

**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, January 23, 2024** at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Scott Shapiro
McKinzie Terrill
Steve Rosser

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Jill Burns
Grace Kobitter
Marshall Tindall
Rodney Gadd

District Manager, GMS
District Counsel, Kilinski Van Wyk 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. Three Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the October 24,
2023 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the October 24, 2023 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Minutes of the October 24, 2023 Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of Parking and Towing Policies for the District

Ms. Burns asked for a motion to open the public hearing.

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

Ms. Burns stated there were no members of the public present or joining via Zoom. She asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2024-01 Adopting Parking and Towing Policies for the District

Ms. Burns stated this is included in the agenda package for Board review. The Board had them put together options for designating a signage policy that allows for parking on one side of the street. That map is included on page 23. She noted basically the whole community is designated a tow away zone except where the allowance is posted. Commercial vehicles are not allowed to be parked on the street overnight from 10 p.m. to 6 a.m. even in the areas where parking is allowed. This is only for Phase 1 now. She noted a mailed and email notice of this policy will be sent to the property owners and builders will get a letter also. Two weeks will be allowed from the time the letter goes out to the time that towing will actually start. Rennie asked about driveways being blocked by garbage pickup, etc. Ms. Burns noted that is addressed by the city and police.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Resolution 2024-01 Adopting Parking and Towing Policies for the District, was approved.

ii. Consideration of Proposal for Parking Signage Installation

Ms. Burns presented the proposal for the parking signage and installation. The quote is \$7,621.07 which is for labor and installation.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Proposal for Parking Signage Installation, was approved.

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FIFTH ORDER OF BUSINESS

Ratification of Master Notice of Special Assessments

Ms. Burns stated this has already been signed and recorded.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Master Notice of Special Assessments, was ratified.

SIXTH ORDER OF BUSINESS

Consideration of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this is an annual renewal of an existing agreement that needs to be entered into to collect assessments on roll.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Reports for:

- A. Series 2020 Assessment Area One Project Bonds**
- B. Series 2020 Assessment Area Two – Project Bonds**

Ms. Burns stated this is a report required by the Trust Indenture for the bonds. Under Internal Revenue Code, the District has to demonstrate that it does not earn more interest on the bonds than it pays. The cost of the report is \$500 annually.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the Series 2020 Assessment Area One Project Bonds & Series 2020 Assessment Area Two – 2020 Project Bonds, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**

Ms. Kobitter reminded the Supervisors beginning in 2024 four hours of ethics training is required. She recommended Supervisors keep a detailed log of the courses they take. She noted her office is putting together a training either at a Board meeting or doing a workshop to help get

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hours. Ms. Burns stated Supervisors should have received an email from the Florida Commission on Ethics.

B. Engineer

Mr. Gadd had nothing to add at this time.

C. Field Manager's Report

Mr. Tindall noted the amenity looks good overall. An amenity shade had a loose shackle from the wind which was resecured. Playground garbage can lids missing from enclosures in Phases 2 & 3 and the vendor provided them without any issue. Construction trash is being picked up. Landscaping overall looks good. In Phase 3 there is an irrigation concern along Johnson Avenue. The landscaper recommended the irrigation be modified there. He noted if the Board is amenable, he can get a quote from Prince and get that done or use the original installer. He noted they would tie into existing lines there. Planning to add gravel around fountain to help with washout. Working with HOA to bring overcanopy trees into compliance for the city. He noted the city is verbally compliant as of Friday, but he doesn't have it in writing yet. A couple of street signs needed to be straightened.

Mr. Tindell presented the Conveyance Report that was printed and emailed to the Board. He gave an overview of tracts S, T, V, X, Y, Z, AA, BB, and CC.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Authorizing the Chair to Sign Off on Phases 2 & 3 Conveyance Package when drafted by Grace Kobitter, were approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register. She asked for any questions on those invoices. Otherwise, looking for a motion to approve.

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

ii. Balance Sheet and Income Statement

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

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Scott Shapiro
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Chairman/Vice Chairman