

**MINUTES OF MEETING
CYPRESS PARK ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cypress Park Estates Community Development District was held **Tuesday, January 26, 2021** at 11:30 a.m. at 1925 US Hwy 98 S., Suite 201, Lakeland, FL.

Present and constituting a quorum:

Scott Shapiro	Chairman
McKinzie Terrill	Vice Chairman
Allan Keen <i>via phone</i>	Assistant Secretary
Hyzens Marc <i>via phone</i>	Assistant Secretary
Steve Rosser	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Sarah Warren <i>via Zoom</i>	Hopping Green & Sams
Rodney Gadd	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were 3 supervisors present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that no members of the public were present to provide comments.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 9, 2020 Board of Supervisors Meeting

Ms. Burns asked for any questions, comments, corrections to the November 9, 2020 meeting minutes. The Board had no changes.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Minutes of the November 9, 2020 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-03
Ratifying Series 2020 Bonds**

Ms. Burns noted that bonds were issued at the end of 2020 and this resolution ratifies, confirms, and approves all the actions the District officers and staff took in connection with the closing and the sale of the Series 2020 bonds.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Resolution 2021-03 Ratifying Series 2020 Bonds, was ratified.

FIFTH ORDER OF BUSINESS

**Consideration of Disclosure of Public
Financing**

Ms. Burns stated this is a document that will be presented to all builders so that any potential property owners have notice of the series 2020 issuance. IF additional bonds are issued down the road, they will amend this at each issuance so that all property owners are put on notice. She then stated they are looking for a motion to authorize council to record.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, the Disclosure of Public Financing, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Proposal from Stewart &
Associates for Landscaping Installation**

Ms. Burns presented the proposal to the Board and stated the total amount is \$158,440.50. Ms. Warren added that she will be putting an agreement together to be sure there are warranty provisions connected.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Proposal from Stewart & Associates for Landscaping Installation, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal from Pennoni
to Perform Professional Surveying
Services for Platting of Phase 1**

Ms. Burns reported that the total amount of the contract is \$20,200 and will take approximately 5 weeks to complete. Mr. Shapiro asked if this could be made a priority over the

landscaping agreement because they are wanting to get the land platted as soon as possible and Ms. Warren stated that that would not be a problem.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Proposal from Pennoni to Perform Professional Surveying Services for Platting of Phase 1, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements

Ms. Warren overviewed the memorandum for the Board stating that it should not affect the District too much. It requires that they add language to all of the contracts going forward specifying that contractors are required to register for the E-Verify system and screen their employees. Ms. Burns added that they would be looking for a motion to authorize and ratify any actions taken by the manager to enroll the District.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, the Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements, was approved.

NINTH ORDER OF BUSINESS

Ratification of 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this is more of an administrative item for their office. Polk County requires the District to enter into this agreement every year due to disclosing parcel information for all the parcels and owners withing Districts. Some of those include exempt parcels from having their information disclosed and this agreement says that they will not disclose the information that is shared.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, the 2021 Data Sharing Agreement with Polk County Property Appraiser, was ratified.

TENTH ORDER OF BUSINESS

**Ratification of Contract Agreement with
Polk County Property Appraiser**

Ms. Burns stated this agreement allows the District to collect on the tax bill this year.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren had nothing specific to report. She noted that the Governor has not extended an executive order allowing public meetings to be held without a physical quorum, although they are trying to push for them to allow for virtual meetings to continue.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Approval of Funding Request #6

Ms. Burns noted that this is included in the agenda package and the total amount is \$7,841.17.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Funding Request #6, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted that the financial statements are included in the agenda package for review and there is no action required. They are through November 30th.

**iii. Ratification of Summary of Series 2020 AA1 Requisitions #1 to #14;
#16**

Ms. Burns stated these have all already been approved by the Chair and the District engineer and have been funded. They just need a motion to ratify.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Summary of Series 2020 AA1 Requisitions #1 to #14; #16, were ratified.

iv. Ratification of Change Order #1 from Jon M. Hall Company

Ms. Burns reported that the total amount of the change order is \$499, 277.21. These are items that were removed for direct purchase and it is a negative change order.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Change Order #1 from Jon M. Hall Company, was ratified.

v. Ratification of External Change Order Addendum #1A from Blue Ox

Ms. Burns presented the change order and the Board motioned for approval.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, the External Change Order Addendum #1A from Blue Ox, was ratified.

TWELTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman