

**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, October 25, 2022** at 11:00 a.m. via Zoom.

Present and constituting a quorum:

Scott Shapiro *by Zoom*
McKinzie Terrill *by Zoom*
Steve Rosser *by Zoom*
Hyzens Marc *by Zoom*
Allan Keen *by Zoom*

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Jennifer Kilinski
Grace Kobitter
Marshall Tindall
Rodney Gadd

District Manager, GMS
District Counsel, KVW Law
District Counsel, KVW Law
Field Manager, GMS
District Engineer, Gadd Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum. She added that the meeting was taking place via Zoom due to the hurricane.

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 August 23,
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, corrections to the August 23, 2022 Board of Supervisors meeting minutes. The Board had no changes.

<p>On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Minutes of the August 23, 2022 Board of Supervisors Meeting, were approved.</p>
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October 25, 2022

Cypress Park Estates CDD

FOURTH ORDER OF BUSINESS

Presentation of Field Conveyance Report

Mr. Tindall presented the Field Conveyance Report, noting that sod needed to be repaired in several areas in Tract C, as well as grating, and sod repair along the fence in Tract E. He added that the most significant repair needed to occur at the Tract D slope at the bank adjacent to the small ranch property. He also stated that there was a hole in a grate in Tract D as well that needed to be replaced. The Board discussed options to complete the grating portion.

FIFTH ORDER OF BUSINESS

Consideration of Phase 1 Conveyance Documents

Ms. Burns presented the conveyance documents, asking that they be approved in substantial form pending the list of items presented by Mr. Tindall to be completed.

On MOTION by Mr. Shapiro, seconded by Mr. Marc, with all in favor, Phase 1 Conveyance Documents, were approved in substantial form.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates

Ms. Burns presented the engagement letter for Fiscal Year 2022 audit services with Grau & Associates, noting that the Board had previously gone through the process to engage an auditor and had selected Grau in the process. She added that it was a renewal, and that there was a price increase due to a second series of bonds that was issued for a total not-to-exceed amount of \$7,000.

On MOTION by Mr. Shapiro, seconded by Mr. Keen, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Fiscal Year 2023 Developer Funding Agreement

Ms. Burns stated that the Board had decided to limit the number of O&M assessments that would be placed on the platted lots. She added that the agreement came in place for the difference of the amount in the budget and the amount that was capped on the platted lot. She noted that the agreement was with KRPC East Johnson, LLC. She asked for a motion to ratify.

October 25, 2022

Cypress Park Estates CDD

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

EIGHTH ORDER OF BUSINESS

**Ratification of Government Leasing
Playground Lease Assignment Agreement**

Ms. Burns stated that the District has received a letter from the Government Leasing Agency stating that it was being assigned from their current back to First State Bank Livingston, LLC. She asked for a motion to ratify.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Government Leasing Playground Lease Assignment Agreement, was ratified.

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

Update Regarding Hurricane Damage and Clean-Up

Mr. Tindall reviewed the Field Manager's Report, noting that prior to the hurricane, they reviewed the site and prepared for the storm. He added that the District barely had any damage, aside from vinyl fence that needed to be replaced. He also stated that everything seemed to be accounted for and seemed to be stable. A few items aside from infrastructure were damaged, including a key card controller that has since been replaced. He added that they put up new signs regarding dog park policies at the dog parks. He also notified the Board of the vandalization of a pool gate that was replaced as well.

- i. Consideration of Proposal for Rear Gate Camera/Keypad from Current Demands *(to be provided under separate cover)***

October 25, 2022

Cypress Park Estates CDD

Mr. Tindall presented the proposal for a rear gate camera and keypad from Current Demands for a total of \$3,125.97. He noted that it would entail adding a keypad to the back and the front gates, and that it would hopefully reduce the amount of people hopping over or damaging the gate.

The Board decided to have Mr. Tindall to bring back a quote that just included a camera install to the next meeting, and they would make a final decision then.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register through October 17th, 2022 to the Board, which was included in the agenda package. She noted the total was \$50,414.36.

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 September 30, 2022 were included in the agenda package for review and there was no action required.

TENTH ORDER OF BUSINESS

Other Business

Ms. Burns noted that the regular meeting location at the Lake Alfred Library would, starting in October, have a fee for room rental for \$25. The Board confirmed that they would still use the location.

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. Keen, seconded by Mr. Marc, with all in favor, the meeting was adjourned.

October 25, 2022

Cypress Park Estates CDD

Jill Burns

Secretary/Assistant Secretary

Scott Shapiro

Chairman/Vice Chairman