

**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, **April 25, 2023** 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
Ben Pridgeon	Assistant Secretary
Lori Campagna	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVW Law
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS

The following is a summary of the discussions and actions taken at the April 25, 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 four members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present or joining via Zoom.

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)**

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Ms. Burns swore in Lori Campagna prior to the start of the meeting and Kelly was not in attendance today so she will be sworn in at a later date.

B. Acceptance of Resignation from Benjamin Pridgeon

Ms. Burns stated a letter of resignation had been received from Benjamin Pridgeon. She asked for a motion to accept.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the Acceptance of Resignation from Benjamin Pridgeon, was approved.

C. Appointment to Fill the Vacant Board Seat #5

Ms. Burns asked for a nomination to fill Board Seat #5. Ms. Campagna nominated Sean Finotti.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Appointment to Fill Vacant Board Seat #5 with Sean Finotti, was approved.

D. Administration of Oath to Newly Appointed Supervisor

Ms. Burns swore in Sean Finotti. Ms. Kobitter congratulated Mr. Finotti and stated there are three main statutory requirements that apply to Mr. Finotti. She noted first is the Sunshine Law, all District business must be conducted in the sunshine so at a dully noticed public meeting where minutes are taken. She stated in between meetings, he is not to talk to fellow supervisors about any business that might foreseeably come before the Board. She noted that he can talk about unrelated District business and talk to staff, herself, District Manager or District Engineer about any District business but nothing between meetings amongst fellow supervisors. The second is Public Records Law. She noted unless a very narrow exception applies, all District business is public record and can be produced pursuant to a public records request so we recommend keeping any District business separate in a separate email, separate folder if hard copies, copying District Manager on District related emails that way if there is a request it is easy to pull and separate from any personal items. The third is Ethics Law and stated many of it is intuitive such as not taking bribes, not voting on things on which there would be a conflict of interest. She noted if there is ever a question on

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whether there is a conflict, you can always reach out to District Manager or herself to help navigate that. She stated there are also some financial disclosures that will need to be filled out with District management. Ms. Burns stated she would get all of those forms to Mr. Finotti.

E. Consideration of Resolution 2023-05 Appointed Supervisor

Ms. Burns suggested that Sean Finotti be appointed as Assistant Secretary.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, Resolution 2023-05 Appointing Sean Finotti in as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 24, 2023 Board of Supervisors Meeting

Ms. Burns asked for approval of the minutes from the January 24, 2023 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes. The Board had no changes to the minutes.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the Minutes of the January 24, 2023 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-06 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 25, 2023), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2023/2024 Budget and the Imposition of Operations and Maintenance Assessments

Ms. Burns stated Resolution 2023-06 approving a proposed Fiscal Year 2024 budget and sets a public hearing for July 25th at 1:00 p.m. at this location on the adoption of the budget as well as a hearing to impose operations and maintenance assessments for Phase 2. She noted the resolution was included in the agenda package. She noted changes from the current year to next year are that estimates have been added for maintaining Phase 2 as that is coming online soon. She noted there have been increases in landscape maintenance, street lights, contingency with a little

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more land to maintain. She noted previously Phase 2 had an unplatted ERU rate so they were assessed for just admin during the current year and now that it is platted, it will have the full platted rate. She stated that gives a little capacity given the shift in the ERU so even with all of the increases, an assessment increase has not been shown to the Phase 1 platted lots.

Ms. Campagna questioned the insurance, as she noted they went down but in 2024 it is at \$5,000. Ms. Burns stated it showed a 15% increase working on the actuals and the amenity is not included yet because it has not been turned over yet. She stated about \$9,000 will be shifted to account for that plus any other infrastructure in Phase 2 if there are walls and things like that, it will need to be added. She stated it will probably be closer to \$12,000 or \$13,000 and will be taken out of the capital reserve of transfer and move it up for when the final budget is done. She noted there should be actual numbers on that then as the amenity will be conveyed well before this budget is adopted. Ms. Campagna stated she has seen increases. Ms. Burns stated she had reached out on existing and was told to count on a 15% increase so that is what is being used in the budget. Ms. Burns suggested adopting this for notice purposes that way Phase 2 mailed notice can be sent at the same rate for Phase 1. Ms. Burns stated this likely could be lowered a little bit but is hesitant to do that before everything is at build out.

Ms. Burns stated Clayton has some quotes and noted \$37,000 had been added for lift station maintenance that was not in the budget. She noted that some of the capital reserves could be allocated throughout the budget once they get to the final budget. Ms. Burns noted that the residents will not receive a mailed notice as an increase is not contemplated to their assessment. Ms. Campagna asked if anything needed to be done for the pool lift. Ms. Burns stated that will come out of the current year budget. She noted for the current year, there was \$15,000 for security services so instead of hiring any limited security on the weekends, we are going to pay for the pool lift out of that. Ms. Burns stated that the hearing date listed here is July 25th and they need at least three Board members there.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2023-06 Approving a Proposed Budget for FY2024 and Setting the Public Hearing on Budget and Imposing O&M Assessments for Phase 2 for July 25, 2023, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07
Authorizing Bank Account Signatories**

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Ms. Burns noted this appoints offices instead of specific people as bank account signatories that way if those officers change, we can give this resolution to the bank along with the officer resolution and is really just administrative.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2023-07 Authorizing Bank Account Signatories, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter had nothing additional to report.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

i. Consideration of Quote for Grinder Pump Upgrades

Mr. Smith noted that he would review the reports first and then a few quotes for the amenity center that should be discussed. The reports ran since the last meeting, the wildlife connect has been installed on site in eight locations and they went where previously proposed. He noted the amenity security system is up and running according to the vendor and the amenity access staff is coordinating with the vendor to learn how to use it. He noted the street signs comes into a large discussion about the road. He stated they are going to straighten some of the street signs but not in too much of a hurry because there is still a lot of construction going on.

Mr. Smith stated they are continuing to pick up pond debris and also see lawn people picking up pond debris. He stated landscape overall is looking good. He stated a lot of it is starting to plush back out now and get flowers as it's moving into spring. He noted there is a new resod area that is pretty brown and stated he is just waiting to see if that will establish and pickup. He noted with aquatic maintenance, the ponds are looking much clearer right now even though they are low in some areas but looking clear.

Mr. Smith stated as far he knows now is that lift station two is the only one that is fully up and running at this moment. He said that is the one in the back a Yellow Trail. The other one up in Phase 2 is approved but is going through clearance. He stated this is the one on Yellow Trail

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and there is one on the bottom on the South end and the one in the new phase. He noted it is his understanding that this is the only one up and running and what happens is that it is getting clogged about every 10 days. He noted about every 10 days a resident there throws maybe 10-15 baby wipes down the drain and that is what clogged it up and it will be a clump of baby wipes that clogs it up. He stated additionally what that does is it causes the whole thing to fill up and then the back truck has to be called and have to call the maintenance company to come pull the pumps to clear it out then it goes back down and then 10 days later it repeats. He noted he got a quote to basically put in a new grinder pump instead that will actually grind some of the smaller matter down. Ms. Campagna asked for a copy of the monthly maintenance to be sent to her so she can compare. Ms. Burns stated the maintenance will be tabled until some other venues are explored.

ii. Consideration of Quote for Monitoring Systems

Mr. Smith stated another thing is an email about remote monitoring, to install a remote monitoring system is \$500 per lift station and then \$180 per year for the cellular service which is a necessity. Instead of just blaring an alarm, the community will send us an email stating lift station one or lift station two has high water alarm and then I will know as soon as it is initiated. Mr. Smith noted to install the modules parameter and then the \$180 per year to be online. Ms. Burns asked if they will be doing just the one now or put them on all three. Mr. Smith stated yes do them altogether.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the Quote for the Monitoring Systems, was approved.

Mr. Smith stated the last item under separate cover is all the different various quotes of maintaining the amenity center. He noted two quotes for janitorial services which starts at three times a week for two trash cans since any under the overhang close to the amenity are included that is two on the pool deck and one dog station that is factoring in the dog station that is upcoming in the dog park, with all of those things included, the same scope at Clean Star Service is \$7,500. He noted this is a really good company that is used at a lot of the amenity places. He noted they are also amenable if we ever want to add any trash cans or do anything like that, they just add to the contract where they have per unit price for all of those different things. Ms. Burns asked for a motion to approve CSS.

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On MOTION by Mr. Shapiro, seconded by Mr. Finotti, with all in favor, the CSS Quote for Janitorial Services, was approved.

Mr. Smith stated for pool maintenance he could have gotten a bunch of pool vendors that he does not know or work with in the area but this pool vendor that we do work with in the area and have had to have them replace other pool vendors that I have worked within the area at a couple of sites now. Ms. Burns state they do everything in Polk County. Mr. Smith recommended Resort Pools, stated their service is good. He noted they install the lift and have a great rapport with the health inspector.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the Quote from Resort Pools, was approved.

Mr. Smith stated last is landscaping services. He recommended for the amenity to include the extra services. There are a lot of palms there and the amenity should be mulched more regularly than perhaps some of the other areas. He noted out front there is a long strip of plants that really doesn't need to be mulched often because of pine trees and other things there. He noted to just much as needed. He noted the amenity center would need the consistent twice a year mulching just to keep it looking nice and trimming of the palms. It was asked if Prince is doing the whole area and if this was in addition to their contract. Ms. Campagna stated they are really only mowing in the dog park area and there is not a whole lot of other mowing in there. Mr. Smith stated they detail all of the beds, detail around the parking lot, and plant beds get cleaned up. Mr. Smith stated that this is all included and current year. Ms. Burns stated it is under \$1,000 a month just for the initial scope and then the extra services. Ms. Burns stated as far as amenity opening, application for the permit has been submitted and that is really all we are waiting on. Ms. Campagna asked how the permit was submitted and how was it approved. She asked if they have to wait for the lift station to go in. Ms. Burns stated your risking an ADA complaint violation which on a first offense can be up to \$75,000. Ms. Campagna asked where they are on that. Mr. Smith stated about a month out hopefully on that but really depended on the permit approval. He noted as soon as it is approved, they can get out in a week and install it and it only takes a couple days to do it. He noted once the county approves it, it is good to go. He noted they had to get the engineering drawings

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and get everything done and it has been with the county now for a couple of weeks. Ms. Burns noted hopefully if they can get the permit in the next couple of weeks, that will line up.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the Contract Addendum from Prince & Sons, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register for approval that is included in the agenda package for review. She asked for any questions. She noted the total is \$38,857.42.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review. These are through the end of March. There was no action needed.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH 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