

**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, **January 24, 2023** at 1:05 p.m. via Zoom.

Present and constituting a quorum:

Scott Shapiro	Chairman
Mike Seney	Vice Chairman
Ben Pridgeon	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Clayton Smith	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the January 24, 2023 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 three members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present or joining via Zoom, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members Appointed at November 1, 2022 Landowners' Meeting (Kelly Evans, Lori Campagna, and Benjamin Pridgeon)**

Ms. Burns swore in Mr. Benjamin Pridgeon.

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**B. Consideration of Resolution 2023-02 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns presented Resolution 2023-02 to the Board. It was noted that Kelly Evans in seat 3 had 224 votes, Lori Campagna in seat 4 had 224 votes, and Benjamin Pridgeon in seat 5 had 223 votes. Ms. Evans and Ms. Campagna will serve 4-year terms and Mr. Benjamin Pridgeon will serve a 2-year term. Mr. Shapiro asked what his and Mike's terms were. Ms. Burns responded that theirs would be at the next election in 2024.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2023-02 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

Ms. Burns stated that after a Landowners' election, they are required to reelect officers of the District.

**D. Consideration of Resolution 2023-03 Electing Officers**

Ms. Burns stated that there were a couple of names already filled in including herself as Secretary, George Flint as an Assistant Secretary, George Flint as Treasurer, and Katie Costa as an Assistant Treasurer. She added that those were the existing ones that were on the bank accounts. Mr. Shapiro asked if they needed to reelect a Chair and a Vice Chair. Ms. Burns responded yes, and the other three would be Assistant Secretaries.

Ms. Burns stated that currently Mr. Shapiro was Chair and Mr. Seney was Vice Chairman. Mr. Shapiro asked the Board if they wanted to keep it the same. The Board agreed to keep it the same. In conclusion, Mr. Shapiro is Chair, Mr. Seney is Vice Chair, and the other three Supervisors will be Assistant Secretaries.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, Resolution 2023-03 Electing Officers as slated above, was approved.

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**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the October 25, 2022 Board of Supervisors Meeting and November 1, 2022 Landowners' Meeting**

Ms. Burns asked for any questions, comments, or corrections to the October 25, 2022 Board of Supervisors meeting and the November 1, 2022 Landowners' meeting. The Board had no changes to the minutes.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Minutes of the October 25, 2022 Board of Supervisor's Meeting and the November 1, 2022 Landowners' Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amenity Policies and Rates for the District**

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

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

**i. Consideration of Resolution 2023-04 Adopting Amenity Policies and Rates for the District**

Ms. Burns stated that Resolution 2023-04 was included in the agenda package for review. She explained that the Board saw and discussed these rules at their previous meeting. She noted that the access system was not yet installed. She stated that they believed that it was going to be key cards, but if it turns out to be something else, they will have to revise this resolution slightly. She explained that the residents would be assigned a key card and the replacement fees were for the key cards. She discussed that the non-resident user fee was \$2,500 annually. She briefly reviewed the general policies such as no drinking, no vaping, etc. Mr. Shapiro asked if they were going to put standard signs out. Ms. Burns responded that they would put them up when they open.

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On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, Resolution 2023-04 Adopting Amenity Policies and Rates for the District, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns noted that this Contract Agreement with Polk County Property Appraiser was their annual renewal. She explained that Polk County required an annual agreement for them to collect the parcels and send it to them.

**SEVENTH ORDER OF BUSINESS**

**Consideration of 2023 Data Sharing & Usage Agreement with Polk County Property Appraiser**

Ms. Burns noted that the Data Sharing and Usage Agreement with Polk County Property Appraiser was more administrative for their office. It outlines that they are not going to expose certain exempt parcels like police, judges, etc. that are not subject to a public record request. After briefly reviewing this agreement, she stated that she would be happy to answer any questions.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing & Usage Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter had nothing to report at this time.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

Mr. Smith reviewed the field manager's report starting with the site items. He reviewed the amenity stating that it was still in progress and was being monitored. He explained that the internet installation was in progress. It was noted that the well was installed, but the power was pending. Also noted was the pending landscape install and final pool finish. He reviewed the aquatic

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maintenance items. He noted a couple of issues with some ponds. He briefly reviewed the landscape maintenance stating that it was overall great. He noted that there had been some new plantings across the front. He also noted some damages to the frontage sod, which requires repair. He reviewed another item in which the irrigation timer doesn't have power, but everything else there works. Another item he discussed was a resident request for wildlife signage.

After further Board discussion on the wildlife signs, it was decided to go with no more than 8 wildlife signs not to exceed \$1,600. The Board also discussed a playground, and they decided to check further into this item. Mr. Smith reviewed the trash clean-up stating that they have one of their crews going out on Thursday to clean up trash. Ms. Burns asked if there were any questions on any of the field items. Hearing none, the next item followed.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register from October 18<sup>th</sup> through January 17<sup>th</sup> totaling \$57,523.44. The Board had no questions for Ms. Burns, so she asked for a motion of approval.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Check Register totaling \$57,523.44, 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.

**NINTH ORDER OF BUSINESS**

**Other Business**

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**

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

*Jill Burns*

Secretary/Assistant Secretary

*Scott Shapiro*

Chairman/Vice Chairman