

**MINUTES OF MEETING
EAST 547
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the East 547 Community Development District was held Thursday, **September 9, 2021** at 1:30 p.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh	Chairman
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Hopping Green & Sams

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 noted that there were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams and KE Law Group
Regarding District Counsel
Representation**

Ms. Burns noted that the letter had already been approved and that it just needed to be ratified by the Board.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Joint Letter from Hopping, Green & Sams and KE Law Group Regarding District Counsel Representation, was approved.

FOURTH ORDER OF BUSINESS

**Consideration of Fee Agreement with KE
Law Group**

Ms. Burns stated that the prices remained the same and asked if there were any questions from the Board. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Fee Agreement with KE Law Group, was approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the June 10, 2021 Board of Supervisors Meeting

Ms. Burns presented the minutes of the June 10, 2021 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Minutes of the June 10, 2021 Board of Supervisors Meeting, were approved.

SIXTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget

Ms. Burns noted that the public hearing had been advertised in the paper and asked for a motion to open the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Opening of the Public Hearing, was approved.

i. Consideration of Resolution 2021-10 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds

Ms. Burns noted that the budget was included in the agenda package, and had some prorated field expenses for landscaping, as well as the amenity. She added they would be developer funded, so they would only be billed as incurred. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2021-10 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2021-2022 Developer Funding Agreement

Ms. Burns noted that the agreement was with Clayton Properties Group as they agreed to fund the operations and maintenance of the District as the expenses are incurred based on the budget that was adopted.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Fiscal Year 2021-2022 Developer Funding Agreement, was approved.

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

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Closing of the Public Hearing, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-11 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022

Ms. Burns stated that they had planned for the second Thursday at 11:00 a.m. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2021-11 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-12 Re-Designating Registered Agent for the District

Ms. Burns stated that the resolution that they had updated the registered agent to be herself at her office location in Orlando. She asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2021-12 Re-Designating Registered Agent for the District, was approved.

NINTH ORDER OF BUSINESS

Consideration of Disclosure of Public Financing

Ms. Burns stated that this was being recorded so that property owners are notified of the bonds that were issued.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Disclosure of Public Financing, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis

Mr. Van Wyk noted that they would need to do a report by June of 2022 once the stormwater systems were in operation.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

Ms. Burns noted that they would be holding an audit committee meeting at the end of the current meeting, so she asked that they appoint the Audit Committee. The Board appointed themselves as the Audit Committee, and Ms. Burns asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Appointment of the Audit Committee, was approved.

i. Check Register

Ms. Burns presented the Check Register, totaling \$6,171.04, and asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Check Register totaling \$6,171.04, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financial statements were included in the packet for review, adding that there was no action necessary.

iii. Ratification of Blue Ox Change Order for Bond at Geneva Landings

Ms. Burns stated that the order had already been approved and just needed to be ratified.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Blue Ox Change Order for Bond at Geneva Landings, was ratified.

iv. Ratification of Series 2021 Assessment Area 1 Requisitions #1-#12

Ms. Burns stated that the order had already been approved and just needed to be ratified.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor Series 2021 Assessment Area 1 Requisitions #1-#12, were ratified.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman