

**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, **August 23, 2022** at 1:00 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
Grace Kobitter	KE Law
Jennifer Kilinski <i>via Zoom</i>	KE Law
Clayton Smith	Field, Manager, GMS
Todd Amaden	District Engineer, Landmark Engineering

*The following is a summary of the discussions and actions taken at the August 23, 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 participating 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 May 24, 2022  
Board of Supervisors Meeting**

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Ms. Burns asked for any questions, comments, or corrections to the May 24, 2022 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Campagna, seconded by Mr. Pridgeon, with all in favor, the Minutes of the May 24, 2022 Board of Supervisor’s Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the District’s Fiscal Year 2023 Budget**

Ms. Burns noted that this public hearing was advertised in the paper.

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

Ms. Burns noted that there were no members of the public present or joining via Zoom.

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

**i. Consideration of Resolution 2022-10 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds**

Ms. Burns noted that this resolution was included in the agenda package for review. She stated that there were a couple of updates from the last time that they had seen the budget. She stated that they had updated the actuals, the projections, and the property insurance that they had discussed which would include the property coverage on the amenity facility that should be opening at some point during Fiscal Year 2023.

Ms. Evans asked how many months they factored in for maintenance on the amenity in this budget. Ms. Burns responded that it was close to a full year around 9 to 10 months and estimated to open in the fourth quarter of 2022. Ms. Campagna added that they were looking at 60 days at this point. Ms. Burns noted that field expenses had increased to landscape maintenance and the landscape replacement. She noted that the next phase was coming online at some point during the fiscal year. She noted that those figures had not really changed since the Board saw them the last time. She stated that the per lot platted assessment for Phase 1 would be \$1,529.52. She stated that the current assessment on that Phase, which was capped, was \$833.33. She noted that the increase

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for the year was \$696.19. She also noted that there was an unplatted ERU for the undeveloped phase. She asked if anyone had any questions, changes, or anything they wanted to move around. Hearing none,

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2022-10 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds, was approved.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns noted that this public hearing had been advertised in the paper and they sent a mailed notice to all property owners within the community.

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

Ms. Burns noted that there were no members of the public present.

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

**i. Consideration of Resolution 2022-11 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns noted that this resolution was included in the agenda package. She stated that this would impose the operations and maintenance assessment based on the budget that the Board just adopted as well as collect the debt assessments that were previously levied. She referred to the tax roll that was included in the agenda package for review.

Mr. Shapiro asked if Phase 2 would be direct billed. Ms. Burns responded that was correct, the debt assessments on that would be direct billed and there was a schedule listed in the agenda package.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-12  
Designation of Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2023**

Ms. Burns stated that they had discussed moving the date to the fourth Tuesday to the fourth Thursday, but it turned out that at a prior meeting, there was conflict with some of the Board members. So, they were hoping to keep the schedule the same. She asked if that worked for everyone, and the Board responded yes. She noted that it would be the fourth Tuesday at 1:00 p.m. in their current location.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, Resolution 2022-12 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 for the Fourth Tuesday of the month at 1:00 p.m. in their current location, was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Removal of Fence**

Ms. Burns stated that this was brought up by the adjacent community’s HOA that submitted a request to remove the barbed wire fence that was along the pond in the back portion. She stated that they told them they would bring it to the Board. She explained that it had been there for a while, and they were going to add a chain link fence that ultimately the community decided they did not want. Ms. Evans added that it wasn’t really their obligation. Ms. Campagna responded that it wasn’t, but if they got a proposal to see how much it was and they had some money to do it, it shouldn’t be that much. Mr. Smith stated that there were mostly posts and some areas where the barbed wire was still there, but most was just the posts. He stated that there were two options, they could pull the posts and the barbed wire, or they could just trim all the barbed wire away and leave the posts. Ms. Evans stated that she would be in favor of splitting the cost with the homeowners. Ms. Campagna asked if they could let them know how much it was going to be. Mr. Smith responded yes. Mr. Shapiro suggested to get an estimate of how much it would cost to just cut the barbed wire. After further discussion, the Board decided on a NTE amount of \$1,000.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, Removal of Fence Not to Exceed \$1,000, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2021 Audit Report**

Ms. Burns stated that page 29 of the agenda package was the report to management which summarized the audit. She explained that there were no instances of noncompliance, no findings, the District did not meet any of the conditions for financial emergency, it was considered a clean audit, and it had been submitted to the state. She asked if anyone had any questions or comments. Hearing none,

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Fiscal Year 2021 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter had nothing to report at this time.

**B. Engineer**

**i. Ratification of Stormwater Management Analysis Report**

Mr. Amaden stated that there was a copy of the stormwater management analysis report, which was required by the state. He stated that he could answer any questions. Hearing none,

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Stormwater Management Analysis Report, was ratified.

**C. Field Manager's Report**

**i. Consideration of Landscape Proposals**

Mr. Smith reviewed the field manager's report with the Board. He started the review with the de-watering of the large main pond and stated that they would continue to monitor it. He noted that the next item was monitoring the amenity's progress. He stated that they were making some headway and the next step would be to try and gather some proposals to bring some vendors in to service the property. He reviewed the next item, which was the site items. He stated that he went through and did a preliminary conveyance review. Some areas have preliminary checklist items such as not being sodded or completed. He discussed the MES behind lot 44/43 was washed out, eroded, and it would need to be repaired before conveyance. He reviewed the next item on irrigation. The irrigation item reviewed that the decoders were installed, it was tested and working,

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and the declining trees had been recovered. He noted that there were some issues with the aquatic vendors performance. He explained that they were not accessing some ponds, which was part of their contract. He noted that they had some discussions with them to step up their service and to start providing reports, which they have not done yet. He reviewed the additional items which was the landscape maintenance. He stated that the overall landscaper was performing well. He stated that they were doing common areas weekly, and the ponds areas were being mowed bi-weekly. It was noted that the landscaper was beginning maintenance of irrigation as well. The Board discussed further items to review for the field managers report.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register totaling \$20,203.79 and was from July 15, 2022 through August 15, 2022.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Check Register totaling \$20,203.79, was approved.

**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 July 31<sup>st</sup>.

**iii. Ratification of Tucker Paving Change Orders**

Ms. Burns stated that these had already been approved and signed off. Mr. Shapiro stated that as far as getting Phase 1 approved, the District entered into an agreement with the city of Auburndale to extend their force main on the western entrance to the end of the property. He noted that they agreed to do a change order of Tucker and the city already signed off on the change order. He further explained that they would reimburse the District as the invoices come in. He noted that it was approved by the city council. He noted that the funds were available for them to do this.

On MOTION by Ms. Campagna, seconded by Mr. Pridgeon, with all in favor, the Tucker Paving Change Orders, were ratified.

**NINTH ORDER OF BUSINESS**

**Other Business**

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There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

*Scott Shapiro*

Chairman/Vice Chairman