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**, **April 28, 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
Henry Chirinos	Appointed as Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Rey Malave *by Zoom*	District Engineer, Dewberry
Joey Duncan *by Zoom*	District Engineer, Dewberry
Marshall Tindall	Field Manager GMS
Kelly Mercado	Security

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Burns called the meeting to order at 10:15 a.m. Three Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. Burns opened up the meeting for the public comment period.

Resident (Kelly Mercado) spoke about problems with the security guard at the pool.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the February 24, 2026 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the February 24, 2026, Board of Supervisors meeting and asked for any questions, comments, or corrections.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, the Minutes of the February 24, 2026, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Organizational Matters**

A. Acceptance of Resignation of Kristina Bolen

Ms. Burns received a letter of resignation from Kristie Bolen outside of a meeting. She asked for a motion from the Board to accept Kristie's resignation.

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

B. Appointment of Individual to Fill Board Vacancy in Seat #2 Exp. 11/2028

Ms. Burns stated Kristie's resignation leaves a vacant seat in seat #2. The term of this seat is up in November of 2028. She asked for a nomination to fill the seat. Mr. Rosser nominated Henry Chirinos to seat #2.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Appointing Henry Chirinos to Fill Board Vacancy in Seat #2 Exp. 11/2028, was approved.

C. Oath of Office to Newly Appointed Individual

Ms. Burns administered the oath of office to Henry Chirinos. Ms. Rinaldi provided an overview of the Sunshine Law, public records law, ethics law, and 4 hours of annual ethics training.

D. Consideration of Resolution 2026-02 Appointing an Assistant Secretary

Ms. Burns noted this would appoint Henry Chirinos as an Assistant Secretary.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Resolution 2026-02 Appointing Henry Chirinos as an Assistant Secretary, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-03 Ratifying Setting a Public Hearing to Adopt Amended Parking Rules**

Ms. Burns stated Resolution 2026-03 would ratify setting the public hearing to amend the District's parking rules to add Phases 2 and 3.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Resolution 2026-03 Ratifying Setting a Public Hearing to Adopt an Amended Parking Rules, was approved.

SIXTH ORDER OF BUSINESS **Public Hearing on Amended Parking Rules**

Ms. Burns 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. There was no public comment.

A. Consideration of Resolution 2026-04 Adopting Amended Parking Rules

Ms. Burns provided an overview of the changes to the parking rules and what has been added to the parking rules. This adds Phases 2 & 3 and commercial vehicle has been changed to oversized vehicle.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Resolution 2026-04 Adopting Amended Parking Rules as amended to add the language regarding 5-minute mailbox parking for those spots, was approved.

Ms. Burns 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.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-05 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing**

Ms. Burns stated fiscal year 2027 starts October 1, 2026 and run through September 30, 2027. This approves the cap amount for Operation and Maintenance Assessments for Fiscal Year 2027. The suggested date for the public hearing is July 28th at 10:15 a.m. She reviewed the budget.

On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, Resolution 2026-05 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing for July 28, 2026 at 10:00 a.m. at this location, was approved.

The Board decided to increase the next assessment from the current $1,166.38 up to $1,200 to fund more reserves. Ms. Burns asked for a motion to amend the approval of that resolution to change the time from 10:00 to 10:15 a.m.

Due to the proposed increase to O&M assessments, Ms. Rinaldi read the resolution with the title and time change. Ms. Rinaldi stated that would be a Resolution of the Board of Supervisors of the Cypress Park Estates Community Development District Approving a Proposed Budget for Fiscal Year 2027; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 190, 197 and/or 170, Florida Statutes; Setting Public Hearings, Addressing Publication; Addressing Severability, and Providing an Effective Date.

Mr. Terrill made a motion to reconsider Resolution 2026-05 and go back and discuss. The Board decided that the budget disadvantages (extra meetings) of the proposed $33.62 increase do not justify the small increase. Therefore it was decided to keep the new assessment the same as the last assessments, meaning no increase.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with Mr. Chirinos in favor and Mr. Metzger opposed, Resolution 2026-05 Approving the Proposed Fiscal Year 2027 budget and setting a public hearing for July 28, 2026 at 10:15 a.m. at this location, was approved 3-1.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2026-06 Relating to General Election Qualifying Period and Procedure**

Ms. Burns stated once a District has been established for six years and there is at least 250 registered voters within the community, two seats transition to the general election process and must be filled by residents within the community. That threshold has been hit for the upcoming November 2026 election so seats three and four will transition to the general election process. Residents who are interested need to contact the Supervisor of Elections if interested. The qualifying period is Monday June 8th through Friday June 12th.

> On MOTION by Mr. Terrill, seconded by Mr. Metzger, with all in favor, Resolution 2026-06 Relating to General Election Qualifying Period and Procedure, was approved.

NINTH ORDER OF BUSINESS **Review and Acceptance of Draft Fiscal Year 2025 Audit Report**

Ms. Burns stated this is due to the state by June 30th. Page 29 shows no instances of noncompliance with no findings. It was considered a clean audit. No action is required.

TENTH ORDER OF BUSINESS **Discussion Regarding Change in Towing Vendor**

Ms. Burns noted some responsive issues with the current towing vendor. Boltons is another towing company in the area that can service the community. She recommended terminating the existing towing agreement and entering into an agreement with Boltons in coordination of adding Phases 2 & 3 to the District's parking rules.

> On MOTION by Mr. Metzger, seconded by Mr. Rosser, with all in favor, to Terminate the Existing Towing Contract and Approving the Boltons Agreement that is included in the agenda package, was approved.

ELEVENTH ORDER OF BUSINESS **Discussion Regarding Security Staffing – *Requested by Supervisor Metzger***

The Board discussed security and concerns with the guard as well as possibly switching vendors. Ms. Burns noted the guard issue will be addressed with the site supervisor. Mr. Metzger questioned extending security guard hours on Sundays.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Rinaldi provided a legislative update from the session that concluded in mid-March.

B. Engineer

Mr. Malave had nothing to report other than some repairs and things that they are proposing that Marshall will bring up. He noted they will be scheduling and doing the required facilities update report relating mostly to stormwater and other District facilities before the end of the year. Next year there is a five-year requirement for all stormwater facilities to be reviewed and report submitted to the state. The next one will be due next year so they will be scheduling that as part of the work that they do for next year on the stormwater. He offered to take any questions.

C. Field Manager's Report – *Under Separate Cover*

i. Consideration of Proposal from Turf Pro Synthetics

Mr. Tindall reviewed the Turf Pro Synthetics proposal for synthetic turf to delineate the outer bounds of the soccer field for $14,982.66. The proposal is on page 98 of the agenda package.

ii. Consideration of Proposed Modification to Stormwater Structure – ADDED

Mr. Tindall and Mr. Malave reviewed the proposed stormwater structure modification, grading and sod or erosion control matting. Mr. Malave recommended gathering proposals for the sod, the gradient and stabilizing mesh. Mr. Tindall discussed the parking signs and reviewed a proposal for roughly $186.43 per sign.

On MOTION by Mr. Metzger, seconded by Mr. Terrill with all in favor, the Parking Signs Proposal, was approved.

Mr. Burns stated the parking policy for Phases 2 & 3 was approved today but will not go into effect until the signs are in and residents get notice of when that is to start. The Tract Z project will be brought back to the next meeting.

D. District Manager's Report

i. Check Register

Ms. Burns noted the check register is included in the agenda package for review. She offered to take questions on any of the invoices, otherwise just looking for a motion to approve.

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 the financial statements are included in the agenda package for review. There is no action necessary from the Board.

THIRTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Ms. Burns asked for any public comments from the Zoom line. There being no comments, the next item followed.

FIFTEENTH 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.

Signed by:
Jill Burns
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Secretary/Assistant Secretary

Signed by:
Steve Rosser
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Chairman/Vice Chairman