

**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, August 23, 2022** at 11:04 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Scott Shapiro  
Steve Rosser  
Hyzens Marc  
Allan Keen

Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Jennifer Kilinski  
Grace Kobitter  
Marshall Tindall

District Manager, GMS  
KE Law  
KE Law  
Field Manager, 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 June 13, 2022 Continued Board of Supervisors Meeting and the June 28, 2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the June 13, 2022 continued Board of Supervisors meeting minutes and the June 28, 2022 Board of Supervisors meeting minutes. The Board had no changes.

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On MOTION by Mr. Keen, seconded by Mr. Shapiro, with all in favor, the Minutes of the June 13, 2022 Continued Board of Supervisors Meeting and the June 28, 2022 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the District’s Fiscal Year 2023 Budget**

Ms. Burns noted that this public hearing had been advertised in the paper.

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

Ms. Burns stated that there were no members of the public present or joining via Zoom.

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

**i. Consideration of Resolution 2022-11 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds**

Ms. Burns noted that this resolution was included in the agenda package for review. She stated that there was an updated version that was sent out yesterday. She stated that this version lowered the platted lot assessment to the gross \$1,025 per unit and a developer contribution to offset that amount was listed as well. She noted that for the assessments direct billed, it would be \$13,810 billed to offset that amount.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Resolution 2022-11 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2023 Developer Funding Agreement**

Ms. Burns noted that this was not in the agenda package. She noted to approve this with the entity, and they would finalize it and authorize the Chairman to get it executed.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, the Fiscal Year 2023 Developer Funding Agreement, was approved.

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

Ms. Burns noted that this public hearing had been advertised and mailed notice was sent to property owners within the community.

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

Ms. Burns noted that there were no members of the public present at this time.

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

**i. Consideration of Resolution 2022-12 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns noted that this resolution imposed the O&M assessment based on the budget that the Board just adopted. She noted that a copy of the assessment roll was included in the agenda package for review. She stated that Phase 1 would all be collected on roll and there was a collection schedule for the undeveloped property as well.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Resolution 2022-12 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**C. Public Hearing on the Adoption of the Amenity Policies and Rates**

Ms. Burns noted that this public hearing was advertised in the paper.

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

**i. Consideration of Resolution 2022-13 Adopting Amenity Policies and Rates for the District**

Ms. Burns noted that this resolution was included in the agenda package for review. She stated that this had not changed since the last time that the Board reviewed these policies. She noted that there was an issue with the access control system and that the facility was not open at

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this time. She explained that they had collected complications from residents, and they anticipated that Mr. Tindall would have an update on that. She noted that they anticipated to be able to open that on Monday for everyone.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, Resolution 2022-13 Adopting Amenity Policies and Rates for the District, was approved.

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

**FIFTH ORDER OF BUSINESS**

**Resolution 2022-14 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023**

Ms. Burns noted that the proposed date was the fourth Thursday at 11:00 a.m. and they were currently meeting the fourth Tuesday. After Board discussion, they decided to keep the fourth Tuesday at 11:00 a.m.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Resolution 2022-14 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 for the Fourth Tuesday of Every Month at 11:00 a.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Escrow Agreement**

Ms. Burns noted that this was included in the agenda package for review. She stated that this had already been approved and was to escrow the funds required to build the amenity facility.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, the Escrow Agreement, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Leasing Contract**

Ms. Burns stated that this was still being worked out with the entity leasing the playground structure. She noted that what was in the agenda package was substantially the same. She noted that this was the actual agreement and that they were waiting to get the updated version for the Board to sign. She noted that the terms in it for the payments were the same.

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On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, the Leasing Contract, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Landscape Improvement Installation Agreement with Stewart & Associates Property Services, Inc. – ADDED**

Ms. Burns stated that this was for Phases 2 and 3. She noted that the total amount listed was \$394,508 and it was for them to install the common area landscaping.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, the Landscape Improvement Installation Agreement with Stewart & Associates Property Services, Inc., was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter had nothing further for the Board.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager’s Report**

Mr. Tindall reviewed over the field manager’s report with the Board. He noted that most of the landscaping with sod and palms had gone in. He noted that they would monitor the newly installed landscaping progress. He noted that they had been monitoring the landscaper and trying to keep them on point. He stated that the walls were cleaned up and looking good. He stated that the cameras were going to go in, which would not hold up the amenity opening. He noted that they got the key card system figured out. He explained that there were some issues with Spectrum that they had been fighting with for a couple of weeks, but they had those figured out and was getting everything set up with that. He noted that pro playgrounds did not include the resetting of the pavers after they were done. After discussion, they would go ahead and get their maintenance crew to get that this week so they could get the amenity opened as soon as possible here. He noted that they got the janitorial and pool vendor squared away. He noted that the playground looked good,

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the trash cans were delivered, the benches were all in, bike rack was in, and everything else looked good.

**i. Dumpster Pricing from Haines City**

Mr. Tindall presented the dumpster proposal to the Board. He noted that they had the dumpster enclosure set up and there was a concluded pricing from the city. He recommended the 4-year dumpster once a week. He explained that they had did this at the other locations and it had been successful. He noted that it would be \$142.37 a month. Ms. Burns noted that if they found that they needed to empty it more frequently, they could always increase in the future.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, Dumpster 4 Yard with Once a Week Pick Up, was approved.

**ii. Proposal from GMS for Permanent Garbage Cans**

Mr. Tindall presented the proposal for permanent garbage cans. He noted that the permanent garbage cans were not included in pro playground scope. He recommended, based on the size of the facility, about 5 garbage cans. He stated that he had included a few options. He recommended option 3, which was 42 gallons without accents. He noted that these had been successful at the other locations. After discussion, the Board decided to go with option 3.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Proposal from GMS for Permanent Garbage Cans, was approved.

**iii. Proposal from Resort Pool Services for Fountain Maintenance**

Mr. Tindall presented the proposal for the fountain maintenance to the Board. He noted that the fountain at the entrance was coming along. He stated that he called the manufacturer, and they did not offer a service agreement, so he went ahead a talked to the pool vendor since he was going to be on site anyway and he provided the contract that was in the agenda package. He recommended to have him while he was on site. The Board agreed with Mr. Tindall's recommendation.

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On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Proposal from Resort Pool Services for Fountain Maintenance, was approved.

**iv. Proposals for Pest Control Contract** *(to be provided under separate cover)*

Mr. Tindall presented the proposal for the Pest Control Contract which was discussed at the last meeting for termite protection. He stated that he recommended, based on all his research, to go with Massey because they were the cheapest and they were good on their service. He noted that as far as basic pest control goes, it would run \$40 a month for these facilities. He stated that as far as termites go, that would be an annual initial fee of \$696, which included bait stations and a spray treatment of the wood in the attic. He noted that every year after that would be \$240. He explained that it was \$50,000 per incident of coverage from the event that anything happened up to \$250,000.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Accepting the Proposal for Pest Control Contract from Massey for \$40 a Month Regular Pest Control and the Terminate Treatments, 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.

On MOTION by Mr. Shapiro, second by Mr. Marc, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns noted that the financial statements through July 31, 2022 were included in the agenda package for review and there was no action required.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item was followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

*Jill Burns*

Secretary/Assistant Secretary

*Scott Shapiro*

Chairman/Vice Chairman