

**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, July 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 *by Zoom*
McKinzie Terrill
Hyzens Marc
Allan Keen

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Kobitter
Marshall Tindall
Rodney Gadd

District Manager, GMS
District Counsel, Kilinski Van Wyk
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 and one attended by Zoom, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for any public comments on any of the agenda items.

Resident asked if Darrin Mossing ever attends the meetings. Ms. Burns stated Darrin Mossing is the Assessment Consultant in their office, and he does not attend the meetings.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the April 25,
2024 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the April 25, 2024, Board of Supervisors meeting minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Minutes of the April 25, 2024, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated this hearing has been advertised in the paper, as required by Florida Statute.

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

Ms. Burns stated there is a proposed increase in the budget for the upcoming year. The total assessment amount proposed based on the budget we collected on the Polk County tax bill for the operations and maintenance would be \$1,166. Several line items had an increase from the current year, property insurance rates severely increased in Florida. There is a slight increase in landscape maintenance that considers a full year of maintaining the Phase 2 well that was added into the contract. Ms. Burns noted that they also increased landscape replacement because there are more areas that need to be maintained. The water and sewer line item were adjusted for actuals and increased the amenity water. There was an increase in security to allow for more patrols later at night during the summer months. The Capital Reserve has also been increased now that the community has been built up. The proposed increase amount is \$252.32.

An audience member noted that was a 28% increase and expressed confusion towards having more patrols at night.

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

i. Consideration of Resolution 2024-04 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2024-04 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

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

Ms. Burns stated this was advertised in the paper.

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

Ms. Burns stated we are imposing the assessment for collection on the Polk County tax bill. There were no father comments 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 2024-05 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated there is a copy of the assessment roll in the agenda. This certifies the assessments for collection based on the budget that the Board adopted.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2024-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

Ms. Burns stated the majority of meetings will be on the 4th Tuesday of the month at 11:00 a.m., and a couple meetings have been changed to the 3rd Tuesday due to holidays.

On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, Resolution 2024-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

SIXTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns noted there was a change to Florida Statute that states CDDs need to adopt goals and objectives annually. Staff went through and reviewed statutory requirements for the CDD, such as holding the minimum number of meetings required a year (2), as well as financial transparency, maintaining any District owned property, etc.

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On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns stated the District is required to have an annual independent audit sent to the State by the June 30th deadline. On page 30 of the Audit Report, there is a summary of the report to management. It is a clean audit. There were no instances of noncompliance or findings the district meets any of the requirements of a financial emergency. It was independent and sent to the state by the required deadline.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Special Warranty Deeds for Phase 2 and Phase 3 Conveyance

Ms. Burns stated this was discussed in the last meeting. Counsel drew up the documents that have already been approved.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Special Warranty Deeds for Phase 2 and Phase 3 Conveyance, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter reminded the Board of the four hours of ethics training that needs to be done by December 31st of this year.

B. Engineer

Mr. Gadd had nothing to add at this time.

C. Field Manager's Report

Mr. Tindall presented the field manager's report, found on page 119 of the agenda. He stated the overall amenities are being maintained, as previously discussed. A couple of trees were replaced as part of Phase 2. The landscapers are keeping in place the modern detail. They were a little stress when there was a bit of a drought, but he discussed with the landscaper to bump the water up. The

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plants have recovered. The parking signs that were approved have all been installed. The edge of the pool was damaged due to wind, a temporary barricade was added to the pool deck, to make sure it was safe, and it has been reopened. The braced is still in place, however the vendor who built the pool deck has agreed to fix the deck at an approved \$1,700, we are just waiting for them to come and do the repair. The pool will need to be closed during the repairs but will be done by Labor Day. Sometimes the valve on the showers goes bad, a replacement valve is on its way.

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

TENTH ORDER OF BUSINESS

Other Business

The new parking will be enforced soon, Ms. Burns is starting letters to residents to make them aware of the new parking. They are looking at it to start August 12th.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Resident asked if there are plans in place to add as sunshade over the playground area.

Resident noted there were many gophers around the common areas and on different houses of the neighborhood. She asks who can take care of this problem. She also stated once school starts back parents will park at the front of the community to wait for their kids, but they are blocking everyone else.

Resident via Zoom asked if this November is the first-time residents can elect another resident to be a part of the board. He also states at the pool there is an influx of fire ants. On the topic of the pool, he wants to know how the pool monitor will be able to i.e. everyone that come into the pool and how they will prevent non-residents from using the pool.

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Ms. Burns stated the pool guards are not there to check a card, because they are already stationed inside the gate and if someone is inside the gates, that means they have a card. If someone walks through the gate with 10-12 people with them, the guard will go up and say there is a four guest per house limit. The CDD has a pest control vendor that they will get in touch within regard to the ants at the pools. Regarding the voters, Ms. Burns stated the threshold for turnover is 250 registered voters and the district has been established for at least 6 years, which we have not hit. There is no requirement that the seat must be a resident, but it can be, and residents get to vote.

Mr. Tindall stated the gophers are native to the area and it would be a liability to poison them, so they do not typically recommend pursuing any action against them. It is recommended that residents use Gopher Scram on their own lots, which is much more cost effective.

Ms. Burns stated they will start to enforce towing and parking restraints on the first day of school. Signs can be added telling residents not to stand/park in certain areas. The signs will most likely be on Bottlebrush Drive.

Ms. Burns stated adding a shade over the playground is not currently in the budget. If that is something residents are interested in, it can be added.

TWELFTH ORDER OF BUSINESS


Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman