

**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, July 27, 2021** at 11:30 a.m. at 1925 US Hwy 98 S., Suite 201, Lakeland, FL.

Present and constituting a quorum:

Scott Shapiro <i>by phone</i>	Chairman
McKinzie Terrill	Vice Chairman
Allan Keen	Assistant Secretary
Hyzens Marc	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 April 27,
2021 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the April 27, 2021 meeting minutes. The Board had no changes.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Minutes of the April 27, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget

Ms. Burns stated that the public hearing was advertised according to Florida statutes and they also sent a mailed notice that was sent to all property owners within the District. She asked for a motion to open the public hearing.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Opening of the Public Hearing, was approved.

i. Consideration of Resolution 2021-06 Adoption of the District’s Fiscal Year 2022 Budget and Appropriating Funds

Ms. Burns stated that there were not any changes since the Board previously saw the budget. She reviewed the budget for the Board.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Resolution 2021-06 Adoption of the District’s Fiscal Year 2022 Budget and Appropriating Funds, was approved.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Closing of the Public Hearing, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

**Mr. Shapiro joined by phone at this time.*

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Opening of the Public Hearing, was approved.

i. Consideration of Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that this resolution would levy the operation and maintenance assessments based on the budget that the Board just adopted. Ms. Burns explained that if it is platted in time, they can put it on roll. She offered to answer any questions about the resolution. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Closing of the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Deficit Funding Agreement – ADDED

Ms. Burns stated this item was added into the agenda and said that counsel is drafting this agreement that will enter with the developer. She stated that it is for the amount noted that caps the assessments on the platted lots for the builder agreement. She said those funds would only be billed as incurred.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Approving the Deficit Funding Agreement and Authorizing the Chairman to Execute when Counsel Drafts the Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-08 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022

Ms. Burns stated that the new fiscal year begins October 1st. She stated that they can leave the meeting schedule the same. The Board discussed possible meeting places. The Board decided to keep the same date and time but to move the location to Lake Alfred Library.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2021-08 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-09 Re-Designating the Registered Agent for the District – ADDED

Ms. Burns presented the resolution to the Board and stated that Ms. Warren and Mr. Van Wyk had left Hopping Green & Sams and opened their own firm, KE Law Group. Ms. Burns stated

that Mr. Shapiro signed off on the letter that allowed them to keep everything with Ms. Warren and Mr. Van Wyk, and said that this resolution was related to the transfer. Ms. Burns stated that Mr. Van Wyk and Hopping Green & Sams were previously the registered agent, and this resolution would change the registered agent to Ms. Burns and her office. She elaborated that this meant that any correspondence with the state would get sent to her office.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2021-09 Re-Designating the Registered Agent for the District, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2020 Audit Report

Ms. Burns stated that the report was included in the agenda package. She noted that there were no findings or instances of noncompliance, it was considered a clean audit, and the report had been submitted to the state. She asked for a motion to approve.

On MOTION by Mr. Marc, seconded by Mr. Keen, with all in favor, the Fiscal Year 2020 Audit Report, was accepted.

NINTH ORDER OF BUSINESS

Ratification of Joint Letter from Hopping Green & Sams and KE Law Group Regarding District Counsel Representation – ADDED

Ms. Burns stated that this was the letter she referenced earlier that Mr. Shapiro signed off on that allowed them to keep everything with Ms. Warren and Mr. Van Wyk as they moved to KE Law Group.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Joint Letter from Hopping Green & Sams and KE Law Group Regarding District Counsel Representation, was ratified.

TENTH ORDER OF BUSINESS

Consideration of Fee Agreement with KE Law Group – ADDED (to be provided under separate cover)

Ms. Burns stated that Ms. Warren was on the line to answer any questions. Ms. Burns provided that the fees are the same. Ms. Warren provided that the terms of the new agreement are substantially the same as their previous agreement with Hopping Green & Sams.

On MOTION by Mr. Marc, seconded by Mr. Keen, with all in favor, the Fee Agreement with KE Law group, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren had nothing further to report.

B. Engineer

Mr. Gadd had nothing further to report.

C. District Manager’s Report

i. Approval of Funding Request #8 through #11

Ms. Burns stated that this was included in the agenda package and offered to answer any questions.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Funding Request #8 through #11, were 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 June 30th.

iii. Ratification of Summary of Series 2020 AA1 Requisitions #41 to #68

Ms. Burns stated these have all already been approved by an authorized representative of the District and the District Engineer. They just needed a motion to ratify.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Series 2020 AA1 Requisitions #41 through #68, were ratified.

iv. Presentation of Number of Voters – 0

Ms. Burns stated that they are required to determine the number of registered voters within the Districts as of April 15th each year. That number is 0 as no one lives in the District.

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.

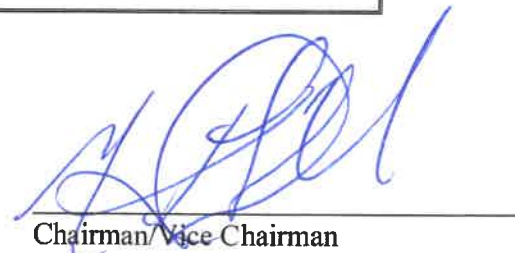
FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman