

**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, August 7, 2025**, at 7:30 p.m. at the Balmoral Event Center, 116 Kenny Blvd, Haines City, FL 33884.

Present and constituting a quorum:

Steve Rosser
Alan Metzger
McKenzie Terrill *by phone*
Kristina Bolen

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi
Chace Arrington *by Zoom*
Joey Duncan *by Zoom*
Marshall Tindall

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 7:32 p.m. Three Supervisors were in attendance constituting a quorum and Supervisor Terrill joined via phone.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present in person but there were members attending via Zoom. She asked for any comments pertaining to agenda items. There were no comments at this time and the next item followed.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 24, 2025, Board of Supervisors Meeting & the June 24, 2025 Audit Committee Meeting

Ms. Burns presented the minutes from the June 24, 2025 Board of Supervisors meeting and the June 24, 2025 Audit Committee meeting and asked for any changes or corrections. There being no corrections or changes, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Minutes of the June 24, 2025, Board of Supervisors Meeting and the June 24, 2025 Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath to Maria Perez (Appointed June 24, 2025)

Ms. Burns stated that this would be tabled for the next meeting.

B. Consideration of Resolution 2025-11 Appointing Assistant Secretaries

Ms. Burns stated that this resolution will appoint Maria Perez and McKenzie Terrill as Assistant Secretaries as well as removing the previous Assistant Secretary.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Resolution 2025-11 Appointing Assistant Secretaries, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2026 Budget

Ms. Burns noted that this public hearing has been advertised, and mail notice had been sent to all property owners within the community. Ms. Burns also stated for the record that there was a typo in the mailed notice referencing the current year's assessment amount. The proposed amount in the notice as well as the increase were correct. She asked for a motion to open the public hearing.

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

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Ms. Burns summarized the two versions of the budget and encouraged Board discussion and decision making to give the members of the public insight on which way the Board is leaning before making comment.

i. Consideration of Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds

a) Option 1

b) Option 2

Ms. Burns summarized the two versions of the budget and encouraged Board discussion and decision making to give the members of the public insight on which way the Board is leaning before making comment. Option 1 shows an increase of \$125.73 for each lot while Option 2 has the same assessment as the current year with no increase. Both budgets are the same apart from the capital reserve contribution where Option 1 has a contribution of \$141,359 while Option 2 will contribute a lower amount of \$57,603 keeping the assessment amount the same as the previous year. Ms. Burns highlighted some changes for the Board and offered to answer any questions. Board direction is to go with Option 2 and Ms. Burns opened the discussion to the public for comment. There were no comments and Ms. Burns asked for a motion to approve the resolution adopting the Option 2 for the Fiscal Year 2026 budget keeping the per unit assessment the same as the current year.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds, was approved.
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Ms. Burns asked for a motion to close the public hearing on the budget.

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

B. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted that this has also been advertised and asked for a motion to open the public hearing.

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On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented the resolution and stated that this will certify the assessment for collection based on the budget the Board has just adopted. She opened the floor to public comments. There being no comments, she asked for a motion to approve the resolution as amended based on the version of the budget the Board approved.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Barns asked for a motion to close the public hearing.

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-14
Designation of a Regular Monthly Meeting
Date, Time, and Location of Fiscal Year
2026**

Ms. Burns presented the resolution to the Board and noted the current meeting schedule has the Board meeting on the fourth Tuesday of each month at 10:00 a.m. Meeting dates in November and December that conflict with holidays will be moved to the third Tuesday of the month. There were no Board changes to the presented schedule and there was a motion of approval.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, Resolution 2025-14 Designation of a Regular Monthly Meeting Date, Time, and Location of Fiscal Year 2026, was approved.

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SEVENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2024 Audit Report

Ms. Burns presented the Fiscal Year 2024 Audit Report to the Board and noted that it was a clean audit with no findings that was submitted to the State by the June 30th deadline.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Acceptance of Fiscal Year 2024 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

District Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns presented the Fiscal Year 2026 goals and objectives that were included in the agenda package for review and noted that they are the same as the Fiscal Year 2025 goals and objectives that comply with the statutory requirements set forth by State legislation.

On MOTION by Mr. Rosser, seconded by Ms. Bolen, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute

Ms. Burns noted that the District is on track to meet all the goals and objectives set for Fiscal Year 2025 and asked the Board to authorize the Chair to confirm that the goals have been met and execute the document to be submitted to the State.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute, was approved.

NINTH ORDER OF BUSINESS

Ratification of License Agreement for Holiday Lights with HOA

Ms. Burns stated that there was a request to reach out to the HOA and District Counsel drafted and agreement saying that the HOA will take care of holiday lighting within the District. This has already been signed and Ms. Burns is just looking for a motion of ratification from the Board.

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On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, the Holiday Lighting Agreement with HOA, was ratified.

TENTH ORDER OF BUSINESS

Ratification of Cost Share Agreement with HOA

Ms. Burns stated that Counsel put together this agreement for the HOA to provided funds to the CDD to purchase shade structures. This has been signed by both the HOA and the CDD and Ms. Burns is looking for a motion for the Board to ratify that action.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Cost Share Agreement with HOA, was ratified.

ELEVENTH ORDER OF BUSINESS

Ratification of Agreement for Back to School Community Event on August 2nd

Ms. Burns stated this event has already taken place as the community requested a back-to-school event to be held before the next meeting of the Board of Supervisors. The Chair approved an agreement that Counsel provided, and Ms. Burns is asking the Board to ratify that action.

On MOTION by Mr. Metzger, seconded by Mr. Bolen, with all in favor, the Agreement for Back to School Community Event on August 2nd, was ratified.

TWELFTH ORDER OF BUSINESS

Discussion of Approval of Community Events

Ms. Burns stated as the amenity facility cannot be rented for privet events, but community events hosted by the HOA opened to all residents, use of common area tracts are common. Ms. Burns can provide a standard form in place for HOA use so staff can approve these types of events. Does the Board want to allow resident events if they meet the same insurance requirements. Discussion followed. Board direction is to allow the HOA and residents who meet the requirements to use common area tracts for events.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Use of CDD Common Areas for HOA or Resident Events, was approved.

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THIRTEENTH ORDER OF BUSINESS

Feedback from Seven Day a Week Pool Security (requested by Supervisor Metzger)

Mr. Metzger wondered if there was any feedback from the seven day a week security. Good things have been said from the residents, but police have been called on multiple occasions. Board direction is to continue having security at the amenity for seven days a week from Memorial Day to Labor Day. No action was required from this item.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi had nothing further for the Board and offered to answer any questions. There were none and the next item followed.

B. Engineer

i. Ratification of Work Authorization 2025-1 to Provide District Engineering Services

Ms. Burns presented the ratification for work authorization 2025 to provide District Engineering services that are Dewberry's annual rates.

On MOTION by Mr. Rosser, seconded by Mr. Metzger, with all in favor, Work Authorization 2025-01 to Provide Engineering Services, was ratified.

ii. Ratification of Work Authorization 2025-2 to Prepare Annual Engineer's Report for 2025

Mr. Duncan noted that everything is being maintained up to standard and the report has items listed that will be needed some attention in the future. After review of the operations and maintenance budget, they believe it is sufficient for proper operations and maintenance of the District. Insurance review is also adequate for the community. Ms. Burns added that this report was due while the District did not have an engineer on Board and Dewberry got on this very quickly.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Work Authorization 2025-02 to Prepare Annual Engineer's Report for 2025, was ratified.

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C. Field Manager's Report

Mr. Tindall stated presented the Field Manager's report and summarized it for the Board. A copy of the report was provided under separate cover for review. He presented proposals for repairs for the chair lift. He presented a repair and a replacement for Board consideration.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, Replacing the Pool Chair Lift for the Hydro Powered Version, was approved.

Mr. Tindall presented a proposal for a picnic bench and presented options. Discussion followed. Board direction was to go with Option A with a slab to go underneath with a not to exceed amount as presented.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Proposal for Picnic Bench Option A with Concrete Slab, was approved.

D. District Manager's Report**i. Approval of Check Register (April 15 – June 13)**

Ms. Burns presented the check register from the previously meeting. One motion was taken for both presented check registers.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Check Reister (April 15 – June 13), was approved.

ii. Approval of Check Register

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Check Register, was approved.

iii. Balance Sheet & Income Statement

Ms. Burns stated that financial statements were included in the agenda package for review and no action is required from the Board on this item.

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iv. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns stated that access will be given after registration and not after closing and this action will modify that language.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

FIFTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SEVENTEENTH 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.

Signed by:

Jill Burns

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Secretary/Assistant Secretary

Signed by:

Steve Rosser

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Chairman/Vice Chairman