

**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 23, 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	Chairman
Mike Seney	Vice Chairman
Lori Campagna	Assistant Secretary
Sean Finotti	Assistant Secretary
Kelly Evans <i>by Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Monica Virgen	District Manager, GMS
Jennifer Kilinski	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Richard McGrath	Field Manager, GMS

The following is a summary of the discussions and actions taken at the April 23, 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. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated if anybody has any comments on any of the agenda items listed, those are taken at the beginning of the meeting. There will also be a comment portion at the end of the meeting for items that are not on the agenda.

**Kelly Evans joined the meeting via Zoom at this time.*

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THIRD ORDER OF BUSINESS

Approval of Minutes of the February 27, 2024 Board of Supervisors Meeting

Ms. Burns asked for approval of the minutes from the February 27, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes.

On MOTION by Ms. Campagna, seconded by Mr. Finotti with all in favor, the Minutes of the February 27, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: June 25, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns noted this kicks off the budget process for the upcoming fiscal year which starts October 1, 2024 and runs through September 30, 2025. This is a preliminary budget that needs to be approved prior to June 15th of each year. A copy of the budget will go to the city or the county at least 60 days prior to the public hearing date that will be set and then the Board will come back at that date to adopt a final budget. This sets the cap amount. The proposed assessment amount in this budget is the same as the current year. Some lines items increased but some line items decreased. Security was included for the upcoming year. Ms. Campagna asked Allen if he thinks limited hours is enough for security with all the big holidays, weekends, and the summer. Ms. Burns noted the contract is 16 hours per week and manned cameras overnight.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, Resolution 2024-03 Approving the Proposed Fiscal Year 2024/2025 Budget and Setting the Public Hearing for June 25, 2024 at 1:00 at this location on the Adoption of the Fiscal Year 2024/2025 Budget, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-04 Designating a Date, Time, and Location for a Landowners' Meeting and Election (November 19, 2024)

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Ms. Burns stated there is a landowner’s election every two years in November. There is a landowner’s election this year and by Statute this one does not need to be held the first Tuesday of November. The date for the landowner’s election would be the regular Board meeting date November 19, 2024 at 1:00 p.m. There are proxies and ballots in the agenda for anyone who needs one.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2024-04 Designating November 19, 2024 at 1:00 p.m. at Hampton Inn, Lakeland, Florida, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report for Series 2022 Special Assessment Bonds

Ms. Burns noted under internal revenue code the District has to demonstrate that they do not earn more interest than they pay on the bonds. Page 4 shows a negative arbitrage amount.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Arbitrage Rebate Report for Series 2022 Special Assessment Bonds, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kilinski reminded the Board of the ethics training requirements due on December 31, 2024. The ethics training for this year will be reported on Form 1 in 2025. Form 1 is filed electronically with the Commission on Ethics.

B. Engineer

There being no comments, the next item followed.

C. Field Manager’s Report

Mr. Bailey presented the field manager’s report. Topics included sidewalk repair, pool repair, amenity shower repair, ceiling light repair, dog park fountain installed, mulching, and lift station pump installation scheduled.

i. Consideration of Landscape Addendums & Proposals from Prince & Sons

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a) Addendum to Add Front Area of Phase 2B to Current Landscape Contract

Mr. Bailey presented the proposal to add landscape maintenance to the front area of Phase 2B and will complete the landscape contract for all of Saddle Creek totaling \$7,200/year.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Addendum to Add Front Area of Phase 2B to Current Landscape Contract, was approved.

b) Addendum to Add Increased Frequency of Pond Mows to Current Landscape Contract

Mr. Bailey presented a proposal to add extra pond mows which brings the cuts to 32 over the whole District over the whole year for an extra \$1,000 per month totaling \$12,000/year.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Addendum to Add Increased Frequency of Pond Mows to Current Landscape Contract, was approved.

c) Proposal to Replace Landscaping at Amenity

Mr. Bailey presented a proposal from Prince to add landscape around the amenity center. Prince can replace a Sabel palm that they have lost. The total is \$5,910. Mr. Shapiro asked if it was because of the cold winter or does the irrigation need to be checked. The field account manager confirmed the irrigation is doing its job. Ms. Campagna recommended doing a NTE.

On MOTION by Mr. Shapiro, seconded by Mr. Finotti, with all in favor, the Proposal to Replace Landscaping at Amenity, NTE \$500 in Pine Bark Line Item, was approved.

d) Proposal to Remove and Dispose of Dead Pine Trees Along Main Road

Mr. Bailey stated there are a lot of pine trees in the front of the community that have died or are in bad state. Prince is getting complaints as residents are concerned that some of the trees are falling. Prince can cut those trees down and dispose of them.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Proposal to Remove and Dispose of Dead Pine Trees Along Main Road, was approved.

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D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register from March for approval which is included in the agenda package for review. The total is \$43,678.36. She asked for any questions on the check register.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Check Register totaling \$43,678.36, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials through March are in the package for review. There is no action necessary.

iii. Presentation of Number of Registered Voters – 372

Ms. Burns noted they are required to determine the number of registered voters within the District as of April 15th of each year. It is used to check the turnover threshold once the District has been established for at least six years and has at least 250 registered voters, that following landowner’s election two seats transition to the general election and filled by residents. There are 372 registered voters within the community but not the six years at this point.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Public Comment:

Abby Woorobell (1905 Yellow Trail): Issue with lift station smell, lawn service cutting corners/look into other vendors, speed limit sign behind tree at Trotters/relocate, stop sign exiting community blocked by Lennar sign, entrance community sign cracked & light not working, residents parking on grass, Spectrum contract on CDD or HOA, eta on street lights as new area is in the dark, what is landowner’s meeting. Ms. Burns noted the HOA no solicitation sign was approved by the CDD for location but as far as content of sign or design of sign would be the HOA. Landowners’ election is held in November. There are seats up for election every 2 years. Every single lot owner gets one vote per household. Will check speed limit sign by Trotters and

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stop sign at entry. The Airbnb is an HOA issue. Allen noted they are getting the light to put in the front and will take a look at the cracks in the wood. Mr. Shapiro noted the bypass pump should be pulled this week so that smell will go away.

Jahira Rivera: Lift pumps off so made community smell, Airbnb’s in community, 30 people at pool/barbeque, lighting ETA. Ms. Burns noted regarding pool/barbeque- report violations to her office so footage can be reviewed and will send any violation letters. On the 30 people coming in – report and she will check card swipe and send violation letters. Mr. Shapiro will get update on ETA of streetlights and send to Jill to eblast residents.

Resident – landscapers need supervision, pets at pool, security and how does company get chosen, PVC pipes in front of community, common area near Yellow Trail not being maintained. Workers roaming property/notice? Mr. Shapiro noted PVC pipes were there for crossings but will be removed. Ms. Campagna noted if its CDD stuff it can be noticed, if its HOA they can notice it, but outside vendors such as Lennar or the county they will not notice it. Ms. Burns noted reminder was sent to residents that outside of service animals, no pets at pool. The landscapers have been put on notice that some areas were unacceptable so will be monitored. Allen will check the Yellow Trail common area.

Miguel Morrobel (1905 Yellow Trail): Asked to install signs near ponds warning of gators/ trespassing signs. Neighbors feeding the gators. Mr. Bailey noted there are gator/snake warning signs at most ponds.

TENTH 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

DocuSigned by:
Scott Shapiro
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Chairman/Vice Chairman