

**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, June 24, 2025**, at 10:00 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Steve Rosser
Alan Metzger
Allan Keen
McKenzie Terrill

Chairman
Vice Chairman
Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi
Marshall Tindall

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:00 a.m. Three Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present.

Organizational Matters – ADDED

A. Appointment of Individual to Fill Board Vacancy in Seat #5

Mr. Keen stated that he has difficulty making it to the meetings and wanted to name another developer to the board to take his place and his intent was to resign. Mr. Keen made a motion to appoint Mr. McKenzie Terrill to Seat #5.

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On MOTION by Mr. Keen, seconded by Mr. Metzger, with all in favor, the Appointment of Mr. McKenzie Terrill to Seat #5, was approved.

B. Acceptance of Resignation of Mr. Allan Keen

Mr. Keen stated he wished to resign. Ms. Burns asked for a motion to accept the resignation of Mr. Allan Keen.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Accepting the Resignation of Mr. Allan Keen, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath of office to Mr. McKenzie Terrill, Seat #5.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 12, 2025, Board of Supervisors Meeting & the May 12, 2025 Audit Committee Meeting

Ms. Burns presented the minutes from the May 12, 2025 Board of Supervisors meeting and asked for any changes or corrections. She noted they had received comments from Mr. Metzger, and those changes have been incorporated.

On MOTION by Mr. Metzger, seconded by Mr. Keen, with all in favor, the Minutes of the May 12, 2025, Board of Supervisors Meeting and the May 12, 2025 Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award

Ms. Burns stated that a technicality in the Florida statute required the audit committee to make a recommendation to the Board. Ms. Burns noted that they approved the rankings and awarded the contract based on the rankings. She asked for a motion to authorize staff to send the notice of intent to award to Grau & Associates.

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On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to Grau & Associates, was approved.

FIFTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for District Engineering Services and Authorizing Staff to Send a Notice of Intent to Award

Ms. Burns noted that at the last meeting the District engineer resigned. She stated that he had signed everything off, completed the development, and did not want to remain as the District Engineer. She added that they had issued an RFQ, as required, to three different firms and received one response from Dewberry Engineers. Ms. Burns noted that information was included in their package. She added that they were a reputable firm. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, the Review and Ranking of Proposals Received for District Engineering Services and Authorizing Staff to Send a Notice of Intent to Award to Dewberry, was approved.

SIXTH ORDER OF BUSINESS

Discussion Regarding Funding and Purchasing Playground Sunshade in Coordination with the HOA

Ms. Burns noted that the HOA had a prior meeting in which they discussed the request to provide funds to the District for a potential project involving shade structures. She added that the HOA reached out to inform her they voted to contribute \$90,000 to the CDD for purchase and installation of shade structures. There was detailed discussion about the durability of sunshades. The time frame for when they would be installed was discussed. The Board decided to accept the money and authorized counsel to draft an agreement between the HOA and the CDD to purchase the shade structures, which would be owned and maintained by the CDD. Ms. Burns stated that they would have it all outlined in an agreement so that Mr. Tindall could obtain quotes for the three areas and the Board could approve them at the next meeting.

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On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Authorizing District Counsel to Draft a Form of Agreement with the HOA to Accept the Funds Offered and Authorize the Chair to Sign the Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Discussion Regarding Increasing Security Guard Hours at the Amenity Facility (requested by Supervisor Metzger)

Mr. Metzger noted that residents had submitted comments requesting a full-time security guard for the summer. He had requested that they have five days of coverage which would amount to \$11,000 for the remainder of the summer. The amount of funds for water and sewer was discussed. Mr. Metzger noted there was \$82,000 budgeted and they had spent \$36,000 leaving \$46,000. Ms. Burns pointed out an incident where an accident resulted in a huge water bill. She said they had been working with the water department to get that bill adjusted. Mr. Metzger motioned to approve the additional security costs of \$11,000.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, the Proposal to Increase Security Guard Hours at the Amenity Facility, was approved.

EIGHTH ORDER OF BUSINESS

Discussion Regarding the Fiscal Year 2026 Proposed Budget

A. Consideration of Resolution 2025-10 Ratifying Change in Location for the Public Hearing on the Adoption of the Fiscal Year 2026 Budget

Ms. Burns stated that if they recalled the prior meeting, they had decided not to hold the meeting on the regular date. The date and time selected were August 7, 2025, at 6:00 p.m., however the location selected was not available on that date. Staff booked a different location for the budget hearing.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, Resolution 2025-10 Ratifying Change in Location for the Public Hearing on the Adoption of the Fiscal Year 2026, Budget was approved.

Ms. Burns discussed the proposed Fiscal Year 2026 budget, which had been previously approved to set the cap. The public hearing was scheduled for August 7, 2025, at 6:00 p.m. to

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adjust the budget and determine whether \$90,000 in funds from HOA would be available. Mr. Metzger expressed a goal of maintaining the same assessment level as in FY25. He noted that the proposed budget increased from \$762,000 to \$850,000. Two items—\$32,000 for a sunshade and \$11,000 for holiday decorations – were identified as potential areas the HOA could cover.

Ms. Burns clarified that in 2025, no funds were budgeted for holiday decor. The HOA was supposed to install lights through a license agreement, but the decorations were not installed due to timing issues. In the 2026 budget, the proposed \$11,000 would cover the professional installation of lighting. There was discussion about whether the HOA could install decorations themselves, but with the assistance of legal counsel, concerns were raised over uninsured residents installing lights on CDD property.

After Board discussion, consensus was to allow the HOA to handle the holiday decorations for this year, with coordination and legal agreements to be initiated immediately. The \$11,000 line item was removed from the proposed budget. Mr. Metzger made a motion to vote on taking the first step to instruct the HOA to install holiday decorations.

On MOTION by Mr. Metzger, seconded by Mr. Terrill, with all in favor, Requesting the HOA to Install Holiday Decorations, was approved.

Mr. Metzger proposed offsetting the remaining increase using a \$48,993 budget surplus from the prior fiscal year. Staff cautioned against using all surplus funds due to the need for cash flow before new tax collections arrive in December. It was noted that approximately \$400,000 remained in reserves; however, these funds were initially budgeted for future capital projects. There was a remaining balance of \$48,993 from the 2024 audit. Mr. Metzger proposed using that surplus to eliminate the remaining \$44,000 increase. Ms. Burns cautioned that the funds were needed to cover operations between fiscal years due to delayed tax payments. The surplus was previously allocated for long-term capital improvements, such as possible road repaving. The Board emphasized maintaining 3 months of operating funds and being cautious with their reserves.

There was debate over formally separating reserve funds into a distinct account. Mr. Metzger wanted this for clarity and transparency, referencing prior years' reserve allocations. However, other Board members preferred to defer the decision until after the upcoming budget hearing in August, citing the need for further review.

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Ms. Burns acknowledged that although some reductions had been made, further discussions would be necessary after the August meeting to finalize the best approach for managing reserves and any budget surpluses.

Mr. Metzger noted that the CPA auditor's report for 2024 was issued on June 9th and confirmed that all expenses and bills had been paid, leaving a surplus of \$48,993 in cash funds at year-end. Mr. Metzger proposed that, by reducing two line items the \$48,993 could offset the remaining \$44,000 increase in the FY2026 budget. This adjustment would allow the FY2026 assessment to stay the same as FY2025 while still funding expenses and some capital improvements. It was noted that while reserves were budgeted at \$150,000 reducing them by \$32,000 would still result in a \$118,000 reserve, which was 50% higher than the \$75,000 reserve in FY2025.

Concerns were raised about relying too heavily on leftover funds from the prior year. Staff cautioned that, due to delays in tax collections (typically received in December), at least three months of operating funds were needed to cover expenses from October through December. The surplus was advised to be used conservatively. There was also debate regarding the total \$400,000 in the money market account, which included capital reserves earmarked for future major expenses (like road repaving). Mr. Terrill stated that although the funds were technically available, they should be handled prudently and not viewed as "extra" money. Discussion then turned to whether assessments should remain flat or increase. Two budget options had been previously presented, one with no assessment increase and one with a proposed increase to fund resident-requested projects. The Board had initially leaned toward the increased version but was now reconsidering. The conversation shifted toward reorganizing the reserve funds. One Board member proposed moving the reserve allocations from prior years (2022, \$5,000; 2023, \$5,000; and 2024, \$33,471) into a separate reserve account to distinguish them from general funds and prevent operational use. While there were no accounts or management fees for doing so, some members wanted more time to review financials before making that decision. The matter was tabled for discussion at a later meeting, following the adoption of the budget.

The Board clarified that reserve funds could not be used without formal Board action, even though they were currently held in a money market account. Suggestions were made to potentially redirect \$90,000 in HOA revenue toward covering specific capital improvements (like shade structures) instead of increasing assessments.

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Mr. Terrill made a motion to appoint a builder representative – Maria Perez from Park Square – to the Board to ensure builder perspectives were considered in budget decisions, especially since any assessment increases would also impact them.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with Mr. Terrill and Mr. Rosser in favor and Mr. Metzger opposed, the Appointment of Ms. Maria Perez, was approved 2-1.

NINTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Audit Report

Ms. Burns stated the audit report would be tabled until next meeting.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi reminded the Board that their Form 1s are due by July 1, 2025. The 4 hours of ethics training is due by December 31, 2025.

B. Engineer

There was no District Engineer's report.

C. Field Manager's Report

Mr. Tindall stated that the amenity center was in good overall condition and was being well-maintained. The carriers needed a little cleaning, and they planned to possibly do some light pressure washing before the 4th of July. The soccer nets had already been replaced since they were getting worn out.

There was a broken section of fence near the Phase One playground, likely caused by someone running into it, which had already been fixed. A picnic table that had been patched before was now badly damaged in multiple spots, likely from a group of people jumping on it. They discussed the possibility of replacing it instead of repairing it again, potentially spending around \$1,500 from the contingency fund. They also discussed adding a small concrete pad underneath or exploring sturdier options, such as a concrete table, to prevent future damage.

The main entrance landscaping had been refreshed. They accidentally used rock instead of mulch, but it looked better, and they didn't charge extra. It also helped hold things in place during

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heavy rains. The grass looked good after recent rain and improved irrigation. Some dead trees by the playground were finally replaced.

There had been a mainline irrigation break in a non-CDD area, possibly from a lightning strike. It caused significant damage and resulted in an insurance claim. The irrigation repairs, including a damaged clock system, were expected to cost around \$4,500. It would come out of the irrigation budget, which was tight but still had enough to cover it.

They also found someone had turned the irrigation back on after it was shut off, which might lead to a higher water bill. They planned to work with the utility company for possible credit.

The pool chair lift wasn't working; neither the remote nor the control box worked. The vendor was checking it out and considering switching to a more durable, water-powered lift for approximately \$13,500. That model wouldn't rely on electric parts and would likely hold up better against misuse.

Mr. Tindall also brought up some erosion issues where water was wearing down the edges of a dry pond. He suggested installing riprap and geo-fabric to help prevent further washouts and said he'd prepare a proposal.

He ended by reviewing a list of previously discussed issues and noted the picnic bench was the only new item. The Board thanked him for the detailed update.

i. Consideration of Proposal to Re-Sod Phase 3 Tract Z

Mr. Tindall spoke about a slope behind a fence in Phase Three that had been causing concern. It was steep and rough, especially when it was first done, and a nearby property owner (not part of the District) had complained that sediment might push against her fence. The previous engineer had recommended putting down the sod to help stabilize it, and the cost was around \$3,600. But since they now had a new engineer, the group thought it would be smart to have him take a fresh look before doing anything, just in case the sod wasn't the best fix.

There was agreement not to rush it—if the new engineer said something else made more sense, they could always go back and explain the decision to the homeowner. No formal action has been taken, so nothing has been approved yet. They also moved into budget talk. They planned to present two budget versions, one with no increase and another that showed the adjustments discussed (like removing the \$43,000 item). They discussed how the extra money left over from

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the end of the last fiscal year could be accounted for, either as revenue or reserves, and clarified that unless they reduced the budget total, it wouldn't affect assessments.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns noted that the check register was in the package for review. This item was tabled.

ii. Balance Sheet & Income Statement

Ms. Burns stated that this item was tabled.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Metzger asked for official payoff amounts for the three playground loans listed on page 20 of the audit report. Ms. Burns stated that they could request that from the financing company and agreed to ask for numbers as of October 1st, which matched the fiscal year-end.

Residents expressed that they were upset about how extra funds were being used without any community input. Resident said there hadn't been a meeting or even a poll to ask what people wanted, and it felt like only a few Board members were making the decisions. She mentioned that the playgrounds were rarely used and questioned why a basketball court couldn't be considered, especially since many teens and adults live in the neighborhood. She also raised concerns about the Christmas lights, stating that residents were told they weren't budgeted because one Board member didn't like them. She didn't think it made sense for the HOA to pay thousands of dollars for them now and possibly have to redo it next year. Overall, she said the community just wanted to be heard and involved in how the money was spent.

THIRTEENTH 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.

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Signed by:

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Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman