

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held Tuesday, **May 24, 2022** at 1:12 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro	Chairman
Mike Seney	Vice Chairman
Lori Campagna	Assistant Secretary
Kelly Evans <i>via Zoom</i>	Assistant Secretary
Ben Pridgeon	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jake Whealdon	KE Law
Jennifer Kilinski <i>via Zoom</i>	KE Law
Clayton Smith	GMS
Todd Amaden	Landmark Engineer

The following is a summary of the discussions and actions taken at the May 24, 2022 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four members present constituting a quorum and one member via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present or on the Zoom call.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 26, 2022
Board of Supervisors Meeting**

May 24, 2022

Saddle Creek Preserve of Polk County CDD

Ms. Burns asked for any questions, comments, or corrections to the April 26, 2022 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Minutes of the April 26, 2022 Board of Supervisor’s Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 23, 2022), Declaring Special Assessment, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments

Ms. Burns noted that the administrative portion was relatively the same. She noted that there were a couple of increases to the line items. They did reduce the legal advertising down from \$10,000 to \$2,500 now that they do not have to do the monthly meetings and they are not anticipating any assessment ads.

Ms. Burns noted that field expenses were based on the development timeline included and some of the future phases for the landscaping and the landscaping replacement line items as well as the lake maintenance. She noted that they got that information from Ben for when things were anticipated to come online. She also stated that they would be reviewing some proposals today. She noted that beyond what was in the proposals today, they were not accounting for a lot more in Phase 2.

Ms. Evans asked what the field management for the \$15,750 in the field expenditures was. Ms. Burns answered that it was for the field manager and to oversee the field contracts that was in the CDD contract. She noted that they usually do it for \$7,500 when landscaping was turned over to the CDD and then those contracts go in place, which then increases to \$15,000 at amenity opening to oversee all the pool contracts, janitorial, doing the site visits, field managers’ reports and to oversee the vendors. Ms. Evans asked if that was in their current management contract or was that an additional contract that they had not reviewed yet. Ms. Burns stated that it was a line item in the existing contract on the fee schedule.

May 24, 2022

Saddle Creek Preserve of Polk County CDD

Ms. Burns stated that for the amenity portion they did include a full year with anticipation that it would open prior to the start of Fiscal Year 2023. She noted that these were based on similar facilities in the area with contracts in place for janitorial and pool maintenance at other facilities. She noted that they did have amenities, repair and maintenance and contingency. She stated that for security services there was about \$15,000 in there if the Board wanted to include some holiday weekend patrols, etc. She stated that they do have \$15,000 in there this year, which they anticipated would cover the initial access cards if those were not in the contract as well as security cameras that are not generally included in the bill. She stated that if they already have that installed next year and they have the key cards that they need to give out to everyone, it would be up to the Board and is an area that they could reduce. She suggested leaving something in there so that they could hire off duty officers on holiday weekends, etc. She noted that there would be very few residents at the beginning. Ms. Campagna asked if they could verify if the key cards were included. Mr. Shapiro responded yes. Ms. Burns asked if they could let them know if the security cameras were wired. She stated that once everything was in, they would arrange internet installations. She noted that there had been some strange delays on internet installations from the providers at facilities. She stated that if they needed them to get involved with the utility provider before opening to let them know.

Ms. Burns stated that they were waiting on some numbers from Horner on the mitigation monitoring. She noted that they went ahead and left the current amount in there, but once they verify with an actual amount, even if it was less than that, they could bring it down at the time of adoption, but that they did leave it at the higher amount. She stated that the current operations and maintenance amount per lot was \$775 per lot, and it would be an increase to \$1,422.45.

Ms. Burns stated that she thinks they were right to do the notice at the higher amount and that it would give them more flexibility going forward. She asked if there was anything anyone wanted to change or move around. She stated that this was their cap amount. She noted for build out purposes, there was not a sufficient capital reserve transfer noted and that it was only a place holder at \$5,000. Ms. Evans asked if they accounted for the club house coming online and having to adjust that for insurance purposes because it doesn't look high enough. Ms. Burns stated that the \$5,000 in the administrative was the general liability and operators. Ms. Burns noted that it may be a little low until they have the actual plans. She noted that the insurance rates have gone up recently. She stated that by the time they get to August, they would have an actual figure from

May 24, 2022

Saddle Creek Preserve of Polk County CDD

them, and they would take the contingency, or they have \$10,000 in repairs & maintenance on a new facility that they probably would not need and would be able to shift that to that category at the time of adoption if it is a little low. She stated that it would probably be closer to \$7,000.

Ms. Burns stated that the proposed hearing date included in the resolution was August 23rd at 1:00 p.m. at this location.

On MOTION by Ms. Campagna, seconded by Mr. Pridgeon, with all in favor, Resolution 2022-08 Approving the Proposed FY 2022/2023 Budget, Declaring Special Assessments, and Setting the Public Hearings on the 2022/2023 Budget and Imposition of Operations and Maintenance Assessments for August 23, 2022 at 1:00 p.m., was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-09 Designating a Date, Time, and Location for a Landowners Meeting and Election

Ms. Burns stated that this landowners' election was required to be held on November 1st, 2022. She stated that if it was okay with the Board, they would pick a central Polk County location and line the meetings up. She noted that there were quite a few of them to line up that day. She stated that the location was at the Lake Alfred Library and they did not need the full Board there. She noted that they just needed an authorized proxy holder from Lennar, and they could sign it to whoever would be there that day as the landowner for the bulk acreage, so they only need one person. She stated that it would be at 11:40 a.m. on November 1st at the Lake Alfred Library.

On MOTION by Ms. Campagna, seconded by Mr. Pridgeon, with all in favor, Resolution 2022-09 Designating a Date, Time, and Location for a Landowners Meeting and Election as November 1, 2022 at 11:40 a.m. at the Lake Alfred Library, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Whealdon had nothing to report at this time.

B. Engineer

May 24, 2022

Saddle Creek Preserve of Polk County CDD

Ms. Burns stated that their newly appointed District engineer, Todd Amaden, was on the line. Mr. Amaden stated that he did not have anything to report yet.

C. Field Manager's Report

i. Consideration of Landscape Proposals

Mr. Smith stated that in the agenda his report starts off with the scope and maps that he created for Saddle Creek that details the specs for landscape maintenance, the areas, and all that was involved. It was then sent to the bidders, and they received three bids. He noted that the bids were in order of the price. He stated that Duval was the low price at a total of \$38,511. Mr. Pridgeon asked if they should be bidding the future landscaping for Phase 2 also. Mr. Smith responded no that right now he had them bid what was currently there. He stated that he supplied them the scope, the map and the fee summary to each one. Individuals of each service was laid out. The essential services for Prince and Sons, Inc. was \$55,596. Ms. Campagna asked if that was mulch included. Mr. Smith responded no and that the \$55,596 was the essential services only and the extra services was \$2,750, which totaled to \$58,346. He stated that Prince and Sons, Inc. was the highest bidder. The middle bidder was Weber Environmental Services, Inc. at \$54,940. After discussion with the Board, they decided to go with the Prince and Sons, Inc. It was also discussed that there should be some communication with Prince and Sons, Inc discussing that if they are awarded the contract, there would be expectations from the Board for them to stay on top of the landscape maintenance and make sure the entrance looks good.

<p>On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Awarding the Landscape Proposal Contract to Prince and Sons, Inc., was approved.</p>
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Ms. Campagna advised Mr. Smith to get with Mr. Pridgeon or herself to do a walk through with Prince and Sons, Inc. so that they could clearly communicate what their expectations were.

Ms. Evans asked Mr. Smith if he would provide the Board a report every month now. Mr. Smith responded yes, going forward he would start providing a report now that they have some contracts in place.

May 24, 2022

Saddle Creek Preserve of Polk County CDD

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register totaling \$163,031.92 through May 15, 2022.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Check Register totaling \$163,031.92, was approved.

Ms. Burns stated that they got a form back from Danielle Fence for the fence that was no longer going to be installed. They were going to send the deposit amount back minus \$1,000 restocking fee. She noted that those funds would be returned, and that they could use those rather than sending another O&M funding request for the next couple of months. They would just replenish the account to pay O&M invoices from that credit that was sent back.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review and questions. There was no action needed and these were through April 30th.

iii. Ratification of:

a) Series 2020 Requisitions #71 and #72

b) Summary of Series 2022 Phase 2 Requisitions #1 to #14

Ms. Burns stated that Series 2020 Requisitions #71 and #72 as well as Series 2022 Phase 2 Requisition #1 to #14 have all been approved and just need to be ratified by the Board.

On MOTION by Ms. Campagna, seconded by Mr. Pridgeon, with all in favor, Series 2020 Requisitions #71 and #72 and Summary of Series 2022 Phase 2 Requisitions #1 to #14, were ratified.

iv. Presentation of Number of Registered Voters – 0

Ms. Burns stated that they were required to determine the number of registered voters within the District as of April 15th and that number was zero.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

May 24, 2022

Saddle Creek Preserve of Polk County CDD

EIGHTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Scott Shapiro

Chairman/Vice Chairman