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MINUTES OF MEETING
PANAMA CITY NORTH
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Panama City North Community Development District was held **Wednesday**, **July 29, 2026,** at 2:05 p.m. at the Offices of Panhandle Engineering, 600 Ohio Avenue, Lynn Haven, Florida.

Present and constituting a quorum:

Andrew Rhinehart	Appointed as Chairman
Albert S. Cassidy	Appointed as Vice Chairman
Nicholas Rhinehart	Appointed as Assistant Secretary
Matthew Cassidy	Appointed as Assistant Secretary
Austin Childree	Appointed as Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski *by Zoom*	District Counsel, KVW
Jason Gonzalez *by Zoom*	Bond Counsel, Greenberg Traurig
Chris Forehand	District Engineer, Panhandle Engineering
Doug Crook	District Engineer, Panhandle Engineering

FIRST ORDER OF BUSINESS **Introduction**

A. Call to Order

Ms. Burns called the meeting to order and called roll. Five Board members were in attendance constituting a quorum.

B. Public Comment Period

Ms. Burns stated there were no members of the public present at this time.

C. Oath of Office

Ms. Burns administered the oath of office to Andrew Rhinehart, Albert S. Cassidy, Nicholas Rhinehart, Matthew Cassidy, and Austin Childree.

SECOND ORDER OF BUSINESS **Organizational Matters**

A. Confirmation of Notice of Meeting

Ms. Burns confirmed the notice for this meeting has run in the paper.

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B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Ms. Kilinski stated she will send the welcome package to Board members which contains information about public records, sunshine law, chapter 112 code of ethics and other information about the District. She reviewed the sunshine law and public records law. She spoke about form 8B for Supervisor Childree as needed.

C. Election of Officers

1. Consideration of Resolution 2026-01 Electing Officers

Ms. Burns stated Andrew Rhinhart will be Chair, Albert S. Cassidy will be Vice Chair and Nicholas Rhinehart, Matthew Cassidy and Austin Childree will be Assistant Secretaries. Herself – Jill Burns will be Secretary and George Flint in her office will be an Assistant Secretary as well.

> On MOTION by Mr. Andrew Rhinehart, seconded Mr. Childree, with all in favor, Resolution 2026-01 Electing Officers as slated above, was approved.

2. Consideration of Resolution 2026-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated this would appoint George Flint, Katie Costa and Darrin Mossing as the Treasurer and Assistant Treasurers.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-02 Appointing Officers Treasurer and Assistant Treasurer, was approved.

3. Consideration of Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns noted the landowner's election was held prior to the start of this meeting so the results will be filled in from that landowner's election that the five Supervisors were elected and sworn in.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election, was approved.

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THIRD ORDER OF BUSINESS Consent Agenda

- **A. Consideration of Contract for District Management Services**
  - **1. Consideration of Resolution 2026-04 Appointing District Manager**
- **B. Consideration of Contract for District Counsel Services**
  - **1. Consideration of Resolution 2026-05 Appointing District Counsel**
- **C. Consideration of Resolution 2026-06 Selection of Registered Agent and Office**
- **D. Consideration of Resolution 2026-07 Appointing Interim District Engineer**
- **E. Consideration of Interim District Engineering Agreement**
- **F. Request Authorization to Issue RFQ for Engineering Services**
- **G. Consideration of Resolution 2026-08 Designating a Qualified Public Depository**
- **H. Consideration of Resolution 2026-09 Authorization of Bank Account Signatories**
- **I. Consideration of Resolution 2026-10 Relating to Defense of Board Members**
- **J. Consideration of Resolution 2026-11 Spending Authorization Resolution**
- **K. Consideration of Resolution 2026-12 Adopting Investment Guidelines**
- **L. Consideration of Resolution 2026-13 Authorizing Execution of Public Depositor Report**
- **M. Consideration of Resolution 2026-14 Designating a Policy for Public Comment**
- **N. Consideration of Resolution 2026-15 Adopting Prompt Payment Policy**
- **O. Consideration of Resolution 2026-16 Adopting a Records Retention Policy**
- **P. Consideration of Compensation to Board Members**
- **Q. Consideration of Resolution 2026-17 Selecting District Records Office Within Bay County**
- **R. Consideration of Resolution 2026-18 Designating the Primary Administrative Office and Principal Headquarters of the District**
- **S. Consideration of Website Services Agreement**
- **T. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date for Bay County**
- **U. Consideration of Resolution 2026-19 Authorizing District Counsel to Record in the Property Records of Bay County the "Notice of Establishment" in Accordance with Chapter 190.0485, Florida Statutes**
  - **1. Notice of Establishment**
- **V. Consideration of Resolution 2026-20 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements**
- **W. Consideration of Resolution 2026-21 Direct Purchase Resolution**
- **X. Consideration of Resolution 2026-22 Authorizing the Use of Electronic Documents and Signatures**
- **Y. Consideration of Resolution 2026-23 Adopting an Internal Controls Policy**
- **Z. Consideration of Resolution 2026-24 Public Facilities Resolution**

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AA. Adopting Goals and Objectives for the District for Fiscal Year 2026 & Fiscal Year 2027

Ms. Burns noted items A through AA, under the consent agenda can be taken in one motion. These are all standard resolutions. Items Q and R are selecting a records office within Bay County and then designating a primary administrative office.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, the Consent Agenda Items A through AA with the exception of D & E, were approved.

Ms. Burns asked for a motion to approve items D & E. Mr. Childree did not participate in the vote.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Cassidy, with all in favor, Consent Agenda Items D & E, were approved.

FOURTH ORDER OF BUSINESS New Business

A. Consideration of Resolution 2026-25 Ratifying Staff's Actions in Noticing the Initial Landowners' Meeting

Ms. Burns stated this is saying that they placed the ad today for that landowner's election.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-25 Ratifying Staff's Actions in Noticing the Initial Landowners' Meeting, was approved.

B. Designation of Date of Public Hearing to Adopt Rules of Procedure and Amenity Rates & Disciplinary Rules in accordance with Section 120.54 and Chapter 190, Florida Statutes

1. **Consideration of Resolution 2026-26 Setting the Public Hearing to Consider the Adoption of Proposed Rules and Amenity Rates & Disciplinary Rules of the District**
    a. **Rules of Procedure**
    b. **Amenity Rates & Disciplinary Rules**

Ms. Burns suggested September 29th at 11:00 a.m. at this location.

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> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-26 Setting a Public Hearing to Consider the Adoption of Proposed Standard Rules of Procedure on September 29, 2026 at 11:00 a.m. at this location, was approved.

C. Designation of Date of Public Hearing on the Budgets for Fiscal Year 2025/2026 and Fiscal Year 2026/2027

1. Consideration of Resolution 2026-27 Setting the Public Hearing and Approving the Proposed Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Budgets

Ms. Burns stated this will be the public hearing for FY2026 which will be a small portion through September 30th and then FY2027 which will run from October 1, 2026 thru September 30th. This is going to be developer funded and expenses will only be billed as they are incurred.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-27 Setting the Public Hearing for September 29, 2026 at 11:00 a.m. and Approving the Proposed Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Budgets, were approved.

2. Approval of the Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Developer Funding Agreement

Ms. Burns stated this is with SE Land Dev, LLC which is the entity that will fund the operations and maintenance of the District.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, the Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Developer Funding Agreement, was approved.

D. Consideration of Resolution 2026-28 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns stated this is the public hearing they will set that will allow them to use the property appraiser and tax collector office to collect their assessments when they are ready to do so. She suggested September 29, 2026 at 11:00 a.m. at this location.

> On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-08 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of

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Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes, was approved.

FIFTH ORDER OF BUSINESS Capital Improvements

A. Appointment of Financing Team

1. Consideration of Resolution 2026-29 Appointing Bond Counsel

Ms. Burns stated this is appointing bond counsel. Greenberg Traurig is the suggested firm and Jason Gonzalez is on the line if anyone has any questions.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-29 Appointing Greenberg Traurig as Bond Counsel, was approved.

2. Consideration of Resolution 2026-30 Appointing Investment Banker

Ms. Burns stated this will be FMS Bonds.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-30 Appointing FMS Bonds as Investment Banker, was approved.

3. Assessment Administrator

Ms. Burns stated this is included in the GMS contract that the Board already approved.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, GMS as Assessment Administrator, was approved.

4. Trustee

Ms. Burns stated this would name US Bank as your Trustee.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, US Bank as Trustee, was approved.

B. Approval of Financing Team Agreement

Ms. Burns stated this is with SE Land Dev, LLC. This one could be reimbursable.

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On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Approval of Financing Team Agreement, was approved.

SIXTH ORDER OF BUSINESS Financing Matters

A. Consideration of the Engineer's Report

Mr. Forehand reviewed the Engineer's Report for the Board.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Cassidy, with all in favor, the Engineer's Report, was approved.

B. Consideration of Master Assessment Methodology

Ms. Burns provided a brief overview of the Master Assessment Methodology. There is a legal description included.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, the Master Assessment Methodology authoring GMS to update table 7 and swap out the legal to update the landowner to CBD, was approved in substantial form.

C. Consideration of Resolution 2026-31 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Mr. Gonzalez reviewed Resolution 2026-31 for Board consideration.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-31 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

D. Consideration of Resolution 2026-32 Declaring Special Assessments and Setting a Public Hearing on Special Assessments

Ms. Burns stated they will do the mailed and publish notice – September 29th at 11:00 a.m. If they need to move that, she will let everyone know.

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On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Resolution 2026-32 Declaring Special Assessments and Setting a Public Hearing for September 29, 2026 at 11:00 a.m. on Special Assessments, was approved.

SEVENTH ORDER OF BUSINESS **Other Business**

A. Presentation of Funding Request No. 1

Ms. Burns noted this is the standard initial funding request that will be used to pay for all the ads for the public hearings, get the District insurance and open up the bank account.

On MOTION by Mr. Andrew Rhinehart, seconded by Mr. Childree, with all in favor, Funding Request No. 1, was approved.

B. Staff Reports

i. Attorney

a) E-Verify Memorandum

Ms. Kilinski reviewed a memo in the agenda package regarding E-Verify in the state of Florida for Special Districts.

On MOTION by Mr. Andrew Rhinehart seconded by Mr. Childree, with all in favor, Funding Request No. 1, was approved.

ii. District Manager

Ms. Burns had nothing further to report.

C. Supervisors Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Andrew Rhinehart seconded by Mr. Childree, with all in favor, the meeting was adjourned.

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
F58AEBBCA22D4AE...
Chairman/Vice Chairman