

**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, February 24, 2026**, 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
Kristy Bolen	Assistant Secretary (via Zoom)

Also present were:

Jill Burns	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <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. Three Supervisors were present at the meeting location, constituting a quorum. Supervisor Bolen participated via 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 December 16, 2025, Board of Supervisors Meeting

Ms. Burns presented the minutes from the December 16, 2025, Board of Supervisors meeting and asked for any changes or corrections. The Board had no changes.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, the Minutes of the December 16, 2025, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Contract Agreement with Polk County Property Appraiser

Ms. Burns reviewed the annual contract agreement with the Polk County Property Appraiser's Office. She explained that the office provides parcel data for properties within the District so assessments can be placed on the tax bill. The agreement was described as the standard contract that requires renewal each year, and the Board was asked to approve it.

On MOTION by Mr. Metzger, seconded by Ms. Bolen, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Discussion Regarding Expanding Parking Policy to Phases 2 and 3

Ms. Burns opened the meeting up for discussion on expanding the street parking and towing policy to Phases 2 and 3. She explained that the policy is already in place in Phase 1 and is usually expanded as construction in other phases near completion. She stated that since parking complaints have started to increase and homes in those phases are close to being finished, she recommended starting the process now. She noted that a public hearing, signage, and resident notification would be required before enforcement could begin. Ms. Burns suggested scheduling the public hearing for April 28, 2026, to consider applying the same policy used in phase one to phases two and three, and the Board was asked to approve advertising the hearing.

On MOTION by Ms. Bolen, seconded by Mr. Metzger, with all in favor, Setting the Public Hearing for Parking Policy to Phases 2 & 3 for April 28, 2026, was approved.

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SIXTH ORDER OF BUSINESS**Discussion Regarding Shade Structure Lease/Purchase Agreement – Requested by Supervisor Metzger**

Ms. Burns opened up discussion regarding Shade Structure Lease/Purchase Agreement- Requested by Supervisor Metzger. She discussed the remaining loan for the pool shade structure. A Board member expressed concern about the District paying 8.2% interest on the loan while District funds were only earning about 3.2%. Ms. Burns discussed with the Board whether making early payments would reduce interest, but it was noted that simply paying several months in advance would not create savings unless principal was reduced. After further discussion, the Board decided to pay off the remaining balance of the loan using funds from capital reserves along with the payments already budgeted for the year, eliminating the remaining monthly payments.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, Paying off the Lease for Shade Structure from Capital Reserves, was approved.

SEVENTH ORDER OF BUSINESS**Discussion Regarding Princess Sabal Street Connection with Red Alford Blvd – Requested by Supervisor Metzger**

Ms. Burns opened discussion on the Princess Sabal Street Connection with Red Alford Blvd requested by Supervisor Metzger. She discussed with the Board the connection between Princess Sable Street and Red Alford Boulevard and the barricade that had previously blocked access between the community and the neighboring Alford Oaks neighborhood. She explained that the roads are public because they are owned by the CDD and that the District has no formal relationship with the neighboring community. She noted that it was believed the builder had installed the barricade during construction, and it had since been removed, allowing traffic to pass between the neighborhoods.

EIGHTH ORDER OF BUSINESS**Discussion Regarding Capital Projects Fund – Series 2022 – Requested by Supervisor Metzger**

Ms. Burns opened up discussion regarding Capital Projects Fund-Series 202 requested by Supervisor Metzger. She discussed with the Board the Capital Projects Fund Series 2022 account and why it is still open. She explained that the account must remain open until all lots in the

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development are sold to residents, because remaining bond reserve funds will be released at that time and reimbursed to the developer. She noted the District does not closely track lot sales but estimated there may still be around 100 lots remaining. The Board also briefly discussed the anticipated HOA turnover once the community reaches the required sales threshold.

NINTH ORDER OF BUSINESS**Discussion on Upcoming Nov. 2026 Elections – Requested by Supervisor Metzger**

Ms. Burns discussed with the Board the upcoming 2026 elections and reviewed how the process would work. She explained that three seats will be up for election this year. She noted that two of those seats will be filled through the general election process because the District has reached the required thresholds for registered voters and time since establishment. She added that residents interested in running will need to qualify through the Supervisor of Elections during the qualifying period in June. She stated that the third seat will be filled through the District's landowners' election. She noted that a resolution outlining the election details will be brought back to the Board at a future meeting.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Rinaldi reminded the Board that quarterly reminders would be sent regarding the annual ethics training requirement. She stated that Board members are required to complete four hours of ethics training by December 31 each year, and she will provide links and information about the training. She stated that she had nothing further to report.

B. Engineer

Mr. Arrington had nothing additional to report.

C. Field Manager's Report

Mr. Tindall reviewed the field manager's general report. He stated general and stormwater maintenance had been done, including fixing washout areas and adding rock and grading. He noted at the dog park, a broken spigot handle from freezing was temporarily fixed and then replaced, and a backflow issue was still being finalized. He added that site maintenance was fine overall, with no major vendor issues, and everything was mowed. He noted they were waiting to assess freeze

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damage next month before trimming new growth to avoid plant loss. He stated that palms around the amenity center were trimmed, and frost damage was monitored. He noted that shade structures were under construction and expected to be completed soon, with materials already ordered. He also mentioned proposals for sod and soccer field maintenance, asking the Board for feedback on budgeting and priorities before moving forward.

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

Mr. Burns reviewed the proposals for cameras at dog park and playground with the Board. She discussed a proposal to install security cameras near the playground and dog park area with the Board. She explained that the cameras would integrate with the District's existing system and improve visibility in those areas, but the discussion was limited because the item was security-related and had not been formally advertised on the agenda. She also noted that even with cameras, footage could only be released to law enforcement or by subpoena and would not necessarily identify individuals. After Ms. Burns discussion with the Board, the Board decided not to proceed with the camera installation and instead approved placing two signs in the area—one at the playground and one at the dog park—indicating that the area is under camera surveillance.

ii. Discussion of Soccer Field Lining Options

Mr. Tindall reviewed the soccer field lining options with the Board. He discussed possible improvements to the soccer field, specifically options for creating permanent field markings with the Board. He explained that because the field is Bahia grass, it grows quickly and any painted lines would disappear quickly with mowing. He discussed other options with the Board such as tape, concrete edging, or artificial turf, but each raised concerns about cost, durability, maintenance, or safety. Mr. Tindall and the Board members considered alternatives such as a narrow strip of artificial turf to mark the field boundary, while also noting that larger improvements like artificial turf fields or additional facilities would be expensive and likely a future project. The Board asked Mr. Tindall to obtain an estimate for installing a turf border around the field and to confirm whether it would hold up under mowing and regular use, with plans to revisit the topic at a future meeting.

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iii. Consideration of Proposals from Prince & Sons

- a) Palm at Amenity Center**
- b) Sod Replacement**
- c) Tract Z – Erosion Concern**

Mr. Tindall discussed a proposal to replace a palm tree that had died at the amenity center. He noted that the replacement cost was estimated at about \$500, and he recommended replacing the tree while other landscaping discussions were taking place.

On MOTION by Mr. Metzger, seconded by Mr. Terrill, with all in favor, the Proposal from Prince & Sons for Palm at Amenity Center, was approved.

Mr. Tindall discussed a proposal to replace damaged or missing sod in several pond bank areas throughout the community with the Board. He presented a \$20,000 proposal for sod replacement and suggested that about \$8,000–\$10,000 might be a reasonable amount to complete the most necessary repairs this year. He stated that some areas, particularly certain pond banks, were in poor condition and could lead to erosion if not addressed. Board members noted that the District had about \$45,000 available in the landscape replacement budget but wanted to prioritize the most important areas and avoid replacing sod that might recover on its own. Mr. Tindall and the Board also discussed excluding the sod work related to Tract Z until the engineering review of that area was completed. He asked for a motion to approve replacing the dead palm tree for \$500 and to authorize up to \$16,000 for sod replacement in the key areas, excluding Tract Z, with the work to be scheduled during the appropriate growing season.

On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, the Proposal from Prince & Sons for Sod Replacement, was approved.

Mr. Tindall discussed a steep berm along Tract Z near a stormwater pond after complaints from a neighboring property and inquiries from the city with the Board. He explained that the slope may be causing sediment to move toward the fence line, and a proposal had been prepared to regrade the slope and install sod to stabilize the area. He noted that the estimated cost for the grading and sod related to this area was about \$12,700. Board members questioned whether the work was necessary since the berm was originally constructed according to approved plans. Mr.

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Malave explained that the concern was preventing erosion and stabilizing the slope, especially near the pond's outflow structure that directs water toward the fence area. Instead of approving the proposal immediately, the Board decided to have Mr. Malave review the site and develop alternative stabilization options with cost estimates. The Board planned to review those options at a future meeting.

D. District Manager's Report

i. Check Register

Ms. Burns presented and reviewed the Check Register with the Board and the Board asked several questions about specific items. She explained that one Board member had a \$200 check reissued because the original check from the previous year had not been cashed. Board members also raised questions about entries labeled "Bank Z," which Ms. Burns clarified were automatic payments for utilities such as electricity and water. The Board also asked about certain utility charges connected to nearby roads, and Ms. Burns explained they were likely tied to irrigation or utility meters in those areas. Ms. Burns noted that improved cash management had earned the District about \$16,600 in interest across its bank accounts in 2025. With no further comments or questions from the Board, Ms. Burns asked for a motion to approve

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

ii. Balance Sheet & Income Statement

Ms. Burns presented the Balance Sheet & Income Statement to the Board. She stated that the financial statements are through January 2026. She stated that there is no action necessary from the Board and offered to answer any questions. With no questions or comments the next item followed.

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

Ms. Burns stated that they currently don't have anything slated for their March 2026 meeting. She noted that they will reach out with the regular agenda items to let everyone know if they have anything. She added that if not, April 2026 is when they will start to review their preliminary budget for the District, which will set their cap amount.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

On MOTION by Mr. Terrill, seconded by Ms. Bolen, 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