

**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, **December 8, 2022** 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 <i>by Zoom</i>	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, KE Law Group
Rey Malave <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. Three Board members were present constituting a quorum and one Board member joined via Zoom.

**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**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members Appointed at November 1, 2022 Landowners' Meeting (Brian Walsh, Milton Andrade, and Jeffrey Shenefield)**

Ms. Burns swore in Mr. Brian Walsh and Mr. Jeffrey Shenefield. She noted that Mr. Milton Andrade could not be sworn in over Zoom, so they would swear him in at the next meeting.

**B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election**

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Ms. Burns stated that this Landowners’ election was held on November 1<sup>st</sup> and the results were outlined in the resolution. She asked if anyone had any questions. Hearing none,

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2023-02 Electing Officers**

Ms. Burns asked for nominations. The Board nominated Milton Andrade to serve as the Chair, Brian Walsh to serve as the Vice Chair, the other three Supervisors would serve as Assistant Secretaries along with George Flint, and Jill Burns would be Secretary.

On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, Resolution 2023-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 14, 2022 and July 14, 2022 Board of Supervisors Meetings**

Ms. Burns asked for any questions, comments, or corrections to the April 14, 2022 or the July 14, 2022 Board of Supervisors meeting minutes.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Minutes of the April 14, 2022 and July 14, 2022 Board of Supervisors Meetings, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03 Setting a Public Hearing on the Adoption of Amenity Policies and Rates**

Ms. Burns suggested setting the public hearing for February 9<sup>th</sup> at 11:00 a.m., which would be their regularly scheduled February meeting.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2023-03 Setting a Public Hearing on the Adoption

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of Amenity Policies and Rates for February 9, 2023 at 11:00 a.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Engagement Letter for Fiscal Year 2022 Audit Services from Grau & Associates**

Ms. Burns stated that the Board previously awarded this contract, so this is the renewal for the prior year, and it was not to exceed \$4,200.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services from Grau & Associates, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Landscaping & Irrigation Maintenance Services Agreement Weber Environmental Services, Inc.**

Ms. Burns stated that the landscaping went in quicker than they anticipated. She noted that they worked with Mr. Walsh outside of the meeting to get the contract signed.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Landscaping & Irrigation Maintenance Services Agreement Weber Environmental Services, Inc., was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing further to report.

**B. Engineer**

Mr. Malave stated that he didn't have any comments unless there were questions.

**C. Field Manager's Report**

Mr. Smith noted that the post storm review was completed, fence repairs were completed after Hurricane Ian, and the landscaper straightened the leaning perimeter tree. He also noted minor fence damage after Hurricane Nicole. He stated that overall, the maintenance of the landscaping looked good, the grass mowing had been consistent, and the planters had been kept neat and clean. He reviewed the mailbox lighting stating that they wanted to wait until the amenity was further

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along, but they were noticing that the mailboxes didn't have light around them, and they would likely need some solar lighting in the parking lot. He discussed the irrigation meter noting that the transfer issue was identified. He noted that they were monitoring the progress of the amenity and forecasting for standard completion checklist.

**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.

**NINTH ORDER OF BUSINESS**

There being none, the next item followed.

**Other Business**

**TENTH ORDER OF BUSINESS**

There being none, the next item followed.

**Supervisors Requests and Audience Comments**

**ELEVENTH ORDER OF BUSINESS**

Ms. Burns adjourned the meeting.

**Adjournment**

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