

**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, **May 11, 2023** at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law
Lisa Kelley <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 at 11:00 a.m. and called the roll. Four Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that there were no members of the public present at the meeting and none joining via zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 9,  
2023 Board of Supervisor's Meeting**

Ms. Burns presented the minutes of the February 9, 2023 Board of Supervisors meeting. She asked if there were any questions, comments or corrections. Hearing no changes, she asked for a motion to approve.

May 11, 2023

East 547 CDD

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Minutes from the February 9, 2023 Board of Supervisor's Meeting, were approved.

*\*Lisa Kelley joined the meeting at this time via Zoom.*

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-05 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 13, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget**

Ms. Burns presented Resolution 2023-05 to the Board. She stated that the budget was included in the package for review. She noted to Mr. Walsh that this was the one that they discussed that was currently at the \$600 net and he was thinking about bumping it up to \$650. She explained that she pulled the notice that they sent last year, and they had sent the notice at \$750, so for the preliminary budget she went ahead and put that in, and they don't need to resend the notice and they don't need to have a hearing. She noted that would give a little more flexibility to decide what they wanted to set it at when they get to the final budget. She also noted that if they still wanted to do \$650, that's what they would bump it down to and it was just reflected in the contribution amount that they were showing. After Board discussion, it was decided to reduce contribution to \$950 per lot. Ms. Burns stated that they would need to update the resolution, so this resolution would be swapped out to set a public hearing on both the adoption of the Fiscal Year 2024 budget and to set the public hearing for imposing O&M assessments with the change to the budget to reduce the developer contributions so that the per lot assessment is \$950. Ms. Gentry noted that the resolution in their package did not contemplate as increase, so they will be amending that to add the language that declares assessments. She noted that they would send Ms. Burns a revised resolution for that.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Resolution 2023-05 the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 13, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget, was approved as amended.

May 11, 2023

East 547 CDD

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06  
Authorizing Bank Account Signatories**

Ms. Burns presented Resolution 2023-06 to the Board stating that this resolution names the officers listed.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Resolution 2023-06 Authorizing Bank Account Signatories, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07  
Appointing a Treasurer and Assistant  
Treasurers**

Ms. Burns presented Resolution 2023-07 stating that this added Darrin Mossing as an Assistant Treasurer.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Resolution 2023-07 Appointing a Treasurer and Assistant Treasurers, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated she had nothing further to report.

**B. Engineer**

**i. Consideration of Work Authorization for Annual Reporting Services from Dewberry**

Ms. Kelley stated that this was the annual report that was required. This would be their annual engineer’s report that satisfies that requirement. She stated that she would be happy to answer any questions.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Work Authorization for Annual Reporting Services from Dewberry, was approved.

May 11, 2023

East 547 CDD

**C. Field Manager's Report**

Mr. Smith presented the field manager's report to the Board. He stated that the first item was the landscaping and overall, they were happy with the landscape vendor. The Bermuda field behind and around the amenity center has established well. He noted that they were following up with the vendor to see if they could get an aeration and a sanding done this year before it goes into summer. They wanted to make sure it was established and actually ready before they did it, but Mr. Smith stated that he thought it looked good. In this case, they are going to see if they can get that done. He noted that typically they wanted to do that around March, April or May at the latest. He stated that they would follow up on that and it was part of the contract. He stated that the amenity overall was in good shape. He noted that the lift had been installed and works great. They are moving to go ahead and get this one opened. Some other things that they did to prep for the opening was they added the garbage cans, they put signage out, and they made the place ready to open.

**i. Consideration of Proposal from Current Demands for Electronic Bathroom Locks**

Mr. Smith stated that the doors to the bathroom did not have any sort of locking mechanisms. He presented this proposal to the Board stating that this was a quote to add a mag lock system, which they have started adding to all their amenity bathrooms to keep them locked. They will have to scan a card to get in and out of the bathrooms and it will only be open during open hours. He explained that they had not used anything in the security systems budget for this amenity center because everything else was in place, so they have \$5,000 available to install these.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Proposal from Current Demands for Electronic Bathroom Locks, was approved.
--

Ms. Burns stated that the opening is tomorrow.

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

Ms. Burns stated she had approval of the check register. She asked for any questions on the check register.

May 11, 2023

East 547 CDD

On MOTION by Mr. Walsh, seconded by Mr. Andrade with all in favor, the Check Register, was approved.

**ii. Balance Sheet & income Statement**

Ms. Burns noted financial statements were included in their package and asked for any questions on those. She stated there was no action necessary.

**iii. Presentation of Number of Registered Voters – 66**

Ms. Burns noted that the number of registered voters was 66, so they did not hit the threshold to turnover to residents.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TENTH 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.

*Jill Burns*

\_\_\_\_\_  
Secretary/Assistant Secretary

*[Signature]*

\_\_\_\_\_  
Chairman/Vice Chairman