by Ms. Laurion, with all in favor, Resolution 2025-02 Designating a Date, Time, and Location of July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256, for a Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.**

**PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)**

**ORGANIZATIONAL ITEMS**

**SIXTH ORDER OF BUSINESS**

**Consideration of the Following Consent Agenda Organizational Items:**

The following Consent Agenda Items were presented:

- A. Resolution 2025-03, Appointing and Fixing the Compensation of the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date**
  - Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**

**B. Resolution 2025-04, Appointing Legal Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date**

- **Fee Agreement: Kutak Rock LLP**

**C. Resolution 2025-05, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date**

**D. Resolution 2025-06, Appointing and Fixing the Compensation of the Interim District Engineer and Providing an Effective Date**

- **Interim Engineering Services Agreement: Connelly & Wicker | PRIME AE**

**E. Authorization of Request for Qualifications (RFQ) for Engineering Services**

**F. Board Member Compensation: 190.006 (8), F.S.**

Mr. Allison declined compensation but felt it fair for the remainder of the Board to receive Supervisor compensation. Mr. Wrathell suggested the entire Board accept compensation and finalize their decision at a later date.

**G. Resolution 2025-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

**H. Resolution 2025-08, Setting Forth the Policy of Braddock Lakes Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, District Officers, and Retained Staff; and Providing an Effective Date**

- **Authorization to Obtain General Liability and Public Officers' Insurance**

**I. Resolution 2025-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

**J. Resolution 2025-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

**K. Resolution 2025-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

- L. Resolution 2025-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District; and Providing for an Effective Date**
- M. Authorization of Request for Proposals (RFP) for Annual Audit Services**
  - Designation of Board of Supervisors as Audit Committee**
- N. Strange Zone, Inc., Quotation #M25-0024 for District Website Design, Maintenance and Domain Web-Site Design Agreement**
- O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**
- P. Resolution 2025-13, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**
- Q. Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**
- R. Consideration of E-Verify Memorandum**

**BANKING ITEMS**

**SEVENTH ORDER OF BUSINESS**

**Consideration of the following Consent Agenda Banking Items:**

The following Consent Agenda Items were presented:

- A. Resolution 2025-14, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date**
- B. Resolution 2025-15, Authorizing the District Manager or Treasurer to Execute the Public Depositors Report; Authorizing the Execution of Any Other Financial Reports as Required by Law; Providing for an Effective Date**

**BUDGETARY ITEMS**

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Following Consent Agenda Budgetary Items:**

- A. Budget Funding Agreement Fiscal Year 2024/2025**
- B. Budget Funding Agreement Fiscal Year 2025/2026**
- C. Resolution 2025-16, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date**

- D. Resolution 2025-17, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date
- E. Resolution 2025-18, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date
- F. Resolution 2025-19, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- G. Resolution 2025-20, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date
- H. Resolution 2025-21, Authorizing the District Engineer, or Another Individual Designated by the Board of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Ms. Buchanan and Mr. Wrathell responded to questions regarding if the CDD’s terms and conditions language in its agreements govern those in the Consultant’s agreement and which Supervisor will be the designated administrator of the funding requests.

**On MOTION by Mr. Iskandar and seconded by Ms. Laurion, with all in favor, the Consent Agenda Items in the Sixth, Seventh and Eighth Orders of Business, were approved and/or adopted.**

**PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)**

ORGANIZATIONAL ITEMS

NINTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

- A. Resolution 2025-22, Designating the Location of the Local District Records Office and Providing an Effective Date

On MOTION by Mr. Ledbetter and seconded by Ms. Laurion, with all in favor, Resolution 2025-22, Designating Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256, as the Location of the Local District Records Office and Providing an Effective Date, was adopted.

- B. Resolution 2025-23, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date
  - I. Rules of Procedure
  - II. Notices of Rule Development and Rulemaking

On MOTION by Mr. Allison and seconded by Ms. France, with all in favor, Resolution 2025-23, Designating July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256, as the Date, Time and Place of Public Hearing, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

- C. Resolution 2025-24, 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
- D. Resolution 2025-25, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Items 9C and 9D were deferred.

BANKING ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Banking Item:

- A. Resolution 2025-26, Designating a Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date**

**On MOTION by Mr. Iskandar and seconded by Ms. Laurion, with all in favor, Resolution 2025-26, Designating Truist Bank as the Public Depository for Funds of the District; Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an Effective Date, was adopted.**

**BUDGETARY ITEMS**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of the following Non-Consent Agenda Budgetary Items:**

- A. Resolution 2025-27, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-27 and reviewed the proposed Fiscal Year 2025 budget. “Supervisor fees” will be added, as some Board Members might choose to accept Supervisor compensation.

**On MOTION by Mr. Ledbetter and seconded by Ms. France, with all in favor, Resolution 2025-27, Approving the Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256; Addressing Severability; and Providing for an Effective Date, was adopted.**

- B. Resolution 2025-28, Approving the Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-28 and reviewed the proposed Fiscal Year 2026 budget. “Supervisor fees” will be added, as some Board Members might choose to accept Supervisor compensation.

**On MOTION by Ms. France and seconded by Mr. Iskandar, with all in favor, Resolution 2025-28, Approving the Proposed Budget for Fiscal Year 2025/2026, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256; Addressing Severability; and Providing for an Effective Date, was adopted.**

**PART 4: BOND FINANCING & PROJECT RELATED MATTERS**

**FINANCING RELATED MATTERS**

**TWELFTH ORDER OF BUSINESS**

**Consideration of the following Bond Financing Related Items:**

**A. Bond Financing Team Funding Agreement**

The following change was made to the Bond Funding:

Funding Requests recipient: Change: Mr. Michael Baldwin to Mr. Matthew Stark

**On MOTION by Mr. Allison and seconded by Ms. France, with all in favor, the Bond Financing Team Funding Agreement, as amended, was approved.**

**B. Engagement of Bond Financing Professionals**

**I. Underwriter/Investment Banker: Jefferies LLC**

**On MOTION by Mr. Allison and seconded by Ms. France, with all in favor, engagement of Jefferies LLC for Underwriter/Investment Banker Services, was approved.**

**II. Bond Counsel: Bryant Miller Olive P.A.**

Ms. Taylor stated the fee is contingent; price is based on par amount of bonds, restructure, etc., which are unknown at this point. As more is determined, an exact fee will be presented and approved prior to the bond issue. Asked for an estimate, Ms. Taylor stated a standard fee for a first bond issuance under \$5 million is \$50,000 to \$52,000.

**On MOTION by Ms. Laurion and seconded by Ms. France, with all in favor, the Bryant Miller Olive P.A. Agreement for Bond Counsel Services, was approved.**

**III. Trustee, Paying Agent and Registrar: US Bank**

On MOTION by Mr. Laurion and seconded by Mr. Ledbetter, with all in favor, engagement of U.S. Bank, N.A. as Trustee, Paying Agent and Registrar and authorizing the Chair to change the Trustee and revise related documents accordingly, if needed, was approved.

- C. **Resolution 2025-29, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date**

On MOTION by Mr. Allison and seconded by Mr. Iskandar, with all in favor, Resolution 2025-29, Designating July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville, Florida 32256, as the Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date, was adopted.

**D. Presentation of Master Engineer's Report**

Ms. Leaptrott presented the Master Engineer's Report dated April 29, 2025. She reviewed the pertinent information including the project background, proposed land uses, infrastructure, permitting and maintenance responsibility. Construction is expected to be completed within 19 months and the total Capital Improvement Plan (CIP) costs are approximately \$38 million.

Ms. Buchanan commented that the numbers in the Report are different from those that were previously provided and asked for Board direction to request clarification of the total project amount.

Discussion ensued regarding increasing the total CIP costs from \$38 million to \$42 million, the stormwater line item, off-site improvements, ineligible costs, the Amenity Center, reimbursements, actuals and contractors' pay applications.

Ms. Buchanan concluded that there is a substantial buffer in the total cost amount and, if everyone is comfortable with the contents, the project can move forward.

**E. Presentation of Master Special Assessment Methodology Report**

Mr. Wrathell presented the Master Special Assessment Methodology Report dated April 29, 2025. He reviewed the pertinent information, including the Development Program, CIP, Financing Program, the amenities, assigning debt, special and peculiar benefits, transferred property, lienability tests, True-up Mechanism and the Appendix Tables.

**F. Resolution 2025-30, Declaring Master Special Assessments; Indicating the Location, Nature and Cost of those Improvements Whose Cost Is to Be Defrayed by the Master Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to Be Defrayed by the Master Special Assessments; Providing the Manner In Which Such Master Special Assessments Shall Be Made; Providing When Such Master Special Assessments Shall Be Paid; Designating Lands Upon Which the Master Special Assessments Shall Be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**

Mr. Wrathell presented Resolution 2025-30 and read the title.

Ms. Buchanan pointed out that the blanks in Sections 4 and 5 will be filled in as follows:

Section 4, Total Estimated Cost of the Improvements: Insert \$37,946,894.03

Section 5: Insert \$52,245,000.

**On MOTION by Ms. Laurion and seconded by Ms. France, with all in favor, Resolution 2025-30, as amended, Declaring Master Special Assessments; Indicating the Location, Nature and Cost of those Improvements Whose Cost Is to Be Defrayed by the Master Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to Be Defrayed by the Master Special Assessments; Providing the Manner In Which Such Master Special Assessments Shall Be Made; Providing When Such Master Special Assessments Shall Be Paid; Designating Lands Upon Which the Master Special Assessments Shall Be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution, was adopted.**

**G. Resolution 2025-31, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Master Special Assessments on Certain Property Within the District Generally Described as the Braddock Lakes Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes**

**On MOTION by Mr. Iskandar and seconded by Mr. Ledbetter, with all in favor, Resolution 2025-31, Setting a Public Hearing for July 1, 2025 at 10:00 a.m., at Richmond American Homes, 10255 Fortune Parkway, Suite 150, Jacksonville,**

**Florida 32256, for the Purpose of Hearing Public Comment on Imposing Master Special Assessments on Certain Property Within the District Generally Described as the Braddock Lakes Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes, was adopted.**

- H. **Resolution 2025-32, Authorizing the Issuance of Not Exceeding \$52,245,000 Aggregate Principal Amount Of the Braddock Lakes Community Development District Bonds in One or More Series, for the Purpose of Financing the Construction and/or Acquisition by the District of the Public Improvements and Community Facilities Permitted by the Provisions of Chapter 190, Florida Statutes, as Amended, and the Ordinance Creating the District; Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the Commencement of Validation Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and Providing an Effective Date**

Ms. Taylor presented Resolution 2025-32, also known as a Master Bond Resolution, which accomplishes the following:

- Authorizes a not to exceed amount of \$52,245,000 to finance the project.
- Approves filing for bond validation.
- Appoints US Bank as Trustee, Paying Agent and Registrar.
- Approves the Form of a Master Trust Indenture between the District and US Bank.
- Requires a subsequent Resolution in order to authorize a series of bonds.

**On MOTION by Mr. Allison and seconded by Ms. France, with all in favor, Resolution 2025-32, Authorizing the Issuance of Not Exceeding \$52,245,000 Aggregate Principal Amount Of the Braddock Lakes Community Development District Bonds in One or More Series, for the Purpose of Financing the Construction and/or Acquisition by the District of the Public Improvements and Community Facilities Permitted by the Provisions of Chapter 190, Florida Statutes, as Amended, and the Ordinance Creating the District; Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the Commencement of Validation Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and Providing an Effective Date, was adopted.**

**A. District Counsel: Kutak Rock LLP**

Ms. Buchanan stated a number of improvements in Phase 1A have been completed and it is necessary to authorize the Chair to finalize dedication of those improvements to the CDD and the simultaneous dedication from the CDD to JEA for the same improvements. This is with the understanding that the value of the improvements is not currently eligible for payment; however, the Developer reserves the right to be reimbursed for those costs, once bonds are issued.

**On MOTION by Ms. Laurion and seconded by Ms. France, with all in favor, authorizing conveyance of JEA improvements and reimbursement of the eligible costs to the Developer once bonds are issued and authorizing the Chair to execute, was approved.**

**B. District Engineer (Interim): Connelly & Wicker | PRIME AE**

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

There were no District Engineer or District Manager reports.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Asked if a CDD Board Member can also serve on the HOA Board, Ms. Buchanan replied affirmatively.

Asked if Resolution 12H approves changing the Trustee if the Board chooses, Ms. Taylor stated the Resolution covers it, as it includes changing documents and resubmitting them for validation.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

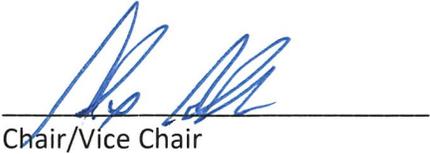
**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Ledbetter and seconded by Ms. France, with all in favor, the meeting adjourned at 12:50 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair