

**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 **Monday, May 12, 2025** at 6:35 p.m. at the Lake Eva Event Center (Conference Room), 799 Johns Avenue, Haines City, Florida.

Present and constituting a quorum:

Steve Rosser
Alan Metzger
Kristina Bolen
Allan Keen *by Zoom*

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Monica Virgen
Grace Rinaldi
Marshall Tindall

District Manager, GMS
District Manager, GMS
District Counsel, Kilinski Van Wyk
Field Manager GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 6:35 p.m. and called the roll. Three Supervisors were in attendance constituting a quorum. Mr. Keen participated via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen asked for any public comments on agenda items. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointment to Fill Vacant Board Seat #5

Ms. Virgen stated this is for the appointment to fill vacant Board seat #5. There was a motion for Mr. Cliff Haynes to fill the seat.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with Mr. Metzger and Ms. Bolen, in favor, and Mr. Rosser and Mr. Keen
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opposed, the Appointment of Cliff Haynes to Fill Seat #5, the motion failed 2-2.

Ms. Virgen asked if there were any other appointments or discussion. She stated they could remove this item until there is further direction from the Board. She added the Board has not had a consensus on this item for the past couple of meetings and it could be removed from the agenda until it was requested. After discussion the Board requested to have organizational matters removed from future agendas unless a Board member requests it. She added there was no motion needed.

B. Administration of Oath to Newly Appointed Supervisor

C. Consideration of Resolution 2025-08 Electing Officers

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 22, 2025 Board of Supervisors Meeting

Ms. Virgen presented the minutes from the April 22, 2025 Board of Supervisors meeting. She asked for any changes or corrections. She noted they had received comments from Mr. Metzger, and they have been incorporated into the version provided to the Board on the iPads.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Minutes of the April 22, 2025 Board of Supervisors Meeting, were approved as amended.

FIFTH ORDER OF BUSINESS

Items Pertaining to Fiscal Year 2025/2026 Budget Adoption

A. Discussion and Summary Regarding Potential District Projects in Relation to the District's Budget

- i. Pool Furniture Summary of Options**
- ii. Playground Shade Options**
- iii. Pool Shade Options**

Ms. Virgen noted at the last couple of Board meetings, the Board was interested in looking at some options on several projects. Mr. Tindall provided a few options that were in the agenda package with a summary. Ms. Virgen noted the same numbers for the pool furniture, the playground shades and the pool shade and they are listed on the summary. She asked for any questions or comments.

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Board member requested this item be tabled until they could have more discussion of the money left over in the budget. Ms. Virgen noted there were two separate budget options that will be presented today. One of the budgets contemplates that the Board will move a certain amount of money over to fund any of the special projects they are looking to take on this coming fiscal year. She added it is important for choosing which budget the Board is going to choose. Board member requested they look at the budget first.

B. Consideration of Resolution 2025-09 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget (Suggested Date: August 26, 2025)(Option A)

Ms. Virgen noted there are two resolutions presented today. The first is Option A that contemplates there would be no increase in assessments. She added Option B offers the opportunity to increase assessments to fund the special projects the Board was considering. She noted that approval of the resolution will set the public hearing for budget adoption and allow District staff to send the proposed budget to the city of Polk County at least 60 days prior to the hearing date, which is in accordance with Florida statutes. It will also allow staff to post the budget to the District's website and direct staff to publish in the newspaper of general circulation. Ms. Virgen noted if the assessments are increased this allows staff to send mailed notices to the residents that would be affected by the increase.

Mr. Metzger asked how they had 20% left over from last year's budget and how was it so far off. Ms. Virgen stated she felt he was looking at the projected numbers. He added the adopted budget of 2025 had \$140,000 left over projected until the end of the year. He added this would be 20% of the budget approved for 2025 and it was a major difference. She noted that was a projection and they were not certain what funds would be expended in what way. She added there are a lot of maintenance items that may occur. She noted this is a projection based this year's expenditures.

Ms. Burns added comments about upcoming expenditures such as landscaping and the proposed budget may not reflect what is left at the end of the year due to expenses not incurred until the end of the year such as growing season, or in the summer amenity contingencies such as increased janitorial services or other items.

Ms. Burns explained the process of projections. Board member asked about the water and sewer and concerns of \$41,000 and no money has been spent. He noted they budgeted \$81,000

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and they have spent \$17,000 and were projected to spend \$36,000. He was concerned about how the projections were made.

Ms. Virgen stated she could go through the budget line by line and will start with option A. She started with the general fund and revenues; the adopted budget and the proposed budget with Option A at \$762,566. Total revenues for 2026 to \$768,648. This budget reflects no increase. She reviewed expenditures, increases based on estimates from vendors, a 3% increase from management fees, and increase on insurance.

Other topics on field management was a 15% increase, 3% on field management, increase in landscape line items, mowing was discussed, streetlight increase, water sewer increase, pressure washing and general maintenance increase, amenity expenditures increase in pest control for 3 playgrounds, eliminate leases and move those amounts, holiday décor included, holiday décor with HOA, capital reserve uses, electricity and power, and security services were same amount as last year. Question was asked what it would cost to increase amount of security. Ms. Virgen stated currently security is budgeted at \$36,000. The Board can increase the line item, and the amount of security services was discussed.

The Board wanted to hear audience comments and asked to open the meeting for public comments. After discussion they decided to wait for complete budget overview before opening to public.

Ms. Virgen continued overview of the budget to include the capital reserve transfers. She referred to the budget Option B overview. She noted the difference in Option A & B with capital reserve transfer and other amounts for Board projects. Reserve study costs and needs were discussed. Mr. Rosser wanted to adopt budget Option A. There was a motion to approve Option A by Alan Metzger. There was not a second and the motion failed.

C. Consideration of Resolution 2025-09 Approving the Proposed Fiscal Year 2025/2026 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2025/2026 Budget and the Imposition of Operations and Maintenance Assessments (Suggested Date: August 26, 2025)(Option B)

Ms. Virgen provided an overview of Option B which includes an increase in assessments which would cover project for \$75,000. The assessment process was discussed, transfers, collections from tax collector, bank account statements, builder schedule and other options for funding.

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Ms. Virgen opened the meeting for public comment for comments on the budgets.

Kelly Mercado made comments recommended paying off leases before adding any more expenses. she commented on issues with the security and would like special patrol at the pool.

Cliff Haynes suggested increase in security and an increase in the budget, and specifics to increases.

Claudia Hernandez made comments that we should not add anything new and focus on what we owe and not add more. She did not want an increase.

Stephanie Rodriquez stated she would like extra security for the pool.

Claudia Mercado agrees with no increase, and would like Option A.

Rachel Haynes made comments on an increase for adding security. She felt that was very important at the pool. She felt it was a fair increase.

A question was asked on increasing just for security or for other projects.

Glyzenda Rivera (Zoom) made comments on not needing an increase and focus on what we really need.

Kevin Beck (Zoom) commented on additional projects for investment in the community and having the Board get information from the community. He was fine with an increase to provide those projects. He wanted extra security at the pool at any costs.

A clarification was made on if they don't have an increase could they still get security.

Another comment was made on security and wanted to hear Board thoughts. Ms. Virgen noted the Board would have further discussion.

Ms. Bolen would like to compromise where an increase for one project and increase the security line item. She wanted to know if security was an option in the summer. Ms. Burns gave numbers for security for 16 hours per week at 15 weeks for \$6,876. Discussion ensued on extra security, days of week, a security session to determine what days/times if needed, and budget, and discussion of proposals for security. Other projects and an explanation of the options to help address the projects and including security. It was noted Option A was no increase and having a significantly lower transfer to capital.

<p>Mr. Metzger MOTIONED to Adopt Budget Option A, there being no second the motion failed.</p>
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Ms. Virgen reminded them approval of an increase they would not have to raise assessments. Security was considered a priority. Other options were discussed. After discussion the motion was made to approve Option B.

After discussion the date for the public hearing was decided for August 7, 2025 at 6:00 p.m. at the Lake Eva Event Center. Monthly meetings will remain the same with the next meeting on June 24, 2025 at 11:00 a.m..

On MOTION by Mr. Rosser, seconded by Ms. Bolen, with Mr. Rosser, Ms. Bolen, and Mr. Keen in favor, and Mr. Metzger opposed, Resolution 2025-09, Approving the Proposed Fiscal Year 2025/2026 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2025/2026 Budget and the Imposition of Operations and Maintenance for Assessments, for August 7, 2025 at 6:00 p.m. at the Lake Eva Event Center, Option B, was approved 3-1.

SIXTH ORDER OF BUSINESS

Discussion Regarding Processing of Supervisor Payments *(Requested by Supervisor Keen)*

Ms. Burns noted that Supervisor Keen had contacted their office and requested discussion of the processing of Supervisor payments. She noted the processing must be the same for all Supervisors.

SEVENTH ORDER OF BUSINESS

Presentation and Acceptance of Letter of Resignation from District Engineer

Ms. Virgen noted the letter of resignation from the District engineer is in the package. Rodney Gadd is from Gadd and Associates.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Accepting the Letter of Resignation from the District Engineer, was approved.

EIGHTH ORDER OF BUSINESS

Request for Authorization to Issue RFQ for District Engineering Services

Ms. Virgen stated they have the request for engineering services and the request needed to go through a formal bid process. She added the request for qualification are in the agenda package

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and this general notice will go out for request. The qualifications must go out by June 12:00 p.m. on June 13, 2025.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Request for Authorization to Issue RFQ for District Engineering Services, was approved.

NINTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Virgen noted that there will be an audit committee meeting after this meeting for process for electing an auditor for Fiscal Year 2025. This will appoint the committee, and the Board typically appoints themselves at the audit committee. She explained another meeting will meet after the audit committee is selected. It was explained this is required per Florida statutes and the committee will select an auditor.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Appointment of the Board of Supervisors as the Audit Committee, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi commented on the tracking of the legislative bills and will update the Board later.

B. Engineer

There was no District Engineer's report. The resignation of the engineer will be on May 12th.

C. Field Manager's Report

Mr. Tindall reviewed the Field Managers Report to include maintenance updates, facilities progress, technology investment, repairs, pest control and timeline, red ant issue, locations, and budget concerns.

i. Discussion Regarding Phase 3 Entrance Power and Solar Light Options

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Mr. Tindall presented the proposal for Phase 3 entrance power and solar light options. Other discussion was on costs, fund usage, bond funds, and a motion with a not to exceed amount of \$10,058. It was discussed these funds are for construction things that were not handled by the developer and donated to the CDD. A proper request will be sent to the developer.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Proposal for Phase 3 Entrance Power and Solar Light Options with a Not to Exceed Amount of \$10,058, was approved.

ii. Discussion Regarding Concerns in Open Field Area

Mr. Tindall presented the concerns in the open field area, irrigation issues, and other concerns. No action was taken.

iii. Consideration of Proposal for Hydro Lift

Mr. Tindall presented the proposals for the hydro lift. After discussion there was no action taken.

D. District Manager's Report

i. Presentation of Number of Registered Voters – 562

Ms. Virgen noted the number of registered voters in the District as of April 15th was 562. Discussion was held on the number of homes in the CDD.

i. Discussion of the FY25 Regular Meeting Dates (Added)

Ms. Virgen stated she wanted to discuss changing the regular meeting date due to some conflicts. She proposed 10:00 a.m. on the fourth Tuesday of each month.

After discussion the Board decided to have remaining meetings at 10:00 a.m.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Moving the Regular Meeting Dates to the 4th Tuesday of the Month at 10:00 a.m., was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Virgen asked for a motion to adjourn.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the meeting was adjourned.
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Jill Burns

Secretary/Assistant Secretary

Signed by:

Steve Rosser

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Chairman/Vice Chairman