

**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, June 28, 2022** at 11:06 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Scott Shapiro	Chairman
McKinzie Terrill	Vice Chairman
Steve Rosser	Assistant Secretary
Hyzens Marc	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski	KE Law
Grace Kobitter	KE Law
Rodney Gadd <i>via Zoom</i>	District Engineer
Marshall Tindall	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 May 24,
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the May 24, 2022 meeting minutes. The Board had no changes, and Ms. Burns asked for a motion of approval.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Minutes of the May 24, 2022 Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Consideration of Assignment of Contract Agreement with Tucker Paving for Phase 2/3

Ms. Burns noted this agreement was with Tucker Paving and documents are included in the packet. It was clarified this could be done with one agreement for both Phases.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, the Assignment of Contract Agreement with Tucker Paving for Phase 2/3, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Arbitrage Rebate Services for Series 2022 Project Bonds from AMTEC

Ms. Burns noted this is a requirement to demonstrate that the District does not earn more interest than it pays. It's for \$150/year for the most recent bond issuance.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, the Proposal from AMTEC for Arbitrage Rebate Services for Series 2022 Project Bond, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-09 Setting a Public Hearing on the Adoption of Amenity Policies and Rates

Ms. Burns noted the policies are included in the packet for the Board and are standard rules used by other Districts. She added golf cart policies are included as well. The rates are listed with an annual user fee for non-residents of \$2,500. The other is for replacement access cards that contain two cards per household at \$30 per card. The cost for the District depends on how many are ordered and runs about \$20 card. She added the next year's budget has \$5,000 for cards. She explained the process to issue the cards. Board discussion ensued on the process and information that is posted in the District. Further discussion on specific policies around amenity usage, dog park, playground, and hosting parties.

Ms. Burns suggested the public hearing be held on August 23, 2022 at 11:00 a.m.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, Resolution 2022-09 Setting the Public Hearing on Amenity Policies and Rates on August 23, 2022 at 11:00 a.m., was approved.

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SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2021 Audit Report – ADDED

Ms. Burns reviewed the audit and noted it was considered a clean audit and there were no incidents of non-compliance.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Fiscal Year 2021 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-10 Ratifying Series 2022 Project Bonds – ADDED

Ms. Burns stated the bonds were closed on June 15th and this ratifies the closing.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2022-10 Ratifying Series 2022 Project Bonds, was approved.

NINTH ORDER OF BUSINESS

Consideration of Amended and Restated Disclosure of Public Financing (to be provided under separate cover)

Ms. Burns noted that this includes the newest issuance that will be recorded to property owners. This will authorize Scott to sign the disclosure so it can be filed once it is completed. Ms. Kilinski explained the disclosure and noted it was a requirement to update financing.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Amended and Restated Disclosure of Public Financing and Direction for the Chair to Authorize and Execute, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kilinski had nothing further for the Board.

B. Engineer

Mr. Gadd had nothing further to report. Mr. Rosser had a question on the contract regarding installation of the sidewalk on the playing field and the sodding and other items in Phase 2. He

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also asked if the county had accepted all improvements in Johnson Ave. It was noted that this was not accepted because a partial close out was not conducted.

C. Field Manager’s Report

Mr. Tindall presented the Field Manager’s Report and discussed the landscaping issues, sodding, mowing, shade structure, pool maintenance, and dog park. The internet access installation and options for opening was discussed if not completed by August 1st. Ms. Burns explained the options of giving residents a code. She recommended that the District contact residents and delay the opening. The Board decided to delay this discussion until the next meeting.

Further discussion ensued on security cameras, painting of amenity ceiling, trash quotes and pest control quotes. These will be discussed at the next meeting.

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, through June 20th and the total was \$23,960.44. Ms. Burns explained the check register process.

On MOTION by Mr. Shapiro, second by Mr. Rosser, with all in favor, the Check Register for \$23,960.44, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted that the financial statements through May 31st are included in the agenda package for review and there is no action required. Discussion ensued on needed proposals to be brought back to the next meeting.

iii. Ratification of Change Order #3 from Henkelman Construction

Ms. Burns presented the Change Order #3 from Henkelman Construction. There was a question on the guaranteed maximum price and why it was deleted on all orders.

On MOTION by Mr. Rosser, second by Mr. Terrill, with all in favor, Change Order #3 From Henkelman Construction, was ratified.

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ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item was followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

Scott Shapiro

Chairman/Vice Chairman