

**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, December 16, 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	Chairman
Alan Metzger	Vice Chairman
McKinzie Terrill	Assistant Secretary
Maria Perez	Assistant Secretary
Kristy Bolen <i>by Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:00 a.m. Four Supervisors were in attendance constituting a quorum and Ms. Bolen joined by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that no members of the public were present in person, but one was 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 September 23, 2025, Board of Supervisors Meeting

Ms. Burns presented the minutes from the September 23, 2025, Board of Supervisors meeting and asked for any changes or corrections. There was one correction, the spelling of McKinzie Terrill was noted. Ms. Burns stated that change would be incorporated into the minutes.

On MOTION by Mr. Rosser, seconded by Mr. Metzger, with all in favor, the Minutes of the September 23, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Amend Rules of Procedure

Ms. Burns noted that the Board moved to the public hearing on the amended Rules of Procedure, which had been advertised. A motion was made to open the public hearing.

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

A. Consideration of Resolution 2026-01 Adopting Amended Rules of Procedure

Ms. Burns gave a brief overview of the update to the District's Rules of Procedure, explaining that the changes were related to recent statutory updates and minor cleanup items previously reviewed by the Board. There have been no changes since the last meeting. Public comments were opened, including for anyone on the Zoom line, but no comments were received.

On MOTION by Mr. Metzger, seconded by Mr. Terrill, with all in favor, Resolution 2026-01 Adopting Amended Rules of Procedure, was approved.

Ms. Burns requested a motion to close the public hearing.

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

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FIFTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Calculation Report for Series 2022 Bonds**

Ms. Burns reviewed the Arbitrage Rebate Calculation Report for the Series 2022 Bonds. Ms. Burns explained that federal tax regulations require the District to confirm it did not earn more interest on bond proceeds than it pays on the bonds. The report showed a negative arbitrage amount, indicating there were no tax implications. Ms. Burns requested a motion to accept the independent arbitrage rebate calculation report.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Arbitrage Rebate Calculation Report for Series 2022 Bonds was approved.

SIXTH ORDER OF BUSINESS**Consideration of Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns presented the annual Data Sharing and Usage Agreement with the Polk County Property Appraiser. She explained that the agreement was administrative in nature and required renewal each year. It outlined restrictions on disclosing exempt parcel information, including for certain residents, such as law enforcement officers and judges, whose records are exempt from public disclosure. The District received this information solely for the purpose of collecting assessments through the tax bill and agreed not to disclose it. The agreement was noted as a standard county form and was necessary to continue assessment collection.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, the Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

SEVENTH ORDER OF BUSINESS**Discussion of 2025 Unaudited Budget Results (*requested by Supervisor Metzger*)**

Ms. Burns reviewed the unaudited Fiscal Year 2025 budget results, requested by Supervisor Metzger. She stated that they ended the fiscal year under budget by approximately \$53,446 on an unaudited basis. She compared this to the prior fiscal year, which after audit completion, reflected an under-budget amount of approximately \$56,508, noting that the District was in a similar financial position year over year. Supervisor Metzger explained that the current

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year's results included the payoff of approximately \$20,000 in playground lease expenses and noted that without that payoff, the District would have been approximately \$72,000 under budget. Ms. Burns commented that being under budget by roughly \$50,000 for two consecutive years reflected positively on the District's budgeting and financial management. She indicated that additional comments regarding reserves would be addressed later in the meeting. The Board agreed with the assessment, and no further discussion was raised.

EIGHTH ORDER OF BUSINESS

Discussion of Request for a Soccer Field and/or Basketball Court *(requested by Supervisor Metzger)*

Ms. Burns stated that the Board had discussed a request for a soccer field and/or a basketball court. She explained that there was already an open recreation area with movable soccer goals that was part of the original plan, but it was not formally delineated or improved and was currently maintained as general open space with Bahia grass. The Board discussed whether that area could be improved for soccer use and noted that more formal upgrades, such as striped turf or enhanced grass, would increase maintenance costs and could attract organized play or outside users. Several members shared experiences from other communities where gated or improved athletic fields led to access issues, unauthorized use, and enforcement challenges. The possibility of adding a basketball court was also discussed. It was noted that a basketball court would likely require fencing, controlled access, lighting, cameras, and additional maintenance to avoid nuisance and liability issues. Rough cost estimates indicated that a properly designed basketball court would likely be a six-figure project, with costs approaching \$200,000 depending on scope. Concerns were raised that basketball courts could become an attractive nuisance, drawing in non-residents. A smaller, informal basketball option was discussed as a theoretical alternative, though concerns remained that any basketball facility could still attract outside use. As a potential middle-ground solution, the Board discussed modest improvements to the existing soccer area, such as permanent field markings without upgrading turf, to improve usability while limiting costs and ongoing impacts. Ms. Burns was asked to look into options and bring information back to a future meeting.

NINTH ORDER OF BUSINESS

Discussion of Security *(requested by Supervisor Metzger)*

Ms. Burns stated that the next discussion regarding security was requested by Supervisor Metzger. It was noted that security had been raised again at a recent HOA meeting. Residents

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generally preferred the summer security schedule, which provided coverage seven days a week for twelve hours per day, and it was confirmed that this level of service was included in the approved budget for next year. There was discussion of potentially extending security coverage during holiday periods, such as starting earlier and ending later in the season. Supervisor Metzger raised concerns regarding damage to the newly installed ADA pool lift chair, which cost approximately \$13,500. According to HOA reports, teenagers had been jumping on the chair, resulting in a bent cotter pin and rendering the chair inoperable. The chair operates using water-powered hydraulics and does not have an on/off switch. Supervisor Metzger expressed concern about whether the chair could be repaired and requested ideas on how to prevent future damage.

Ms. Burns explained that the chair was already visible on existing cameras, but the cameras were not actively monitored. If misuse was reported with a specific date and time, staff could review footage, track card swipes, and identify the household associated with the individuals involved. It was clarified that a dedicated camera focused solely on the chair would not necessarily improve identification. Several preventative measures were discussed, including sending a community notification reminding residents that damage would be charged back to responsible households, installing signage stating the chair is not a toy and is monitored by cameras, and continuing enforcement by security guards when present. It was noted that restricting access to the chair was not permitted under ADA requirements, as the chair must be available for independent use without assistance. Ms. Burns indicated maintenance would review the chair to determine whether it could be repaired.

TENTH ORDER OF BUSINESS**Discussion of Sending Letter to City and Dyke Energy Regarding Lighting on Bice Grove Rd. (*requested by Supervisor Metzger*)**

Ms. Burns stated that the Board had discussed whether to send a letter regarding lighting and safety concerns along Bice Grove Road. It was clarified that the road is owned by the City, not the CDD, and that street lighting, traffic control, police response, and maintenance fall under the city's authority. Board members noted that while letters from the CDD or HOA could show concern, they would likely have less impact than having residents attend city meetings and provide public comment. Supervisor Metzger emphasized the importance of the CDD formally showing that it cared about the community and was not ignoring the issue.

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After discussion, the Board agreed to move forward by sending an official letter to the city, directed to the City Manager or Public Works Department, addressing concerns such as the lack of street lighting, speeding, maintenance, and police response. It was agreed that the letter should not be sent directly to Duke Energy. Ms. Burns was directed to draft the letter, and the requesting Supervisor asked to review it before it was sent.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi reminded Board members that they needed to complete their required ethics training of 4 hours before the end of the year if they had not already done so. It was clarified that Ms. Perez, who was appointed to the Board in June, had until the following year to complete the requirement unless she served on another CDD Board with an earlier appointment. With only a few days left in the year, members were encouraged to complete the training. A Board member requested that the ethics training links be emailed to the Board again.

B. Engineer

Mr. Malave had nothing additional to report.

C. Field Manager's Report

i. Consideration of Proposals for Lighting at Dog Park and Playground

Mr. Tindall reviewed the field report and noted that overall conditions across the facilities were good. Routine fall maintenance had been completed, including cleaning furniture and the pool deck. Some bird activity was observed near the amenity center, and palm trimming was scheduled to reduce it. Entrance lighting inspections were completed, Phase III entrance sign punch list items were finished, and holiday lights were confirmed to be working after minor adjustments. It was explained that the entrance lighting project took about three months from formal execution, with earlier discussions and coordination contributing to a longer overall timeline. Loose pool coping was identified and repaired, with affected areas temporarily secured. Minor trash removal was completed in Phase III, and several parking and traffic signs were straightened. The amenity lift was noted as needing follow-up to restore functionality. Landscaping services continued a reduced winter schedule, with palm trimming and some mulch work underway at the entrances. Shade structure installation at the playgrounds was tentatively

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scheduled for early February, pending manufacturing timelines, and residents would be notified of temporary playground closures. Stormwater maintenance work was in progress, including sediment removal, riprap installation, and minor grading near the amenity center.

A compliance issue involving unpermitted builder flags was discussed; the City had begun enforcing this issue across multiple communities, and the flags were removed after coordination with builders. Tree responsibility was clarified: trees adjacent to individual lots are the homeowner's responsibility, while trees next to common areas are maintained by the District. Photos in the report showed working Phase III entrance lighting and completed wall repairs from prior lightning damage. The Board then discussed a proposal for solar lighting near the playground and dog park areas. The lights were intended for security and visibility rather than full nighttime use. Costs were reviewed, and options such as reduced brightness and motion sensors were explained. It was recommended that the installation occur after the playground shade structures were installed. The Board approved the purchase using amenity contingency funds, with installation to take place once the shade structures were complete and final placement determined by staff.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, the Proposals for Lighting at Dog Park and Playground, were approved.

D. District Manager's Report

i. Approval of Check Register

a) Sep. 6 – Dec. 3, 2025

Ms. Burns presented the check register for approval. Mr. Rosser explained that they had not been accepting paychecks because a prior deposit flagged by their bank after mobile deposit resulted in fees and complications. Ms. Burns responded that some banks do flag mobile deposits and noted that the District can reimburse any associated fees, though the issue typically originates with the bank. Mr. Rosser stated they would like to resume receiving payments. Ms. Burns confirmed that the required information was already on file and that payment could resume, with a commitment to follow up if anything further was needed. A motion was then made to approve the item as amended, a second was provided, and the motion passed with no opposition.

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

ii. 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. She added that she could answer any questions or comments. Mr. Metzger asked about a check for approximately \$18,000 paid to the tax collector. Ms. Burns explained that this represented the standard 1% fee charged on the total amount of assessments placed on the tax roll, not on the amount collected. It was clarified that the fee is assessed regardless of collection results and that, depending on the county, the charge may either be deducted before funds are remitted or billed directly to the District, as occurred in this case. Ms. Burns confirmed that this cost was already included in the budget and reflected in net assessment revenue, along with early payment discounts and other statutory fees.

iii. Ratification of Phase 3 Requisition #50

Ms. Burns stated that the Phase #3 requisition #50 had already been executed and she was looking for a motion to ratify.

On MOTION by Mr. Rosser, seconded by Mr. Metzger, with all in favor, the Phase 3 Requisition #50, was ratified.

TWELFTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mr. Metzger initiated a discussion regarding the District's reserve bank account. He reviewed how reserve funding had been built over multiple years, including \$5,000 in 2022, \$5,000 in 2023, \$33,570 in 2024, and \$75,000 in 2025. These funds were transferred into a reserve account, which had earned approximately \$3,000 in interest, with the only expenditure being \$13,500 for chairs, leaving a balance of roughly \$108,000. Mr. Metzger noted that once December assessments were substantially collected, the District planned to immediately transfer the budgeted \$57,603 into reserves. They emphasized the importance of reserves and explained that residents

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had raised concerns about the reserve contribution being reduced from the initially discussed \$150,000 to \$57,603 in the adopted budget. They suggested this was due to the budgeting process assuming no carryover funds at the start of the fiscal year. Ms. Burns clarified that reserve balances are not reflected in the operating budget but are shown in the District's financial statements and are reported monthly. She further explained that surplus funds from the prior fiscal year were being used as first-quarter operating reserves to cover October and November expenses before tax revenues are received from the county. Mr. Metzger questioned why approximately \$56,500 in prior-year surplus funds had not yet been transferred into the reserve account and asked whether the Board could move those funds into reserves. Ms. Burns responded that such a transfer was at the Board's discretion but cautioned that the District would likely face the same cash-flow situation at the end of the next fiscal year, as those funds are typically needed to support first-quarter operations. Mr. Metzger stated their intention was to revisit the issue in January or February to better understand reserve recovery and to explain their perspective on restoring reserve funding that had been reduced in the 2026 budget. Ms. Burns reiterated that, regardless of which account the funds were held in, the District retained the money and that transfers might need to be reversed depending on future cash-flow needs.

Resident (Ms. DiMarie) was present on Zoom. The resident asked whether additional lighting could be installed along the pathway outside the pool area leading to the dog park, as it was very dark. Ms. Burns responded that two lights had already been approved and would be installed at each dog park gate entrance, helping illuminate the area. Ms. DiMarie raised concerns about camera quality at night, referencing a prior incident and noted that police had indicated the footage was not very clear. Ms. Burns explained that camera locations could not be disclosed and that the existing cameras were primarily intended to cover the pool building and pool deck, not the dog park or playground. It was explained that while people could be seen in those areas from a distance, the cameras were not designed to capture detailed images, such as license plates or clear identification. Ms. Burns explained that adding cameras to the dog park or playground would require a separate project, due to the lack of power in those areas and the need for equipment to store footage for the required retention period. Board members indicated the issue could be reviewed as a future project and discussed during the budget process, including obtaining general cost information. Ms. DiMarie stated they mainly wanted the issue considered for the future.

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FOURTEENTH ORDER OF BUSINESS Adjournment

Ms. Burns asked for a motion to adjourn.

On MOTION by Ms. Perez, seconded by Mr. Rosser, 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