

**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, November 19, 2024** at 11:00 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Steve Rosser	Chairman
Alan Metzger	Vice Chairman
Kristina Bolen	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall <i>via Zoom</i>	Field Manager, GMS
Grace Kobitter	District Counsel, Kilinski Van Wyk
Rodney Gadd	District Engineer, Gadd Engineering
Scott Shapiro	Replaced as Supervisor
McKinzie Terrill	Replaced as Supervisor

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 11:03 a.m. and called the roll. Three Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the oath of office to Kristina Bolen and Alan Metzger. Ms. Kobitter reviewed the Sunshine Law, Public Records Law, and Ethics Law.

**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns stated the results of the landowners' election will be filled into this resolution. Alan Metzger was elected to seat #1 for 4 years and Kristina Bolen was elected to seat #2 for two years.

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On MOTION by Mr. Rosser, seconded by Ms. Bolen, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Meeting, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2025-02 Electing Officers**

Ms. Burns noted Steve Rosser will be Chair, Alan Metzger as Vice Chair, Allan Keen and Kristina Bolen will be Assistant Secretaries, Jill Burns as Secretary and George Flint as Assistant Secretary. There is one vacant Assistant Secretary position, Seat #5, with a term expiring in November 2026.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 23, 2024  
Board of Supervisors Meeting**

Ms. Burns presented the minutes for the July 23, 2024, Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, the Minutes of the July 23, 2024, Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03  
Authorizing the Publication of Legal  
Advertisements and Public Notices on a  
Publicly Accessible Website in Polk County**

Ms. Burns stated Florida Statutes require meeting notices and advertisements be posted in the newspaper. This resolution states under Florida Law if a county has a website where they post public notices, the District can piggyback off that and utilize that website for most of their ads. An ad will need to be posted in the newspaper directing residents that they are now using the Polk County website to post most of their notices.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Resolution 2025-03 Authorizing the Publication of Legal

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Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

**SIXTH ORDER OF BUSINESS**

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

Ms. Burns stated this is a required report under the trust indenture related to the bonds that were issued. The District has to determine under internal revenue code that they don't earn more interest than they pay. Page 4 of the agenda package shows a negative arbitrage amount listed. She asked the Board for acceptance of the report.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Accepting the Arbitrage Rebate Report for Series 2022 Project Bonds from AMTEC, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates**

Ms. Burns stated the District is required by Florida Law to have an annual independent audit. It is part of a multiyear agreement. This is the renewal for FY2024 for a contract that was previously approved. The amount is NTE \$7,200.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter had nothing to report. Mr. Metzger asked her to research the Corporate Transparency Act. Ms. Kobitter has done some research and from what has been gathered so far, it would not apply to the CDD which is a unit of government.

**B. Engineer**

Mr. Gadd had nothing to report to the Board.

**C. Field Manager's Report**

Ms. Burns presented the Field Managers Report on page 67 of the agenda package. Mr. Metzger asked if the big section that belongs to the city, does the Board coordinate with the city to take

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care of that. Ms. Burns stated it is city property. They can explore entering into an agreement with the city where the CDD will maintain it, but residents would pay for it at that point.

**i. Yearly Contract Renewals**

**a) Landscape Maintenance**

Mr. Tindall presented the landscape maintenance renewal that was previously approved in October 2023. This is continuing the existing services. The budget is \$128,870 and the renewal is for \$115,572 annual, plus extra padding is there to accommodate things that aren't currently static in the budget such as mulch.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Landscape Maintenance Contract Renewal, was approved.

**b) Pool Maintenance**

Mr. Tindall presented the pool service renewal. Previous \$1,650 per month, no seasonal. New recommended pricing is \$1,975 per month as budgeted for: includes added seasonal and price requested price increase. The budgeted amount is \$23,700. Pool service only.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Pool Service Contract Renewal, was approved.

**c) Janitorial Maintenance**

Mr. Tindall presented the janitorial renewal with no change in rates or cost. It includes a seasonal increase for service 5 months & includes trash empties. Just adding planned/recommended services as budgeted for. The budget is \$14,705 and the contract as presented for the services is \$13,125.

**d) Fountain Maintenance**

Mr. Tindall noted there was no change to fountain maintenance.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Fountain Maintenance Contract Renewal, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

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Ms. Burns presented the check register from July 10<sup>th</sup> through November 1<sup>st</sup> for \$138,065.93. She offered to answer any questions.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Check Register totaling \$138,065.93, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns noted the financial statements through September are included in the agenda package for review. No action required from the Board.

**iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24**

Ms. Burns reminded the Board of completing the 4 hours of ethics training by 12/31/24.

**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 Ms. Bolen, seconded by Mr. Metzger, with all in favor, the meeting was adjourned.

*Jill Burns*  
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Secretary/Assistant Secretary

Signed by:  
*Steve Rosser*  
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\_\_\_\_\_  
Chairman/Vice Chairman