

# VISTA LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### Capital Projects Request Procedure

The following is the process for providing additional capital facilities within Vista Lakes as requested by home owners or Associations representing a neighborhood(s) within Vista Lakes. The Board of Supervisors of the Community Development District will consider requests for additional capital infrastructure according to the following procedure.

1. Petitioner (which may be an individual, a home owners association, or similar group of home owners) must submit a written petition to the District Manager (see Contact Information below), signed by 30% of the affected assessable property owners that identifies the following:
  - a. The type of infrastructure or improvement to be provided.
  - b. The area to benefit by the infrastructure or improvement.
  - c. A recommended means to pay for the infrastructure or improvement (e.g., per parcel or lot, front footage, units if a condominium).
  - d. If the infrastructure or improvement is to be paid for in installments, the number of years recommended.
  - e. Printed name, signature, and contact information (phone, address, email) of petitioner.
2. Upon receipt of the petition, the District Manager will schedule consideration of this item at the next regular meeting of the Board of Supervisors. At such meeting, the Board will schedule a public hearing at least 45 days in the future and provide for the proper publication of such hearing, pursuant to the requirements of Chapter 170, Florida Statutes.
3. Immediately following the Board meeting setting the hearing date and time, the petitioner shall provide 30-day mailed notice to all affected property owners, pursuant to Section 170.03, Florida Statutes. Petitioner shall pay for the required mailing costs for First Class U.S. Mail. If the project is approved after a public hearing and after the assessment is collected or, if financed, the proceeds received by the District, the cost of mailing will be reimbursed to the Petitioner. If the project is not approved, the mailing costs will not be reimbursed.
4. The notice required by Section 170.03, F.S., along with a ballot, will be mailed to all assessable property owners using First Class U.S. Mail. The ballot, which will be in the following form, must be returned no later than 30 days from the date of mailing in order to be counted. Included with the ballot information is the cost estimate for the proposed project, as well as any additional information that will assist the residents in making an informed choice and required pursuant to Florida Statutes.

### OFFICIAL BALLOT

- I support the petition and the levy of an assessment to pay for the infrastructure or improvements identified in the petition
- I do not support the petition and do not want an assessment levied against my property.

5. Ballots must be received within the 30 days to be considered in calculating property owners in favor of, or opposed to, the project.
6. When the petitioner submits the project proposal to the District Manager, cost estimates must be included. The District will verify the costs and may increase it if some necessary components were not included by the petitioner.
7. Once the ballots have been collected and tabulated, the petition and a summary of ballot results will be forwarded to the Board. The Board will open the scheduled public hearing and announce if there is enough support for the project. If 50% + 1 of the affected responses are in favor of the project, the hearing will proceed. If there is not enough support for the project, the hearing will be canceled. The Board has the final vote on all projects, which includes approval or denial of the proposed project.
8. All projects will be considered as the Board's meeting schedule permits.

### MINIMUM REQUIREMENTS FOR PROJECT APPROVAL:

The minimum requirement is 50% plus 1 of respondents in favor of the project is required for the Board of Supervisors to proceed with the special assessment process.

### ESTABLISHMENT OF SPECIAL ASSESSMENT:

The District will establish the special assessment pursuant to the provisions of Chapter 170, Florida Statutes, and may collect the annual installment of principal and interest and any required annual maintenance costs pursuant to the provisions of Section 197.3632, Florida Statutes.

## **CONTACT INFORMATION:**

All requests should be submitted to the District Manager's office:

Vista Lakes CDD  
District Manager  
610 Sycamore Street, Suite 130  
Celebration, FL 34747  
ATTN: Bob Nanni or Gary Moyer

Phone 407-566-1935  
Fax 407-566-4128  
Website: [www.vistalakescdd.org](http://www.vistalakescdd.org)

## **INFORMATION FOR PROPERTIES SUBJECT TO THE ASSESSMENT (Frequently Asked Questions):**

### **CAN I PAY THE ASSESSMENTS IN FULL?**

Yes. The assessment costs can be paid in full during the pre-pay period saving the additional costs of financing, borrowing and interest that will accumulate from the day of the final public hearing if not paid during the pre-pay period. Additionally, the assessment can be paid off at any time over the life of the assessment; however, a percentage of the financing, interest and borrowing cost will be added.

### **WHAT ARE THE ADVANTAGES OF PAYING THE ASSESSMENT IN FULL?**

You will save interest, financing fees and borrowing costs that are added from the date of the final hearing after the pre-pay period ends.

### **WHEN DOES THE PRE-PAY PERIOD BEGIN?**

The pre-pay period begins immediately after receipt of the Notice of Special Assessment that is mailed to all property owners by certified mail after the final public hearing. This notice will tell you how much is owed and when it is due in order to save the additional costs. This period usually lasts 30 to 60 days after the final hearing is held, sometimes longer, depending on the circumstances.

### **WILL PROPERTY OWNERS RECEIVE REFUNDS IF COSTS ARE SAVED DURING CONSTRUCTION?**

Refunds are prepared after all costs are calculated by the District and an amended assessment roll is prepared and submitted to the Board of Supervisors for acceptance and approval. Refunds are usually processed and sent out within 9-12 months from the time of completion of the project and after all final costs are known.