

**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, **February 9, 2023** at 11:43 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
Lauren Gentry	District Counsel, KVV Law
Molly Banfield <i>via Zoom</i>	District Engineer, Dewberry
Clayton Smith	Field Manager, GMS

**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 November 1, 2022 Landowners' Election and the December 8, 2022 Board of Supervisors Meetings**

Ms. Burns asked for any questions, comments, or corrections to the November 1, 2022 Landowners' Election or the December 8, 2022 Board of Supervisors meeting minutes.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Minutes of the November 1, 2022 Landowners' Election
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and December 8, 2022 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amenity Policies and Rates for the District**

Ms. Burns stated that this public hearing had been advertised in the paper.

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

Ms. Burns stated that there were no members of the public present at this time or joining via Zoom.

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

**i. Consideration of Resolution 2023-04 Adopting Amenity Policies and Rates for the District**

Ms. Burns presented Resolution 2023-04 to the Board stating that these were a standard set of rules they use to govern the amenity facilities. She explained that two access cards were given per household and if they get lost, there is a replacement fee of \$30. She reviewed that the non-resident user fee was \$2,500. She briefly noted the dog park and playground policies were included in this resolution. She stated that if anyone had any questions or changes, they could make those. Hearing none,

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-04 Adopting Amenity Policies and Rates for the District, was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that the agreements with Polk County had already been approved and needed a motion to ratify.

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**SIXTH ORDER OF BUSINESS**

**Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns asked for a motion to ratify the agreements with Polk County.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry announced that their firm had changed their name to Kilinski | Van Wyk PLLC. She asked for Board authority to prepare the documents that were needed to actually convey the amenity improvements and underlying property to the District.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Authorizing Staff to Draft Conveyance Documents, was approved.

**B. Engineer**

Ms. Banfield had nothing to report.

**C. Field Manager’s Report**

Mr. Smith noted that the landscaper was doing a good job. They did not experience any major damage from the freeze on this site. He stated that there were a few things that they wanted to monitor and to make sure they come back. He reviewed the in-progress items starting with the amenity review. He noted that the amenity conveyance walk was completed on February 2, 2023. He stated that he walked through the entire amenity with the builder and other contracts. Overall, everything was looking good at the amenity center. He explained that there was going to be some changes with how they approached the amenity center landscape because of what was out there including Bermuda, etc. He stated that the vendor was ready to start taking that over.

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**i. Presentation of Amenity Review and Conveyance Report**

Mr. Smith stated that there were very few items that they pointed out in this report such as the potential trip hazard from the downspout. He noted one of the biggest items was that the restroom doors did not have key card readers and locks were not lockable with keys. It was noted that the restrooms were single stall. The consideration of classroom style lockset and vacancy bolt to allow facility to be secured when needed was noted. He noted some areas that were wrapping up including a couple of areas where sod needed to go in. He noted that the last meter to be set by the mailbox was for mailbox lights. He stated that there were plants that got damaged by the frost, but the landscaper believed that they would come back. He explained that there were only two garbage cans for the entire amenity, and he had some quotes to add some. He noted that the final item of concern was that there was no pool lift, it's not a zero-entry pool, and has no ADA access. Mr. Smith recommended hydraulic lifts because they were all stainless-steel construction, they have no wiring, they hold up well, and their pool vendor could install them. He estimated that these lifts were about \$8,500 installed. He is going to work with the vendor to get a price.

**ii. Consideration of Proposals for Amenity Center****a) Pool Maintenance Services**

Mr. Smith presented the proposal for pool maintenance services three times a week from Resort Pool Services for \$1,500 per month. He noted that they would start these services immediately.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Proposal for Pool Maintenance Services Three Times a Week from Resort Pool Services for \$1,500, was approved.

**b) Janitorial Maintenance Services**

Mr. Smith presented the proposal for janitorial maintenance services from CSS Clean Star Services for \$850 per month. He reviewed the proposal stating that it was \$500 a month for three times a week janitorial services, \$50 a month per station for removal and disposal trash (two trash cans currently) and dog stations (no dog stations currently), \$100 a month per station for mail trash removal three times a week, and \$10 a box for dispenser bags, as needed, 200 bags per box. He noted that they were proposing to add more trash cans including one by the mailbox. He concluded

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that there would be five trash cans, 1 mailbox trash can, no dog stations and weekly janitorial services for a total of \$850 a month.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Proposal for Janitorial Maintenance Services from CSS Clean Star Services for \$850 a month, was approved.

**c) Pest Control Services**

Mr. Smith presented the proposal for pest control services from Massey Services, Inc. for \$480 a year. This service would include treatment around the fence, pool deck, changing rooms, and restrooms.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Proposal for Pest Control Services from Massey Services, Inc. for \$480 a year, was approved.

**d) Landscape Maintenance Services** *(to be provided under separate cover)*

Mr. Smith presented the proposal for landscape maintenance services from Weber Environmental Services, Inc. for \$29,092. The landscape services include maintenance for \$13,860, Bermuda turf one-time per year for \$5,227, irrigation inspections (12) visits for \$1,980, horticultural services (12) visits for \$4,800, mulch (30 cubic yards) one-time per year for \$1,650, certified playground mulch (15 cubic yards) one-time per year for \$975, and pine straw (90 bales) for \$600. Ms. Burns stated that they had \$5,500 in a field contingency, and the general repairs and maintenance has \$5,000. She also noted that there was an amenity contingency and amenity repair and maintenance, which was another \$10,000. After Board discussion, it was decided for Mr. Smith to negotiate a better price.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Proposal for Landscape Maintenance Service NTE the Total Amount with No Mulch or Pine Straw and Ask Staff to Negotiate a Better Price, was approved.

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**e) Security Camera Installation** *(to be provided under separate cover)*

Mr. Smith presented the proposal for security camera installation for \$4,161.37. He reviewed all the benefits of having security cameras. Ms. Burns noted that it was within budget for this security item.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Proposal for Security Camera Installation from Current Demands Electrical & Security Services, Inc. for \$4,161.37, was approved.

**f) Trash Can Installation**

Mr. Smith presented the last proposal for trash can installation from GMS. He provided and reviewed two quote options for the Board. One quote option was \$4,238.29 and the other is \$2,125.20. After brief Board discussion, it was decided to go with the less expensive option for \$2,125.20.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Proposal for Trash Can Installation for \$2,125.20, was approved.

**D. District Manager's Report****i. Check Register**

Ms. Burns stated that the check register was included in their package for review. She stated that if anyone had any questions on any of those, they could answer them.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Check Register, 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.

**EIGHTH ORDER OF BUSINESS****Other Business**

Ms. Burns noted that they were going to wait until the lift was in before the amenity opening and procedures.

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**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

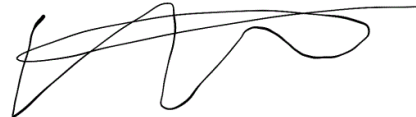
**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary



Chairman/Vice Chairman