

**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, May 24, 2022** at 11:00 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

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| Scott Shapiro | Chairman |
| McKinzie Terrill | Vice Chairman |
| Steve Rosser | Assistant Secretary |
| Allan Keen <i>by Zoom</i> | Assistant Secretary |
| Hyzens Marc | Assistant Secretary |

Also present were:

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| Jill Burns | District Manager, GMS |
| Jake Whealdon | KE Law |
| Jennifer Kilinski <i>via Zoom</i> | KE Law |
| Rodney Gadd <i>via Zoom</i> | District Engineer |
| Marshall Tindall <i>via Zoom</i> | GMS |

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Board members were 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 April 26,
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the April 26, 2022 meeting minutes. The Board had no changes, and Ms. Burns asked for a motion of approval.

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| On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Minutes of the April 26, 2022 Board of Supervisors Meeting, were approved. |
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FOURTH ORDER OF BUSINESS

Cypress Park Estates CDD
Presentation and Approval of Updated Preliminary Second Supplemental Assessment Methodology for the Series 2022 Assessment Area (Phase 2 & Phase 3) dated March 22, 2022

Ms. Burns noted that they had received an updated engineer’s report the night prior to the meeting, adding that the only change was the updated cost table. She presented the Supplemental Assessment Methodology, noting that it would allocate debt to the properties that benefited from the Series 2022 Capital Improvement Program. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Updated Preliminary Second Supplemental Assessment Methodology for the Series 2022 Assessment Area (Phase 2 & Phase 3) dated March 22, 2022, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-04 Supplemental Assessment Resolution

This item was tabled to the continued meeting on Monday, June 13th at 11:00 a.m.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-05 Approving the Proposed Fiscal year 2022/2023 Budget (Suggested Date: August 23, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments

Ms. Burns presented the resolution, noting that two options were included for review. Option 1 has no cap with field expenses being full for Phase 1 and prorated based on the development time for Phases 2 and 3. The Board decided to increase the lease payment for the playground to \$23,500 annually with the option of reducing the contingency and amenity repair and maintenance to offset the cost. She noted that Option 2 included a cap of \$850,000 and shifting to a Deficit Funding Agreement. The Board decided to go with Option 1 and set a public hearing for August 23rd at 11:00 a.m. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Resolution 2022-05 Approving the Proposed Fiscal Year

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2022/2023 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments on August 23, 2022 at 11:00 a.m., was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-06 Designating a Date, Time, and Location for a Landowners Meeting and Election

Ms. Burns noted that by statute, the first landowners’ election needed to be held Tuesday November 1st at 11:30 a.m. at the same location, adding that the whole Board did not have to be present except for a proxy holder or someone authorized on behalf of the landowner to cast the votes.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Resolution 2022-06 Designating a Date, Time, and Location for a Landowners Meeting and Election on November 1, 2022 at 11:30 a.m., was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Developer Agreements Relating to the Series 2022 Project – ADDED

A. Collateral Assignment

Ms. Burns stated that in the event of default of the payment Series 2022 Special Assessments, the landowner would assign certain development rates for the District to allow the District or a third party to complete the Series 2022 project.

B. Acquisition Agreement

Ms. Burns stated the agreement outlined the process by which the District is going to acquire work product or improvements from the landowner.

C. Completion Agreement

Ms. Burns stated the agreement noted that the landowner and the District were agreeing that the Series 2022 Bonds only provided a portion of the funds necessary to complete the Series 2022 project, and therefore the landowner agreed to provide funds to the District in an amount sufficient to allow the District to complete the project.

D. True-Up Agreement

Ms. Burns stated that the agreement confirmed the landowners’ intention and obligation, if required, to make true-up payments related to the Series 2022 Special Assessments.

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E. Declaration of Consent

Ms. Burns stated the agreement confirmed that the landowner agreed that the special assessments issued by the District were adopted in accordance with Florida Law and that the District took all action necessary to impose the Series 2022 Special Assessments on the lands. She asked for a motion to approve the documents in substantial form.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Developer Agreements Relating to the Series 2022 Project, were approved in substantial form.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-07 Re-Designating a Local Records Office – ADDED

Ms. Burns presented the resolution, noting that they were updating the administrative resolutions to reflect the new address of the local records office.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Resolution 2022-07 Re-Designating a Local Records Office, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Re-Designating Primary Administrative Office and Principle Headquarters for the District – ADDED

Ms. Burns presented the resolution, stating that it would redesignate the principle headquarters for the District to the District Engineer’s new office location.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Resolution 2022-08 Re-Designating Primary Administrative Office and Principle Headquarters for the District, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Whealdon had nothing further for the Board.

B. Engineer

Mr. Gadd had nothing further to report.

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C. Field Manager’s Report

Mr. Tindall presented the Field Manager’s Report.

i. Consideration of Proposals for Phase 1 Landscape Services *(to be provided under separate cover)*

The Board ensued discussion about approval for landscape quotes and decided to put in a not-to-exceed amount of \$4,500 per month for Omegascares or Prince, and Ms. Burns asked for a motion to approve the amount, as well as the authorize the Chair to make the final decision on the vendor after clarifying the scope.

On MOTION by Mr. Shapiro, second by Mr. Terrill, with all in favor, the Proposal from Omegascares or Prince, with a NTE of \$4500, for Landscape Maintenance, was approved.

ii. Consideration of Proposals for Pool Maintenance Services *(to be provided under separate cover)*

Mr. Tindall presented the proposals to the Board, and the Board voted to go with the proposal from Resort Pools.

On MOTION by Mr. Shapiro, second by Mr. Tindall, with all in favor, the Proposal from Resort Pools for Pool Maintenance Services, was approved.

Mr. Tindall presented proposals for Janitorial Services at the Amenity and the Board voted to approve the quote from CSS.

On MOTION by Mr. Terrill, second by Mr. Rosser, with all in favor, the Proposal from CSS for Janitorial Maintenance Services, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board, which was included in the agenda package, noting the total was \$10,975.70. The Board had no questions.

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On MOTION by Mr. Rosser, second by Mr. Shapiro, with all in favor, the Check Register, 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.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns presented the number of registered voters within the District, noting that the number was 0.

TWELFTH 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 was followed.

FOURTEENTH ORDER OF BUSINESS

Continuation of Meeting to June 13th at 11:00 a.m.

Ms. Burns asked for a motion to continue the meeting to June 13th at 11:00 a.m. at the library.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, the meeting was continued to Monday, June 13, 2022 @ the Lake Alfred Public Library.

Jill Burns

Secretary/Assistant Secretary

Scott Shapiro

Chairman/Vice Chairman