

**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, **May 27, 2025** at 2:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna  
Erica Miro Smith  
Kelly Evans  
Abby Morrobel  
Sean Finotti *by phone*  
Veronica Thomas

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

Monica Virgen  
Grace Rinaldi  
Allen Bailey

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field, GMS

*The following is a summary of the discussions and actions taken at the May 27, 2025 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 2:00 p.m. and called roll. Four Board members were present constituting a quorum. Mr. Finotti participated by Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 22, 2025  
Board of Supervisors Meeting & the April  
22, 2025 Audit Committee Meeting**

Ms. Virgen presented the minutes from the April 22, 2025 Board of Supervisors meeting and April 22, 2025 Audit Committee meeting. The minutes have been reviewed by District Manager. She offered to take questions or corrections. 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 April 22, 2025 Board of Supervisors Meeting and April 22, 2025 Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2025-14  
Declaring Series 2020 Project Complete****FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-15  
Declaring Series 2022 Project Complete**

Ms. Rinaldi reviewed items four and five together. She stated these resolutions are required by the indentures for the bonds. The engineer has executed a certificate of competition that declares the respective projects as complete, attached as Exhibit C. This is required to be adopted before the construction accounts can be closed.

On MOTION by Ms. Evans, seconded by Ms. Smith, with all in favor, Resolution 2025-14 Declaring Series 2020 Project Complete and Resolution 2025-15 Declaring Series 2022 Project Complete, were approved.

**SIXTH ORDER OF BUSINESS****Ratification of Acquisition Package**

Ms. Rinaldi stated this was previously approved in substantial form and they have since completed the information needed to ratify. The District will now own the improvements and the work product.

On MOTION by Ms. Campagna, seconded by Ms. Smith, with all in favor, the Acquisition Package, was ratified.

**SEVENTH ORDER OF BUSINESS****Ratification of Facility Use Agreement for  
May 24, 2025 Event**

Ms. Virgen stated this request was for a Mother/Daughter volleyball game that had taken place the previous weekend. She asked for a motion to ratify.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Facility Use Agreement for May 24, 2025 Event, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration**

Ms. Smith stated she is concerned that some of the main candidates do not show up for meetings. She would like to bring Veronica Thomas on to the Board and for the next two meetings have a Board of three supervisors.

Ms. Rinaldi stated they can operate with a three-person Board; however, all three Board members must be present in person to constitute a quorum.

Mr. Finotti presented his resignation to the Board.

On MOTION by Ms. Evans, seconded by Ms. Smith, with all in favor, Accepting the Resignation of Sean Finotti, was approved.

Ms. Smith made a motion to appoint Veronica Thomas to Seat #4.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, Appointing Veronica Thomas to Seat #4 with term expiring on 11/2026, was approved.

Ms. Virgen administered the oath of office to Ms. Thomas. Ms. Thomas opted to received payment. Ms. Evans presented her resignation to the Board.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, Accepting the Resignation of Kelly Evans, was approved.

Ms. Campagna presented her resignation to the Board.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, Accepting the Resignation of Lori Campagna, was approved.

Ms. Virgen stated the Board has the opportunity to elect the Chair and Vice Chair and the remaining staff will be elected as Assistant Secretaries.

Ms. Rinaldi informed Ms. Thomas of the Sunshine Law and recommended making a new email for the District because of the Freedom of Information Act.

Ms. Morrobel made a motion to appoint Erica Miro Smith as Chair, Veronica Thomas as Vice Chair, and herself as Assistant Secretary.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, Resolution 2025-16 Appointing Erica Miro Smith as Chair, Veronica Thomas as Vice Chair, and Abby Morrobel as Assistant Secretary, was approved.

**B. Consideration of Proposals Received for District Management Services**

Ms. Rinaldi stated this is an informal RFQ. They reached out to nine firms and heard back from five. These companies were requested to attend the meeting and are waiting in the lobby. They will bring them in one by one to allow them to present their proposal and answer any questions the Board may have.

The Board asked each representative to have 10 minutes to present their proposal. They noted Inframark has not made it to the meeting yet.

**i. Inframark**

Mark, Director of Inframark, presented the proposal from Inframark. He stated Inframark and Rizzeta are the oldest management companies that have put in proposals. They like to have a pre-bid meeting before an RFQ with the vendors. They will go through the property and make sure they understand the scope of work and anything special they want in the community. He noted they include the assessments in the proposals and they normally have their websites through a third-party vendor. He added they will not have to pay for the first 30-days but will still start their work.

**ii. Kai**

Lauren VP of Kai presented the proposal from Kai. She stated they have been in the industry for five years. They strive to maximize health for their residents and Board members. She

added they are strong with technology, and they have a system where all of their inquiries go to make sure they are all answered. She also is over the communication with the residents. They will send out letters for different events to the residents.

Maria, Director of Communications, oversees the resident experience team. They have a team of around 15 individuals that take on all interactions with residents that operates on a 24-hour time frame. If they do not get back to an individual in 24-hours that individual receives a gift card as an apology. Janey is over the Field Services. She stated they do inspections with 360-degree cameras of the land and the Board will have access to that footage. Andy has been in the CDD industry for the past 20 years and would be the District manager. He has managed over 75 CDDs throughout Florida and currently sits on a CDD Board.

Ms. Morrobel asked what the Disney Certification means. Ms. Lauren stated they had their customer service department undergo the Disney Customer Service Training.

Ms. Smith asked why she didn't see the numbers for the Amenity Management. Ms. Lauren stated they removed Amenity Management they thought it was an unnecessary cost, but they will still manage the amenities and it will be included in the District Management costs. She added the Field Manager will be on the field weekly and they will conduct inspections monthly

Ms. Smith asked what the increase for next Fiscal Year would be. Ms. Lauren stated this price is locked in for three years. She asked if there are any fees they are not seeing. Ms. Lauren stated the only fees would be if they were to go over three hours in a meeting, there would be additional costs. She stated they would like to provide a monthly report to help the Board see what they are struggling with and plan for the future.

Ms. Thomas asked if any of the team had visited the property. Ms. Lauren stated they had not. She asked if they had managed any Boards with similar wetland issues. Mr. Andy stated he is confident in his knowledge to help with these issues.

### **iii. PFM**

Vivian, senior manager from PFM, presented the proposal from PFM. She stated PFM has been in business for over 50 years and have over 20 years of experience in District Management. They are a de-centralized company. They strive to help the needs of the Districts. They manage developer and homeowner-controlled Districts. She noted they have a program called "Avid Exchange," that is an Accounts Payable process that provides the ability to see what is happening

in the accounts in real-time. She added they assign team members based on who they believe will be the best fit for the project, not based on location and/or proximity to the project.

Lynn, the District Manager, presented projects PFM has completed related to the District. She stated she is over a Board that has just recently upgraded to five homeowners on the Board. She noted she walked the CDD property before the meeting and it looks good. She added they are there to help the Board understand what is going on and encourages the Board to email her with any questions they may have.

Vivian added they will have a designated accountant on their team that will answer any of their questions. They have a partnership with Triad for field management.

Ms. Smith asked how they enforce community rules. Lynn stated there will be a phone number for emergencies that is monitored 24/7. They added they have a pool of vendors that is ready to start when they are.

#### **iv. Rizzetta & Company**

Taylor presented the proposal from Rizzetta. He stated Lin would serve as their District Manager. He noted new Board member education is an area they are concerned with. He added their company has a designated person to help educate the Board members in times of transition. Rizzetta often works with Lennar, and they are familiar with their company. For new Board members, they hold a “CDD 101 Workshop” to help the new Board members understand how CDDs work and are starting a webinar series next month to help inform others of CDD matters. He noted their team is determined to help grow the companies and Districts.

Ms. Smith asked if they had looked at the community. They stated no one has physically been on the property but has researched the area. She asked about how the Board can access the records. Mr. Taylor stated they have accounts with Sage and Share Point. She asked about the Amenity Management funds. Because the Amenity does not have staff, Rizzetta added the amenity management fees under the District Management fees.

Ms. Morrobel asked if a hurricane hits, how quickly they will be able to get back to them. Taylor stated as soon as they are able to get to the community, they will start their initial assessments.

#### **v. Vesta**

Kyle, Director of Vesta, presented the proposal from Vesta. He stated they manage CDDs, and HOAs. He added they presented the proposal for three years; however, they are now able to receive the first three months for free. He has been in the industry for five years now.

Heath, District Manager, has been with Vesta for over a year and was in hotel hospitality for over 20 years prior. He is big on growing work relationships and communication.

Ms. Smith asked if any of their team has seen their community. They stated their Vice President conducted a survey of their community. She stated she was impressed with their proposal and appreciates the time they took to write the proposal. She asked when the increase would start. Kyle stated their increase would start in 2028. She asked if they take in account the specific communities when they are scoring the vendors. Kyle stated they do, and they have an app that encourages resident feedback. He added they will have qr codes around the amenity that takes the residents to the app. The costs for this are included in the proposal.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, the Proposal from Vesta for District Management Services, was approved.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Resolutions Related to District Management Transition**

#### **A. Resolution 2025-09 Appointing a District Manager**

Ms. Virgen stated the new District Manager would be Vesta.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, Resolution 2025-09 **Appointing Vesta as District Manager**, was approved.

#### **B. Resolution 2025-10 Appointing & Removing Certain District Officers**

Ms. Virgen stated they have the appointment for the Treasurer, assistant Treasurer, Secretary and Assistant Secretaries, as well as the Board positions. She noted they let the management companies know about these resolutions, allowing them to bring the information in to complete these resolutions. Appointed as treasurer would be Johanna Skylee. Appointed as Assistant Treasurer would be Scott Smith and Patrica Kurr. Appointed as Secretary would be Heath Beckett and Jackie Ledger, Christian Demacilungan, and Shirley Conley as Assistant Secretary.

Kyle from Vesta introduced each of the District Officers. The Board kept their slate of officers the same.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, Resolution 2025-10 **Appointing & Removing Certain District Officers as slated above**, was approved.

**C. Resolution 2025-11 Re-Designating a Registered Agent for the District**

Ms. Virgen presented the resolution on page 318 of the agenda package. She stated Grace Rinaldi will be the Registered Agent for the District. The registered office will be located at the Kilinski Van Wyk, LLC. at 517 East College Avenue, Tallahassee, Florida.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, Resolution 2025-11 **Re-Designating a Registered Agent for the District**, was approved.

**D. Resolution 2025-12 Re-Designating a Primary Administrative Office and Principal Headquarters for the District**

Ms. Virgen presented the resolution on page 320 of the agenda package. She stated the administrative office, and the local records office will be located at 250 International Parkway, Suite 208, Lake Mary, Florida, 32746.

On MOTION by Ms. Smith, seconded by Ms. Thomas, with all in favor, Resolution 2025-12 **Re-Designating a Primary Administrative Office and Principal Headquarters for the District**, was approved.

**E. Resolution 2025-13 Re-Designating Bank Account Location & Signatories for the District**

Ms. Virgen presented the resolution on page 325 of the agenda package. She stated Vesta will be directed to maintain the existing local bank account at Truist for the District. She noted this will be the same bank, they are only transferring access to Vesta.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, Resolution 2025-13 **Re-Designating Bank Account Location & Signatories for the District**, was approved.



**TENTH ORDER OF BUSINESS**

**Presentation of Letter of Resignation from  
District's Landscape Maintenance  
Services Provider Prince & Sons**

Ms. Virgen presented the Letter of Resignation from Prince & Sons. She stated the last day of services will be on July 31, 2025.

Ms. Smith stated since they have sent their resignation, they have not been present. She noted they have been making excuses; however, the grass is above three feet, and she does not feel comfortable paying them for this month.

Ms. Rinaldi stated they are under the bid threshold, and they must have an informal RFP process. She suggested running this through the new management company to see if they can start early and enter into a special services agreement to kickstart the RFP process. This allows Vesta to come back with proposals in the June meeting.

Kyle from Vesta stated they are willing to enter into a special service agreement and asked if they would like to authorize the Chair to work with staff to help. He added they can enter into a month-to-month agreement with an alternate vendor if they do not feel like are receiving the work they have asked for.

Ms. Thomas asked if they are locked in to paying Prince & Sons for another month. Ms. Rinaldi stated they can see if they agree to ending the service effective immediately.

Ms. Morrobel asked what they can do if Prince & Sons says no. Ms. Rinaldi stated they are obligated to complete the items that are outlined in the scope of services. If there are services that are not delivered, the Board can withhold the portion of the payment that can be attributed to the services they have not provided.

Ms. Virgen asked for a motion to approve the Letter of Resignation.

On MOTION by Ms. Thomas, seconded by Ms. Morrobel, with all in favor, the Letter of Resignation from District's Landscape Maintenance Services Provider Prince & Sons, was approved.
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Ms. Virgen asked if they would like to authorize the chair to enter into a month-to-month agreement with an alternate vendor.

Ms. Thomas stated she would like this being contingent on Prince & Sons agreeing on the early termination.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, Allowing Chair to work with District Staff to terminate Landscape Maintenance Services Agreement prior to noticed date by vendor, and Authorizing Chair to sign Agreement to enter into Month-to-Month Agreement with alternate vendor, if Prince & Sons agrees to early termination, was approved.

On MOTION by Ms. Thomas, seconded by Ms. Smith, with all in favor, the Special Service Agreement with Vesta for Purposes of Working on Landscape Maintenance Services Agreement, was approved.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Presentation of Termination of Services Letter from District's Pool Maintenance Services Provider Resort Pool Services**

Ms. Virgen presented the resignation letter on page 329 of the agenda package.

Ms. Smith asked the new Vesta manager if they have someone that can service the pool within Resort Pool Service's last day, June 25, 2025. He stated they do not have anyone in house that can perform the tasks but believes they can find a pool vendor before the last day. They will try to have proposals from pool vendors by the June meeting.

Ms. Smith asked to request additional time with Resort Pool Services to allow more time to find alternate vendors.

Ms. Morrobel asked if the equipment that feeds chlorine into the pool is owned by them or the vendor. Ms. Virgen stated it was owned by the vendor and will be taken back on the last day of services.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, the Termination of Services Letter from District Pool maintenance Services Provider Resort Pool Services, was approved.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, Modifying Previous Special Services Agreement Authorization to include working on Pool Services Agreement, was approved.

#### **TWELFTH ORDER OF BUSINESS**

#### **Staff Reports**

**A. Attorney**

Ms. Rinaldi stated many bills they had their eye on did not pass at the latest legislative session and reminded the Board of the required ethics training. Ms. Smith asked if they could keep the same attorney company. Kyle from Vesta stated they do not plan on changing them.

**B. Engineer**

Ms. Virgen noted the engineer is not on the line today.

**C. Field Manager's Report**

Mr. Bailey reviewed the Field Manager's Report on page 330 of the agenda package. He stated an individual had jumped the amenity gate and there was some concern about it being damaged, however it has been reviewed and the mag-locks are working properly. He added the leaning Pine tree along the fence of Yellow Tail has been straightened and the District clean-up has been completed. The native plants have been installed in the Wetlands mitigation. He noted Horner has been contacted to advise about the health of the plants. The pressure valve on the water-powered chair was ripped off and will need to be replaced to make the chair functional.

Ms. Smith stated they need to update the pool rules and add them to the pool area, specifically adding rules about the chair.

Mr. Bailey stated the landscape at the entrance and the open area on Yellow Trail are benefiting from the rain. The bushes and pines along the road have had their vines removed. The ponds overall look to be healthy, however the levels are still low. He added they may not have made it on to Red Loop due to a delay of signing the contracts.

**i. Consideration of Addendum to Janitorial Services Agreement**

Mr. Bailey presented the addendum to the janitorial services agreement to add one day of janitorial service on the weekends for an extra \$185 a month. He noted the facility is currently being serviced three days a week for a monthly cost of \$475. Ms. Smith asked to have this in the summer months when kids are out of school.

On MOTION by Ms. Morrobel, seconded by Ms. Smith, with all in favor, the Addendum to Janitorial Services Agreement, was approved on a seasonal basis.
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Ms. Thomas stated there is a tree at 1814 Red Loop that was cut and left there.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from April 10, 2025 through May 16, 2025 totaling \$82,969.50. Immediately following is the detailed run summary.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, the Check Register totaling \$82,969.50, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Virgen presented the unaudited financials. These are provided for informational purposes. No Board action was required.

**iii. Presentation of Number of Registered Voters – 597**

Ms. Virgen stated there are currently 597 registered voters in the District. She added this is anyone with an address in the community that is registered to vote and is not based on the household.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Vickie Davis asked how management takes over third-party vendors. She noted Vesta stated they had three months free and asked if that included special services

Mark Pagan- stated there are outside teenagers at the pool that cause issues.

Chi Trinh (4322 Trotters) stated they had issues with the guard on 5/26 at 3:30 p.m. and asked what the guard's responsibility is. Ms. Virgen stated anytime the residents seen something that is not being enforced to let them know and they will contact the team.

Lachelle Webster stated the residents who are not following the policies needs to be held accountable.

Phoenix Thomas asked what can be done about speeding in the communities.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Morrobel, seconded by Ms. Thomas, with all in favor, the meeting was adjourned.
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*Heath Beckett*

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Secretary/Assistant Secretary

 (Aug 19, 2025 19:34:06 EDT)

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Chairman/Vice Chairman