

**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, April 27, 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 Zoom</i>	Assistant Secretary
Hyzens Marc	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.

**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 January  
26, 2021 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the January 26, 2021 meeting minutes. The Board had no changes.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Minutes of the January 26, 2021 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04  
Appointing Treasurer and Assistant  
Treasurer**

Ms. Burns stated that they are switching District officers around due to a retirement and asked that the board appoint George Flint the Treasurer, and Katie Costa the Assistant Treasurer.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Resolution 2021-04 Appointing George Flint as the Treasurer and Katie Costa as the Assistant Treasurer, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05  
Approving the Proposed Fiscal Year 2022  
Budget (Suggested Date: July 27, 2021),  
Declaring Special Assessments, and  
Setting the Public Hearings on the Fiscal  
Year 2022 Budget and the Imposition of  
Operation & Maintenance Assessments**

Ms. Burns stated this will be a preliminary budget, and that they are required to send a copy of the preliminary budget to the county at least 60 days prior to the public hearing date that they select. She explained this will serve as a cap that they cannot go over and noted that they can revise and change up until the point of adopting the budget later this summer.

Mr. Shapiro noted that when the lots are platted they are required to put them on the tax roll. The builder's agreement has a maximum amount on the O&M, so they will need to determine how much will be on the platted lots. He noted that the platted lots incur the highest amount because they will benefit from all the different amenities.

Ms. Burns stated that the administrative portion is similar to the previous budget this year, but there are field and amenity expenses that are included. Ms. Burns explained the budgeted portion that was bond related.

Mr. Shapiro added that Phases 2 and 3 are supposed to start three months after Phase 1, and Mr. Terrill corrected him with his estimate of six months. With this time frame, Mr. Terrill stated that December of 2022 would be the estimated time frame for platting Phase 2. Mr. Shapiro followed up that there would be bonds issued within the next fiscal year. Ms. Burns provided that this would move the dissemination price from \$5,000 to \$6,000. Ms. Burns also stated that the audit would increase to \$4,500. The per lot assessment would remain the same.

Mr. Shapiro asked about field services and the fees that are included in that budget amount when problems arise. Ms. Burns explained that this is based on their field manager Clayton examining the size and gathering an estimate based on similar Districts in the area. Ms. Burns provided that if there is landscaping items, such as general maintenance on sections of fencing, that they can split fees. Ms. Burn explained that once they bring on the amenity then the full fee would be applied, and that the estimate for amenity expenses would be February 2022.

Ms. Burns suggested that they leave the more conservative estimate in for the notice. Discussion ensued about platted and unplatted budget. Ms. Burns suggest the Public Hearing date be July 27<sup>th</sup>, 2021.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Resolution 2021-05 Approving the Proposed Fiscal Year 2022 Budget (suggest Date: July 27, 2021), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022 Budget and the Imposition of Operation & Maintenance Assessments, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Fee Increase Letter for  
District Counsel Services from Hopping,  
Green & Sams**

Ms. Burns presented the proposal to the Board and Ms. Warren elaborated that the increase letter amount was their annual standard increase.

On MOTION by Mr. Rosser, seconded by Mr. Shapiro, with all in favor, the Fee Increase Letter for District Counsel Services from Hopping, Green & Sams, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Arbitrage  
Rebate Services – ADDED**

**A. AMTEC**

Ms. Burns stated this annual fee was \$450.

**B. Grau & Associates**

Ms. Burns stated this annual fee was \$600. After Board discussion on both proposals, they came to a consensus to approve the AMTEC proposal.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Proposal from AMTEC for Arbitrage Rebate Services, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren mentioned there were several bills they were monitoring and that she would provide follow up on the outcomes.

**B. Engineer**

Mr. Gadd had nothing further to report.

**C. District Manager's Report**

**i. Approval of Funding Request #7**

Ms. Burns stated that this was already approved but needed to be ratified by the Board.

On MOTION by Mr. Rosser, seconded by Mr. Shapiro, with all in favor, Funding Request #7, 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 March 31<sup>st</sup>.

**iii. Ratification of Summary of Series 2020 AA1 Requisitions #15 and #17 to #40**

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

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Summary of Series 2020 AA1 Requisitions #15 and #17 to #40, were ratified.

**iv. Ratification of Change Orders**

- a) Ratification of Change Order #2, #5, and #7 from Jon M. Hall Company**
- b) Ratification of External Change Order #2 from Blue Ox**

**c) Ratification of PO #7 with Fortiline Waterworks**

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Change Order #2, #5, and #7 from Jon M. Hall Company, the External Change Order #2 from Blue Ox, and the PO #7 with Fortiline Waterworks, was ratified.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

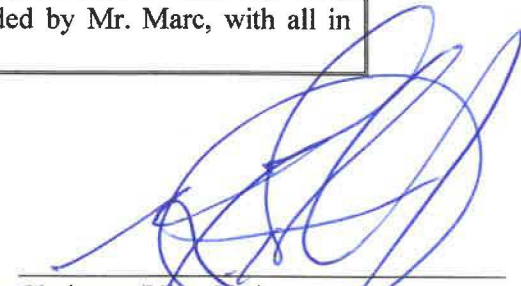
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman