

**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, **October 14, 2021** at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh	Chairman
Milton Andrade	Vice Chairman
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Sarah Warren <i>via Zoom</i>	KE Law Group

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

Approval of the Minutes of the September 9, 2021 Board of Supervisors Meeting and Audit Committee Meeting

Ms. Burns presented the minutes of the September 9, 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 September 9, 2021 Board of Supervisors Meeting and Audit Committee Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01
Waiving a Portion of the Rules of
Procedure Regarding Notice of Meetings**

Ms. Burns noted that legal counsel determined that the annual meeting notice is sufficient. This would waive the portion of the Rules of Procedure that requires the District to post the meetings monthly. She noted that this will save the District money.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Notice of Request for
Qualifications for Engineering Services**

Ms. Burns noted that this request for qualifications will go out on Monday, and the responses will be due back on Monday, November 1, 2021. Ms. Burns stated that they will place the ad, which is required by statute, but she could also send it to anyone the Board would like.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Notice of Request for Qualifications for Engineering Services, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren had nothing further to report.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Check Register

Ms. Burns presented the check register from September 1st through October 8th totaling \$10,705.04 and asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Check Register totaling \$10,705.04, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financial statements through August 31st were included in the packet for review, adding that there was no action necessary.

iii. Ratification of Summary of Series 2021 (AA1) Requisitions #13 to #18

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

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor Series 2021 (AA1) Requisitions #13 to #18, were ratified.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

A Board member noted that the budget is developer funded and asked if they had an idea of what the budget would be as far as an O&M assessment. Ms. Burns noted that she would calculate that number and send it to him.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman