

**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 24, 2023** at 10:32 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill
Steve Rosser
Hyzens Marc
Scott Shapiro *joined late*

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Kobitter
Marshall Tindall
Rodney Gadd *via Zoom*
Eric Hoyt *via Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present in person constituting a quorum. Mr. Shapiro joined the meeting late.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there were no members of the public present or on Zoom.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the July 25,
2023 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the July 25, 2023 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, the Minutes of the July 25, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-05
Setting a Public Hearing on the Adoption
of Parking and Towing Policies for the
District (tabled from July 25, 2023 Board
Meeting)**

- A. Map Depicting Parking on ODD Side of Street Only**
- B. Map Depicting Parking on EVEN Side of Street Only**
- C. Map Depicting NO Parking at Any time, EXCEPT Where Indicated by Signage**
 - i. Proposal from GMS for Signage Installation**

Ms. Burns presented the resolution and noted it was tabled at the last meeting. She added there have been more complaints about street parking issues, mostly with vehicles parked on both sides of the road. She presented the three options for the Board and explained the options. She noted the third option is for no parking at anytime except where signage indicates and explained that Florida statute if tow away zones are posted they must be placed every 25 feet.

She recommended to go with custom only parking where noted. She explained the map with the problems with odd and even parking. Discussion ensued on the problems with signage with odd and even, the concerns with fire trucks, garbage trucks, and consideration of large vehicles. She explained the third options notes that commercial vehicles cannot be parked overnight. Other topics of concern were fire hydrants, map colors, addresses, lot numbers, Phase 2, and emergency services,

Mr. Tindell explained the draft map for suggested parking. The Board discussed some exceptions for the different areas of the drafted map.

Ms. Burns explained they are only setting the Public Hearing today and not adopting today. She explained today was discussion and how they would proceed with presenting at the hearing. The placement of entrance signs was discussed. Ms. Burns noted the quote included will be for approximately \$7000 for signage. She explained a towing vendor would be added.

She suggested the Public Hearing be held at the January 23, 2024 meeting due to notice requirements, and the December meeting being on the 26th and possibly cancelled. After discussion the Board decided the Public Hearing would be held on January 23, 2024 at 10:30 in the same location.

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On MOTION by Mr. Marc, seconded by Mr. Rosser, with all in favor, Resolution 2023-05 Setting a Public Hearing on the Adoption of Parking and Towing Policies for the District for January 23, 2024 at 10:30 a.m. in the Same Location was approved.

**Mr. Scott Shapiro joined the meeting at this time.*

FIFTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report from AMTEC for Series 2022 Project Bonds

Ms. Burns stated that under Internal Revenue code the District is required to determine that we do not earn more interest than we pay on the bond. She added this is an annual report that is required. She noted there is a negative arbitrage amount listed on the report. She asked the Board for a motion to accept the report.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the Arbitrage Rebate Report from AMTEC for Series 2022 Project Bonds, was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter for Fiscal Year 2023 Audit Services from Grau & Associates

Ms. Burns presented the letter from Grau & Associates and noted it was a multiyear contract and this is the renewal. She added the total amount is for \$7,100.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Engagement Letter for Fiscal Year 2023 Audit Services from Grau & Associates, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter stated there was nothing further to report. Discussion ensued on the process of vacating seats and term expirations. The seat in question will be up in 2026. Ms. Burns stated the District would hit the 250 mark before the 6 years. She added there are 244 registered voters in the District.

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It was asked if the Phases 2 and 3 were turned over to the District from the Developer. Mr. Tindall explained some of the areas that were still in progress. Ms. Burns stated they had not approved conveyance documents and were waiting for everything to be completed. She noted they could review Phase 2 & 3 conveyances and authorize the Chair to execute. She asked for a motion.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, To Authorize the Chair to Execute Conveyance Documents for Phase 2/3 Once Complete, was approved.

B. Engineer

Ms. Burns noted there was no Engineer present. Later Mr. Gadd joined the meeting but had nothing further to report.

C. Field Manager's Report

Mr. Tindall presented the report to include amenity damages and replacements, monthly playground review, bike rack installation, dog park fence issues, basic maintenance issues to include chair cleaning, playground checks, landscaping touch ups, mowing schedule, fountain painting, punch list for Phase 2/3, and the meeting with HOA on trees in median.

i. Consideration of Proposal for Landscape Services for Phases 2 and 3 from Prince and Sons, Inc.

Mr. Tindall presented the proposal for landscaping services for Phases 2 and 3 from Prince and Sons, Inc. He reviewed the specifics and the areas included. He asked a question on the track for the city and is that CDD managed and maintained. Discussion ensued on the specifics.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Proposal for Landscape Services for Phases 2 and 3 from Prince and Sons, Inc., was approved.

ii. Consideration of Landscape Contract for City Stretch *(for discussion if needed)(to be provided under separate cover)*

Mr. Tindall presented the landscaping contract for City Stretch. He reviewed the specifics, the areas, the schedule, Discussion ensued on mowing, the right of way, sodding, and future road

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expansion. Mr. Tindall suggested a not to exceed amount. Other discussion topics included liability, letter to city for maintenance, mowing areas,

Mr. Gadd added comments on mowing of the right of way and the only one not being mowed. It was noted the others are mowed. Discussion included the area currently maintained by the District, the adding of another area of mowing, obligations to mow, liability, setting a precedent with the city, indemnity from the city for temporary access, costs, the look of the area if not mowed, notification to the city to maintain, seeding not taking, having Tucker review, and other options on how to proceed.

After discussion the Board decided This item was denied for approval.

iii. Consideration of Estimate for Playground Shade from ProPlaygrounds

Mr. Tindall presented the proposals for playground shade from ProPlaygrounds. He reviewed the specifics of costs, Ms. Burns noted this was not included in the current budget, but the Capital Reserves has a transfer of \$33,000 to use. She added there has not been a lot of resident participation and input on this issue. She recommended table this issue and look at it again with the budget at the end of the year, or table and include it in the budget for the upcoming year and the possibility of increases assessments. Further discussion included the costs, expense, the engineer consult that is needed, warranties, seeking other vendors and proposals for additional quotes, liability, and other options for shade.

After discussion the Board decided to table this item.

iv. Consideration of Renewal of Pool Maintenance Contract with Resort Pools

Mr. Tindall presented the proposal of renewal of the pool maintenance contract with Resort Pools. He reviewed the cost and services, schedules, amount of days, holiday coverage, and fountain maintenance, Ms. Burns noted this is about \$1000 over budget. She recommended waiting on approval for the extra days and waiting to see.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, the Renewal for Pool Maintenance Contract with Resort Pools, was approved.
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v. Consideration of Renewal of Janitorial Maintenance Contract with CSS (to be provided under separate cover)

Mr. Tindall presented the janitorial service contract is for the new year renewal. The monthly cost is \$475. Only changes are additions of a couple of garbage cans at the new parks in Phase 2/3. The dog stations will be added with a total annual for all service fee is \$11,500. He recommended approval 3 day/week to continue with no change, and to add the additional stations.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Renewal for Janitorial Maintenance Contract with CSS, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register from July 13th through October 6th. It also includes some construction funds totaling \$1,028,448.76.

On MOTION by Mr. Rosser, seconded 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 the month of September and were included in the agenda package for review and there was no action required.

iii. Presentation of Updated Voter Numbers – 244

Ms. Burns stated the current number of registered voters as of April 15th in the District is at 244.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

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TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Scott Shapiro
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Chairman/Vice Chairman