

**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, **December 17, 2024** at 1:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna	Chairperson
Erica Miro Smith	Vice Chairperson
Kelly Evans <i>by Zoom</i>	Assistant Secretary
Abby Morrobel	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Mark	Prince & Sons
James	Prince & Sons

*The following is a summary of the discussions and actions taken at the December 17, 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 1:00 p.m. and called roll. Three Board members were present constituting a quorum. Ms. Evans participated via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period for agenda items. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resolution 2025-02 Electing Officers (*tabled from November 19, 2024 Board Meeting*)**

Ms. Virgen stated this item was tabled at the November 19, 2024 Board of Supervisors meeting. This resolution allows the Board to keep the same slate of officers or the Board can make changes to the officers. She added they could make changes at any point during the year.

After discussion Board consensus was to elect Ms. Campagna as Chairperson, Ms. Miro Smith as Vice Chairperson, and Ms. Morrobel, Ms. Evans and Mr. Finotti as Assistant Secretaries. Other officers will be Ms. Burns as Secretary, Ms. Virgen and Mr. Flint with GMS as Assistant Secretaries.

On MOTION by Ms. Evans, seconded by Ms. Morrobel, with all in favor, Resolution 2025-02, Electing Officers as Ms. Campagna as Chairperson, Ms. Miro Smith as Vice Chairperson, Ms. Morrobel, Ms. Evans, and Mr. Finotti as Assistant Secretaries, Jill Burns as Secretary, and Ms. Virgen & Mr. Flint as Assistant Secretaries, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 19, 2024 Landowners’ Meeting and November 19, 2024 Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the November 19, 2024 Landowners’ Meeting and the November 19, 2024 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the Minutes of the November 19, 2024 Landowners’ Meeting and the November 19, 2024 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-04 Setting a Public Hearing on the Adoption of Amended and Restated Parking and Towing Policies (*requested by Supervisor Erica Miro Smith*)**

**A. Review of Parking and Towing Policies Presented at the February 27, 2024 Board Meeting**

Ms. Virgen stated this resolution is for setting a public hearing on the adoption of amended and restated Parking and Towing Policies. She noted this was requested by Supervisor Miro Smith

and is contained within the agenda. She added these policies are outlined to define certain parts of the language and have been presented earlier to the Board. Ms. Miro Smith asked about parking on the right or left. Ms. Virgen stated this could be changed at any point.

Ms. Campagna stated there were varying opinions on which side should contain the parking. Ms. Rinaldi commented on the public hearing for revising the policies and presented the rates and rule changes. She covered extensions, process for suspension and notice requirements, suspensions by the Board, process for initial hearing and appeal process, supervision of minors, policy regarding lakes and ponds, and assignment of rights to amenities.

Ms. Virgen suggested the hearing be in February. It was noted the parking rules needed further discussion and the 1-sided parking should not be voted on today. Other parking could be included. Other specifics of parking were reviewed and outlined for approval to include the common areas, amenity parking, commercial and abandoned vehicles, lift stations, and corner parking. The hearing will be February 25, 2025. The updated map will be brought to the next meeting.

On MOTION by Ms. Morrobel, seconded by Ms. Miro Smith, with all in favor, Resolution 2025-04 Setting a Public Hearing on the Adoption of Amended and Restated Parking and Towing Policies for February 25, 2025 at 1:00 p.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Adding Speed Humps in the Community & Project Funding (requested by Supervisor Erica Miro Smith) – ADDED**

Ms. Virgen noted this was requested. Discussion was held on the traffic study to be completed before this was considered. Ms. Campagna stated this will affect someone’s driveway, emergency vehicles, and impact on wear and tear of vehicles. It was suggested to have the county bring out a speed sign tracker and to do further research on this topic.

After discussion there was no action taken and this item was tabled for a later date.

**SEVENTH ORDER OF BUSINESS**

**Update & Discussion Regarding Community Movie Nights**

Ms. Virgen noted at the last meeting the Board asked for staff to reach out to an insurance provider to get input on the use of tiki torches. She noted the insurance company said no to tiki

torches, but stated they could explore the use of citronella candles. It was preferable to have no open flames.

Discussion ensued on movie night and moving the pest control to be held closer during movie nights, concerns with pest control service, winter months for movie nights, open space approval, approval was given for Friday night and looking into the approval of Saturday night. The Board made the motion to approve the monthly movie nights during the winter.

Ms. Campagna voiced concerns about taking away the residents right to walk up and use the area if we continually approve events. She noted the concerns of crowds, car parking, and residents having the free use of the space.

On MOTION by Ms. Morrobel, seconded by Ms. Miro Smith, with all in favor, the Monthly Movie Nights During the Winter Months, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resident Request for Weekly Community Sports in Open Space Area on Yellow Trail**

Ms. Virgen noted this was discussed and there were concerns with approving individual requests for weekly community sports in the open space. It was noted this should be on a first come, first serve basis to be used. The Board stated an interested resident could come before the Board for approval before an event. After discussion the Board decided to not approve this request.

**NINTH ORDER OF BUSINESS**

**Ratification of Facilities Use Agreement for Resident Requested Event in Open Space Area on Yellow Trail on December 21, 2024**

Ms. Virgen noted this was for a specific event for the potluck and movie night on December 21, 2024.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Community Event Held by Keshia Mallard on the December 21, 2024 in the Open Space Area on Yellow Trail, was approved.

There was discussion for the event on the December 20<sup>th</sup> as well. Ms. Virgen asked for a motion to approve the December 20<sup>th</sup> event.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the Community Event Held by Keshia Mallard on December 20, 2024, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-05  
Setting a Public Hearing on the Adoption  
of Amended Amenity Rates and  
Disciplinary Rules**

Ms. Virgen noted this was already discussed and she asked for a motion.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, Resolution 2025-05 Setting a Public Hearing on the Adoption of Amended Amenity Rates and Disciplinary Rules for February, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Request to Set a  
New District Meeting Time (*requested by  
Supervisor Miro Smith*)**

Ms. Virgen noted this is for setting a new District meeting time. No action was taken.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Request for a New  
Landscape Maintenance Vendor  
(*requested by Supervisor Miro Smith*)**

Ms. Virgen noted this was a request for a new landscape maintenance vendor. Concerns were voiced on the landscape of a specific area with weeds and overgrowth, holes, and signs. Mr. Bailey made comments on the area, the work was to cut the grass, shaping up bushes, scope of services, and he noted the vendor was doing what was requested. The rainy season was discussed and the wetlands. Mr. Bailey noted an arborist visited the area and gave input on the issue. It was noted the arborist had no problems with Saddle Creek. Mr. Bailey asked for the specific concerns not general comments.

It was suggested to not go out for bid and continue with Prince & Sons and have a specific list of concerns to address. Other concerns were on using the weed eaters. Prince & Sons addressed

the issue of the area and using mowers on this wetland and why they use weed eaters. Other concerns were on mulching and planting.

An excel spreadsheet was presented for Prince & Sons and items with invoicing. This was reviewed by item with the fee schedule. The Board asked for a timeline and schedule for work conducted. Mulching and invoicing for mulching was discussed.

Other concerns with the landscape vendors were voiced to include exposed pipes, excess trash, and billing. The main 2 concerns were on the pond ruts and weeds. Ms. Rinaldi made comments on requirement for bids. Ms. Evans made the comment the new Board members are in a transition period and time should be given for adjustments before any action is taken.

It was asked that residents not meet with vendors about concerns. Ms. Morrobel continued to make comments on the dissatisfaction with Prince & Sons. It was suggested 1 Board member meet and walk the area with Mr. Bailey and Ms. Morrobel. After discussion no action was taken on the item.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Request for a New Pool Maintenance Vendor *(requested by Supervisor Miro Smith)***

Ms. Virgen noted this was a request for a new pool maintenance vendor. Comments have already been made on these concerns. No action was taken.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Request to Replace Mulch at Amenity Center Pool Area *(requested by Supervisor Miro Smith)***

Ms. Virgen noted this was a request to replace mulch at amenity center. This item was already discussed. They will wait to make a determination on how things go. No action was taken, this item was tabled for a later date if needed.

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rinaldi asked for confirmation from the new Board members receiving the new Supervisors' welcome materials mailed from her office. She stated the requirements were very detailed and she suggested a CDD 101 training for the supervisors and residents at a later meeting.

**B. Engineer**

There were no engineering report items to be discussed.

**C. Field Manager's Report**

Mr. Bailey presented the field manager's report to include drainage issue, sod on the trail completed, erosion issues, area for sodding completed, lift repair completed, depression and paving in progress, soil under review and possible replacement, replacement chair, ponds looking good, amenity plant replacement, and other wetland concerns. Ms. Morrobel stated she was very unhappy with the sodding and other issues.

**i. Consideration of Proposal for Monument Lighting Replacement**

Mr. Bailey presented the proposal for monument lighting replacement. He noted this is for 2 150-watt lights which are stronger than the current lights.

Discussion was held on the current lights being too dim, the replacement lights being too bright, and the location of light issues. The entrance lights are the ones with the issues.

There was no action taken on this item.

**ii. Consideration of Proposal for Replacement of Amenity Plants by Pool Area**

Mr. Bailey presented the proposal for replacement plants by the pool area. He described the type of plants, the location of plants for a total of \$300 to install the plants.

On MOTION by Ms. Campagna, seconded by Ms. Miro Smith, with all in favor, the Proposal for Replacement of Amenity Plants by the Pool Area, was approved.

**iii. Consideration of Proposal for Replacement of Plants at the Community Exit Monument Sign**

Mr. Bailey presented the second proposal for plant replacement for \$410 at the community exit monument sign. It was noted this does not include mulch.

On MOTION by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Proposal for Replacement of Plants at the Community Exit Monument Sign, was approved.

**iv. Consideration of Proposal for Mulch Installation Along the Entire Entrance of the Community (ADDED)**

Mr. Bailey presented the proposal for mulch installation along the entire entrance of the community. He stated this would be \$1,650. This would cover the rest of the community.

On MOTION by Ms. Campagna, seconded by Ms. Evans with Ms. Campagna, Ms. Evans and Ms. Miro Smith in favor and Ms. Morrobel Opposed, the Proposal for Mulch Installation Along the Entire Entrance of the Community with a Not to Exceed Amount of \$1,700, was approved 3-1.

Ms. Miro Smith commented that her neighbor had concerns about someone doing work in her yard. Mr. Bailey stated those people were not with the CDD landscape company.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from November 6, 2024 through December 2, 2024 totaling \$28,928.11. Immediately following is the detailed run summary.

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

**ii. Balance Sheet and Income Statement**

Ms. Virgen stated the unaudited financials are through October 31, 2024.

**SIXTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Public Comments:**

Resident (Aimee Porras) asked why there was not a public hearing on parking and why it wasn’t considered and could it be added before the adoption of new policies. Ms. Virgen asked for residents to reach out to her for comments or recommendations. She asked that Supervisors not post on Facebook. It was noted speed bumps are not considered in parking rules.



December 17, 2024

Saddle Creek Preserve of Polk County CDD

Resident (Aimee Porras) asked why there was not a public hearing on parking and why it wasn't considered and could it be added before the adoption of new policies. Ms. Virgen asked for residents to reach out to her for comments or recommendations. She asked that Supervisors not post on Facebook. It was noted speed bumps are not considered in parking rules.

Resident (Miguel Morrobel) invited the Board members to go online and check out reviews for Prince and Sons. He noted there were many discontent customers and urges the Board to consider the renewal of this vendor.

**Supervisors Comments:**

Ms. Miro Smith commented on streetlights and taking pictures to be sent for review.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Lori Campagna*  
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Chairman/Vice Chairman