

**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 **Thursday, April 25, 2024** at 10:30 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
Allan Keen

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Grace Kobitter
Marshall Tindall
Rodney Gadd

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
GMS
Gadd Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for any public comments on any of the agenda items. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 23, 2024 Board of Supervisors Meeting

Ms. Burns asked for any questions, comments, or corrections to the January 23, 2024 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

April 25, 2024

Cypress Park Estates CDD

On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, the Minutes of the January 23, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-02 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 23, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments

Ms. Burns stated this resolution kicks off their budget process. They are required to send a copy of the budget to the city or county at least 60 days prior to the public hearing date. This resolution will set their cap amount if there is a proposed increase. They need to send mailed notice to property owners to notify them of the public hearing date that is included in the resolution, which is July 23. Then, residents would have an opportunity to come to that public hearing and comment on the budget and the proposed increase. She noted that they can change the line items in the budget, they just can't go above the amount in the budget that was noticed without sending another notice. She explained that this budget does contemplate an increase beyond the previously noticed amount. She noted the current assessment amount for Fiscal Year 2024 is \$914 and the proposed amount for 2025 is \$1,166, so it's a \$252 annual increase for each of the lots. She reviewed the budget increases. After discussion, the Board agreed to adopt Resolution 2024-02.

A resident commented a concern regarding the water because there was a lot of water running into the grass. She understands the proposed budget, but she didn't feel like they should be penalized for the issue that should have been kept up with. She was pretty sure a lot of the owners sent emails regarding that issue. Ms. Burns explained that landscape company does monthly irrigation checks. She stated if anyone see areas of concern, they should email Mr. Tindall or herself and let them know. After discussion, Ms. Burns stated they would look into it and get some information. The resident also had a question about the security guard. Ms. Burns explained that item is on the agenda next, and she would go over what the current scope is and what the new proposal is.

April 25, 2024

Cypress Park Estates CDD

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2024-02 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 23, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Designating a Date, Time, and Location for a Landowners’ Meeting and Election (November 19, 2024)

Ms. Burns stated they are required to hold a Landowners’ election for Board seats every two years in November. She notice that their regular November meeting, if the schedule stays the same, is actually two days before Thanksgiving and she assumed there would be a quorum issue. She proposed to change the date of the November meeting up one week to the Tuesday before on November 19, 2024 at 10:30 a.m. The Board agreed.

Ms. Burns stated they had three Board seats that will be up for election in November of 2024. She noted the only requirements to fill those seats is they have to be 18 years of age, a resident of the State of Florida, and a United States citizen.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2024-03 Designating a Date, Time, and Location for a Landowners’ Meeting and Election (November 19, 2024), was approved as amended.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Security Services

Ms. Burns provided a brief overview of the current scope. She noted that certain security procedures and contracts are exempt from a records request. She stated that the current contract that is in place is for 16 hours per week that is staffed with a guard. It is two 8-hour shifts. It is peak hours. The current contract does have where they do check-ins three days a week with a roving patrol officer and those days vary. The total of that contract is roughly \$30,000. She explained that what was in the agenda today is for essentially the same price but is about \$1,000 more. They will install a camera system that is monitored overnight hours. The camera system has a call-down capability and is motion activated. They will pick up 12 hours of coverage, 8:00 p.m.

April 25, 2024

Cypress Park Estates CDD

to 8:00 a.m. She explained that this was a hybrid option of security. She discussed available options. She noted that some of the costs for the remote monitoring is the purchase of the cameras financed over five years. In the event that they want to cancel this, they have to purchase those cameras out of the contract if they want to keep them. They do the installation. The price is \$31,576 annually for the guard, the remote monitoring, and the cameras.

A resident comment concern of the guard sitting at a table. She suggested that they have a designated area for the guards to sit. Ms. Burns responded that they would ask the guards to move their chair away from the table. The resident commented that the rules were not being followed with the security guard being there. She provided an example of someone grilling with music on and the security guard was there, and nothing was done about it. Ms. Burns asked the resident to email her and let them know when she sees that happening. The resident commented that in her opinion the security company was not doing a very good job. Ms. Burns explained that it was the same company, but a completely different staff.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Amendment to the Security Contract, was approved.
--

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter reminded the Supervisors beginning in 2024 four hours of ethics training is required. She also provided an update that the conveyance documents for Phases 2 and 3 have been executed and those deeds have been recorded. They will have that package on the next agenda for ratification.

B. Engineer

Mr. Gadd had nothing to add at this time.

C. Field Manager's Report

Mr. Tindall presented the field manager's report. He stated they amenity overall looks fine. The pool looks good. There was reported vandalism at the playground. Some loose coping was identified along the corner by the zero entry and the section was pulled, cleaned, and remounted. He explained that the landscaping overall for Phases 1 and 2 looks goods. He explained that Phase

April 25, 2024

Cypress Park Estates CDD

3 mowing was deferred some to allow the sod a better chance to establish. Cleanup and regular mowing has been arranged. They are monitoring areas with landscaper. The turf and plants are more prone to stress in unirrigated zones. He noted that Bahia is expected to bounce. After the landscape review, Mr. Tindall discussed the general maintenance. His general maintenance review included removal of litter that was dumped on the street in Phase 2, repair of some areas of the dog park fence, straightened some leaning stop signs, installed filter fabric on uncovered grate in Phase 2 swale Tract Q, added concrete and minor riprap to Phase 2 Tract R mitered end, and resecured loose soccer nets. He concluded his report with reviewing parking signs and drains. He explained that the materials arrived, and the approved signs were being installed. He also noted they were reviewing mitered ends and drains for cleaning before storm season.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register. She asked for any questions on those invoices.

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

ii. Balance Sheet and Income Statement

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

iii. Presentation of Number of Registered Voters – 344

Ms. Burns noted there was 344 registered voters.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Resident Ray comment concerns with security. He asked if there was a proposal for security of the kid’s park. Ms. Burns responded that there was not, and it was a little harder because it was not a fenced in area. She also explained that their biggest hurdle is going to be that there is

April 25, 2024

Cypress Park Estates CDD

no power to that area and there would be an upfront cost in order to be able to install those. The resident understood. He also asked if it was too farfetched to think the idea as to where the amenities can be extended security wise where they are given some form of identification besides the cards so security can check their I.D. to prove that they are a resident of this community and that they are allowed the certain number of guests. Ms. Burns responded that if they have concerns, they send it to their amenity staff to verify. If a resident is over the guest limit, they send a violation letter. She, again, recommended that if there are concerns by residents, they should email the amenity access team or herself and they will look into those concerns. She added that if they had a date and time, that would be very helpful.

Resident Claire commented on some concerning activity at the playground after hours. She suggested that lights might prevent some of the concerning activity taking place. She asked if it would be a possibility to have the playground as a lighted amenity. She asked if there was an ability to have that locked and keyed. She asked if there was some kind of information that they can post on the Facebook group from the CDD to have what steps they should be taking, then she would be happy to post that as the moderator of that group. Ms. Burns responded that there was an ability to have that locked and keyed, but that was not something that was planned or budgeted for and there is a cost associated with that. She also addressed the question on the lighting of the playground stating lighting areas tends to invite more people thinking they are open. In saying that, she stated if residents want to look at putting solar lights in the playground area, they can do that. The resident understood. The resident commented that a camera could help.

A resident commented that she saw the proposals and asked how much more they would be paying. Ms. Burns responded that was in the budget discussion that the proposed increase amount was \$252 annually per lot. The parking policies were discussed.

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
E20F905D8C5D410...

Chairman/Vice Chairman