

**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, **June 25, 2024** at 1:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Mike Seney	Vice Chairman
Sean Finotti	Assistant Secretary
Kelly Evans	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Grace Kobitter	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the June 25, 2024 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order at 1:05 p.m. and called roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen stated this is the public comment portion for agenda items. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

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

Ms. Virgen asked for approval of the minutes from the April 23, 2024 Board of Supervisors meeting. These minutes have been reviewed by District management and counsel. The Board had no changes to the minutes.

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

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

**i. Confirmation of Notice of Public Hearing**

Ms. Virgen noted this is a public hearing on the adoption of FY2024/2025 budget.

**ii. Open Public Hearing**

Ms. Virgen asked for a motion to open the public hearing.

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

**iii. Public Comment**

Ms. Virgen asked if any members of the public would like to make comment on the proposed budget. There being no comments, the next item followed.

**iv. Close Public Hearing**

Ms. Virgen asked for a motion to close the public hearing.

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

**v. Board Discussion**

Ms. Virgen noted there were several line items that were decreased to keep the residents' assessments the same this year. On the O&M section, property insurance and security services were increased. The mitigation monitoring and lift station maintenance was decreased. Lake maintenance accounts for all of the ponds in the community that are now being maintained. There was a decrease in the capital reserves. This was to balance the budget and keep the assessments the same. She asked the Board for any comments or questions regarding the budget? Hearing none.

**vi. Consideration of Resolution 2024-05 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds**

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Ms. Virgen noted this resolution adopts the District’s Fiscal Year 2024/2025 budget and appropriates the funds.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Resolution 2024-05 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

**vii. Consideration of Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Virgen noted this certifies the assessment roll based on the budget just approved. District Management staff will send this assessment roll to the Polk County tax collector.

On MOTION by Ms. Evans, seconded by Mr. Finotti, with all in favor, Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**B. Public Hearing on the Adoption of Parking and Towing Policies for the District (Grassed Common Areas)**

**i. Confirmation of Notice of Public Hearing**

Ms. Virgen noted this is confirmation of notice of the public hearing.

**ii. Open Public Hearing**

Ms. Virgen asked for a motion to open the public hearing.

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

**iii. Public Comment**

Ms. Virgen asked if any members of the public would like to make comment on this item.

- Abby Morrobel (1905 Yellow Trail) - commented on adopting parking the correct way, if you’re going on the right side of the road, you should be parking in that direction also not blocking driveways and no wheels in yards. Ms. Virgen noted the CDD cannot govern private property so that would need to be discussed with the local police department.
- Veronica Thomas (1934 Red Loop) – stated that they were new to community so unsure what the proposed change is to parking policy & on street parking not safe for emergency vehicles.

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Mr. Bailey noted there is a map of parking. No parking in common grass areas and no overnight parking at amenity center.

- Resident (Old Mining Rd) – stated that residents are not aware of procedure for reporting parking problems. Ms. Virgen noted cars blocking driveway issues would go to the police department.

**iv. Close Public Hearing**

Ms. Virgen asked for a motion to close the public hearing.

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

**v. Board Discussion**

Ms. Virgen noted street parking and towing has been discussed at the last several meetings. Based on feedback from residents, the Board decided not to move forward with a parking/towing policy for the roadways. Since that time there has been some instances where residents are reporting vehicles parking in grass common areas. Since there is not a policy in place, the CDD doesn't have the ability to prevent parking on CDD owned common area tracts. Today, the Board is looking at a policy that includes just the CDD owned common area tracts. It would allow the District to tow vehicles parked on CDD common areas only and not the roadways. If the residents want the Board to reconsider roadway parking, that can be brought up at a future meeting.

**vi. Consideration of Resolution 2024-07 Setting a Public Hearing on the Adoption of Parking and Towing Policies for the District and Ratifying the Publication of Rule Development and Rulemaking Advertisements**

Ms. Virgen stated District staff placed the advertisement for this agenda item. This resolution ratifies the actions of staff to post these notices to have the public hearing today.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Resolution 2024-07 Setting a Public Hearing on the Adoption of Parking and owing Policies for the District and Ratifying the Publication of Rule Development and Rulemaking Advertisements, was approved.

**vii. Consideration of Resolution 2024-08 Adopting Parking and Towing Policies for the District (Grassed Common Areas)**

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Ms. Virgen noted this resolution is only for the grass common areas. Ms. Evans stated she is in favor of this policy. The definitions are clear about commercial vehicles, vessels, recreation vehicles, tow away zones, and parking areas.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Resolution 2024-08 Adopting Parking and Towing Policies for the District (Grassed Common Areas), was approved.

**viii. Consideration of Chair to Execute an Agreement with a Towing Vendor - ADDED**

Ms. Virgen noted in anticipation of the Board reviewing this item today, she reached out to vendors. There is no cost to the District for engaging in a contract with a towing vendor. The towing vendor gets their money from the vehicles that they tow. She asked if the Board would like to authorize the Chair to execute an agreement with a vendor.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Authorizing the Chair to Execute an Agreement with a Towing Vendor, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Estimate for Road Repair (Trotter’s Way) from Dellar Site Services, LLC**

Mr. Bailey noted on Trotter’s Way there is a dip in the road that the engineer looked at and recommended the area of the sanitation lines and stormwater system be reviewed. The estimate was \$2,500 to camera the system to look at the manhole side and stormwater side to see what is going on. Ms. Evans noted if they move forward with this proposal then the District Engineer will come back, review the findings, and make recommendations. Mr. Finotti asked what if it is soil compaction, and Mr. Bailey noted they are inspecting if the line collapsed or if not if there is a compact issue. The engineer followed up with Polk County to find out if it ends up being an issue and the District has to clear it, 50 feet each side around the area would have to be cleared, redone and compacted.

On MOTION by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Estimate for Road Repair (Trotter’s Way) from Dellar Site Services, LLC, was approved.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-09  
Authorizing the Establishment of an SBA  
Account**

Ms. Virgen noted this authorizes staff to open an SBA account where capital reserve funds can be deposited to earn a little more interest than in a regular account.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Resolution 2024-09 Authorizing the Establishment of an SBA Account, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-10  
Designation of a Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2025**

Ms. Virgen noted the proposed date and time is consistent with the current meeting schedule being the fourth Tuesday at 1:00 p.m.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, Resolution 2024-10 Designation of a Regular Monthly Meeting Date (4<sup>th</sup> Tuesday each month) at 1:00 p.m. at the Hampton Inn Lakeland, their current location, for Fiscal Year 2025, was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding the Adoption of  
District Goals and Objectives**

Ms. Virgen noted this is a new statutory requirement for Special Districts to approve annual goals and objectives. This needs to be completed by October 1<sup>st</sup> of this year. A standard set of goals and objectives have been put together on page 91-95 of the agenda package. Ms. Evans questioned the field management/district management site inspections section and what the management agreement is. Ms. Virgen noted field management services are put of the District Management Agreement. Mr. Bailey inspects the property regularly so it is something that is already being done.

On MOTION by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Adoption of District Goals and Objectives, was approved.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding Proposals for District  
Security Services – NOT A CLOSED  
SESSION**

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Ms. Virgen noted the Board reviewed a security proposal last winter and did not move forward with it as there was not a lot of pool activity. Since that time with Spring Break and summer, the pool has more activity and there are more resident complaints about security issues at the pool so bringing this back to the Board for discussion.

**A. Nation Security Services**

Ms. Virgen stated this is new vendor and provide part-time services. They have been very response to answer any questions regarding the proposal. They offer 16 hours per week for \$1,849/month. Nation security does offer the option of seasonal services. This is only onsite service, no cameras. The adopted budget for FY2024 has a \$15k budget for security services and none of that has been spent. If the Board decides to engage in a contract with Nation Security it would be well within the budget.

**B. Securitas**

Ms. Virgen noted the full Securitas proposal is on the iPads. They will offer services for less than 40 hours a week and will provide a guard for 16 peak hours. The cost for the guard is \$1,988. Remote monitoring is offered for hours that the pools are closed. Cameras are motion activated with a call down feature. You get 12 hours of remote coverage for \$672 and included is the purchase of the equipment for the remote monitoring over a term of 5 years. This would be a package deal totaling \$2,659/month or \$31,922/year. Includes maintaining equipment. Securitas doesn't offer seasonal services. If the District did engage in an agreement with Securitas, then terminate the agreement prior to the 5 years, the District would have to buy out the cameras.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, the Proposal from Nation Security Services – Starting 4<sup>th</sup> of July Weekend Thursday - Sunday, if possible, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter reminded the Board of ethics training deadline and July 1<sup>st</sup> Form-1 deadline.

**B. Engineer**

The engineer was not in attendance.

**C. Field Manager's Report**

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Mr. Bailey presented the field manager’s report.

- i. Consideration of Proposals from Sitex Aquatics for Removal of Front Swale**
  - a) Option 1 – Spraying Area**
  - b) Option 2 – Full Physical Removal**

Mr. Bailey received quotes for spraying and removal of growth from the aquatic vendor. This was in place before things were cut down in the past week. He noted they can wait on it and come back around if needed.

**D. District Manager’s Report**

- i. Approval of Check Register**

Ms. Virgen presented the check register from April 1<sup>st</sup> through May 31<sup>st</sup> totaling \$65,804.05 for approval. Immediately following the check register is the detailed run summary.

On MOTION by Ms. Evans, seconded by Mr. Seney, with all in favor, the Check Register totaling \$65,804.05, was approved.

- ii. Balance Sheet and Income Statement**

Ms. Virgen stated the balance and income statement is on page 121 of the agenda. This is provided for informational purposes only and no action is necessary.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Public Comment:**

Erica Smith (1952 Red Loop) – Streetlights, entry stop sign, construction debris, erosion behind home and fishing in District ponds. Lakeland Electric has been notified/payments have been made but have no control over Lakeland Electric. Beneficial if resident makes a complaint to Lakeland Electric. Ms. Virgen will follow up. Take photos of debris and contact Mr. Seney. Silt in pond will stop once construction is finished completely. Field management team will review erosion problem.

Abby Morrobel (1905 Yellow Trail) – Inquired about a new lawn service provider. Commercial vehicles blocking driveways, streetlights, how does the CDD Board transition, inventory of pool furniture. Mr. Bailey will review lawn/overgrowth. Trappers have been notified for gators. Will get



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inventory of pool furniture. With the CDD there is a Landowners election & once the Board reaches 6 years of establishment & 250 registered voters, the seats begin to transition into the general election process. This year this District has a Landowners meeting on November 19<sup>th</sup>. Any resident who has a portion or acre receives one vote per household. 3 seats are up this year.

Diane Williams (1530 Landmark) – Janitorial services/clean pool deck & mailboxes, landscape vendor, stop sign blocked on Trotters by marketing sign. Board member to investigate possible removal of Lennar marketing sign.

Resident (Old Mining Rd.) – asked about cleaning mailboxes. Landscapers are not doing their job. Mr. Bailey noted mailbox will be pressure washed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Scott Shapiro*

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Chairman/Vice Chairman