

**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, **July 13, 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:

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
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chase Arrington	District Engineer, Dewberry
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 11:03 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 May 11, 2023
Board of Supervisor's Meeting**

Ms. Burns presented the minutes of the May 11, 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.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Minutes from the May 11, 2023 Board of Supervisor’s Meeting, were approved.

FOURTH ORDER OF BUSINESS Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

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

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

Ms. Burns stated that there were no members of the public present at the meeting and asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns presented the Fiscal Year 2024 budget to the Board and noted that a copy is available in the agenda package. She noted that there have been no substantial changes since the approval of the preliminary budget back in May of 2023. She noted a few increased line items such as pool maintenance, added funds for security and janitorial services that will be contacted as needed. She also stated that there is a developer contribution provided if needed to offset the assessment amount. There was a \$50 increase but there is no need to send notice because of the of the amount set at \$850 and the District is still within the amount previously advertised for. She asked the Board if they would like to reduce the security line item and they agreed. She stated that they would change that line item from \$30,000 down to \$5,000 in turn lowering the developer contribution by \$25,000. She then asked if there were any other questions. Hearing none, she asked for a motion to approve the resolution as amended.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved as amended.

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ii. Consideration of Fiscal Year 2023/2024 Deficit Funding Agreement

Ms. Burns noted this agreement is with Clayton Properties Group which will offset the O&M assessments to lower the costs for the platted lots and will be billed if needed.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the Fiscal Year 2023/2024 Deficit Funding Agreement, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

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

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

After stating that there were no members of the public present, Ms. Burns asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns noted that the resolution can be found in the agenda package for review and offered to answer any questions. The resolution outlines the debt and O&M amounts that are from the budget the Board adopted in the earlier resolution. There being no questions, there was a motion of approval.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-10
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year 2024**

Ms. Burns noted that they will find an alternate location and delegate the authority to the Chair to select the location with District staff.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2023-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024 and Delegating Authority to the Chair to select the meeting location, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2022 Audit Report

Ms. Burns presented the Fiscal Year 2022 audit report to the Board and summarized the findings which can be found in the agenda package. It is considered a clean audit and was submitted to the state prior to the June 30th deadline.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Accepting of the Fiscal Year 2022 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated she had nothing further to report.

B. Engineer

i. Acceptance of Annual District Engineering Report

Mr. Malave gave the Board a summary of the annual engineer’s report for the bond holder. There were a few minor needs including sedimentation issues but in general everything was found conforming to the original approved permits and systems. He will provide a letter of final approval to the bond holder that everything is taken care of having funds in the budget for maintenance and there are no current major issues. The report was submitted to the District.

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On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Accepting the Annual District Engineering Report, was approved.

C. Field Manager’s Report

Mr. Smith presented the field manager’s report to the Bord which can be found in the agenda package. Completed items include;

- Well maintained premises by the landscaper.
- Rec field was aerated, sanded, and top dressed.
- Amenity opened on May 13, 2023.
- Keycard access was added to the restrooms and maglocks were installed.
- Missing street signs replaced after review.

The Board and staff continued in discussion about requested amenities and what the residents had voiced they would like to see in the community. There being no other questions, the next item followed.

D. District Manager’s Report

i. Check Register

Ms. Burns presented the check register totaling \$30,288.06 and noted that it is included in the package for review and offered to answer any questions. There being none there was a motion of approval.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, 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.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

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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. Parkinson, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Milton Andrade

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Chairman/Vice Chairman