

**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, **February 27, 2024** at 1:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro <i>by Zoom</i>	Chairman
Kelly Evans	Assistant Secretary
Lori Campagna	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Monica Virgen	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the February 27, 2024 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 Board members present and Scott Shapiro joining via Zoom constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that there is one member of the public on Zoom. There being no comments at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 23,  
2024 Board of Supervisors Meeting**

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Ms. Burns asked for approval of the minutes from the January 23, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes.

On MOTION by Ms. Evans, seconded by Ms. Campagna with all in favor, the Minutes of the January 23, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals for Lift Station Pump Replacement**

**A. Proposals**

**i. Averett Septic Tanks**

**a) Proposal for Lift Station Pump**

Mr. Bailey presented the proposal from Averett Septic. They are suggesting a Vortex pump. This pump has a recessed center so allows stuff to pass through and not get caught in the propeller. There is a one-year warranty on the pump. The quote for all three lift stations is \$33,982.24 which was the lowest quote.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Proposal for Lift Station Pumps at \$33,982.24 – Vortex Pumps at all Lift Stations Subject to District Engineer Consultation, was approved.

**b) Proposal for Lift Station Maintenance**

Ms. Burns noted they would need to sign up for the annual maintenance at \$8,100 per year. She noted they have the option to terminate the existing maintenance agreement with Consta Flow and go with Averett to start the maintenance at the same time as the install. She asked for a motion to terminate the exiting maintenance agreement with Consta Flow pending staff coordinating that timing and a motion to approve the maintenance agreement with Everett for regular maintenance.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Proposal for Lift Station Maintenance – Terminate Existing Maintenance Agreement with Consta Flow Subject to Approving Averett Vortex Pump, was approved.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Averett Maintenance Contract, was approved.

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**c) Proposal for Alternative Lift Station Basket System Option**

Mr. Bailey presented the quote for the lift station baskets for all three pumps at \$9,750. Ms. Campagna wanted to make sure the county does not come back on the District. Mr. Bailey noted this basket system could be installed if they are concerned with the county.

**FIFTH ORDER OF BUSINESS**

**Public Hearing** *(Continued from January 23, 2024 Meeting)*

**A. Public Hearing on the Adoption of Parking and Towing Policies for the District**

Ms. Burns noted this is the continued public hearing on street parking and towing. She asked for a motion to reopen that public hearing.

On MOTION by Ms. Evans, seconded by Ms. Campagna, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated the Board sought direction for them to go through and look at resident concerns brought up at the meeting. She pointed out changes to the parking map on page 49 of the agenda.

Public Comments:

- Mark Pagan, Old Mining Road – says the Board should hold off until construction is complete.
- Abby Morrobell, Yellow Trail stated that she wants to try to resolve parking by speaking to neighbors first.
- Miguel Morrobell asked can we expect a certain percentage of occupancy before adding parking rules.
- Diane Williams, Landmark commented about speed zone signs, 25 mph is too fast. How close are they to completion. Mark noted 60-70% built out, not closed.

**i. Consideration of Resolution 2024-02 Adopting Parking and Towing Policies for the District (2 Maps – 1 with All Phases Included in Policy and 1 with Just Current Active Phase)**

Ms. Evans stated she feels strongly this should be a resident decision and would like to see the Board become all residents and the residents make the decision as a controlled Board. Ms.

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Campagna noted this started because the homeowners requested it. Ms. Burns stated the Board does not want to take action to approve this today.

**ii. Consideration of Proposal for Parking Signage Installation**

This item was deferred to a future meeting.

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

**SIXTH ORDER OF BUSINESS**

**Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Burns noted this is the annual renewal of the agreement with the Polk County Property Appraiser that they will provide the parcels within the community to us.

On MOTION by Ms. Evans, seconded by Mr. Finotti, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter had nothing to report.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager’s Report**

Mr. Bailey presented the field manager’s report. Sidewalk modifications are complete, Yellow Trail pond cleanup is an ongoing item with construction, a low area collecting water was leveled, leaning signage was straightened, large open space on Yellow Trail is seeing new growth, the dog park is near completion just waiting on fountains, and bike pad will be installed there.

Ms. Evans asked Mr. Bailey to touch on the mow schedule. Mr. Bailey noted they are on a biweekly mow schedule now and will be shifting to weekly mows beginning in April. The ponds will stay on the biweekly schedule.

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**i. Consideration of Addendum to Add on Trash and Pet Station Collection to the Current Janitorial Services Contract – ADDED**

Ms. Bailey noted this is to add dog waste station emptying to the janitorial contract.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Addendum to Add on Trash and Pet Station Collection to the Current Janitorial Services Contract, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register for approval which is included in the agenda package for review. She asked for any questions on the check register.

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

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials are in the package for review. There is no action needed. These are for informational purposes only. Ms. Evans asked about Clean Star Services. Ms. Burns noted they empty trash and clean the restrooms at the pool three days a week. The trash is removed every two days. Waste stations for the dog park are twice a week.

**iii. Discussion Regarding Security Staffing at the Pool During Spring Break**

Ms. Burns noted they will not staff for Spring Break. Board will revisit for summer.

**iv. Discussion Regarding Authorizing the HOA to Place No Solicitation Signage**

Ms. Burns stated a resident reached out and spoke about this with the HOA. Because solicitation has to do with private lots, this is more of an HOA policy. She noted they allow the HOA to purchase and install signs on CDD property through a license agreement. Ms. Kobitter can draw up a simple license agreement. Ms. Evans asked if they could review signage before installation.

**v. Discussion of Lighting Agreement for Phase 2**

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Ms. Burns stated this is for Phase 2 lighting install of 47 poles with Lakeland Electric.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Lighting Agreement for Phase 2, was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Ms. Campagna asked Allen to work on a proposal for mulch at the entry of the community. Ms. Burns noted if it's within budget to move forward with it.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Public Comment:**

-Abby (1905 Yellow Trail): Reach out to street sweepers to run through again. Ms. Campagna noted after the last meeting they added a few additional in and can do that again. Terrible oil stains. Ms. Burns noted the CDD does not do road cleaning. Cracked sidewalk at NE corner of Old Mining & Yellow Trail– Allen will check that.

-Diane Williams (Landmark): Dog park too small and where is bike pad. Who is responsible for the grounds in pool area and mailbox area? Request for trash can at mailboxes. Ms. Burns noted there is a vendor who cleans the pool and a janitorial contract for restrooms and the covered area. They are not there every day. The landscape vendor picks up trash when they mow. Ms. Burns noted she can send an email blast to residents about trash. The bike pad is at the entry of the dog park. Cracked sidewalk on Landmark 1530 & 1532, water always standing. Ms. Burns noted it's probably a drainage swell so designed as a lower area. Allen will check this.

-Marcos (2909 Old Mining Road): Questions a larger dog park at different location adjusted to resident liking as community grows. Ms. Campagna noted they can share that once it's turned over to full resident control and make any changes that the Board decides.

-David Talan: Pool area, water was crystal clear. Ms. Burns noted he may start to see issues when the pool picks up so email Allen. Off duty security at pool if necessary. He asked how to get email reminders. Ms. Burns will make sure he is on the list. Post a flyer at the amenity center to let residents know they can sign up for CDD email communication using amenity access email.

Ms. Campagna addressed the speed limit signs – this is required through engineering who dictates speed limits. Collector roads versus anterior roads could be the reason for different speed

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limits. Give Jill information regarding the roads and the Engineer will address that. Ms. Burns urged residents who see speeding to reach out to local law enforcement. A traffic study would be required to install speed bumps which would be costly. Speed bumps would affect driveways.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Scott Shapiro*

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Chairman/Vice Chairman