

**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, **November 9, 2023** at 11:04 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 <i>by Zoom</i>	District Counsel, KVV Law
Core Roberts <i>by Zoom</i>	District Counsel, KVV Law
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 11:04 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 August 10,
2023 Board of Supervisor's Meeting**

Ms. Burns presented the minutes of the August 10, 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 August 10, 2023 Board of Supervisor’s Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Audit Services Engagement Letter for Fiscal Year 2023 Audit from Grau & Associates

Ms. Burns stated that this was a renewal of their existing agreement. The price for the upcoming year was \$4,200.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2023 Audit from Grau & Associates, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Arbitrage Rebate Services for Series 2023 Assessment Area Two Project Bonds

Ms. Burns explained that this was the required report under the Trust Indenture that they need to file annually. She reached out to AMTEC, who has the first proposal in the agenda, to see why the first two years are listed at \$900 when their price is generally \$450 annually. Their response to Ms. Burns was that it was an error for when they are taking over an existing one that has not had the reports done and they must catch up. She clarified that it is \$450 annually for each of those and they sent her a revised proposal. She stated that Grau & Associates proposal was \$600 a year. She pointed out that previously they used AMTEC, so, as the lower bid, she recommended they go with that option.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, the Amended Proposal from AMTEC for \$450 Annually for Rebate Services for Series 2023 Assessment Area Two Project Bonds, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report for Series 2021 Assessment Area One Project Bonds from AMTEC

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Ms. Burns presented the Arbitrage Rebate Report for Series 2021 Assessment Area One Project Bonds from AMTEC. She referred to page four of the agenda package stating that it showed the negative arbitrage. She explained that this was the report that they were required to do the Trust Indenture to demonstrate that they do not earn more interest than they pay on the bonds. It is an independent report.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Arbitrage Rebate Report for Series 2021 Assessment Area One Project Bonds from AMTEC, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Underwriter Services Letter with FMS Bonds for Series 2023 Bonds

Ms. Burns presented this item to the Board stating that it was already executed, and they just needed a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Underwriter Services Letter with FMS Bonds for Series 2023 Bonds, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated she had nothing further to report.

B. Engineer

i. Ratification of Work Authorization 2024-01 to Provide District Engineering Services

Mr. Malave explained that they have a work authorization every year, so they have control of the costs every year from a company standpoint. He added that it follows their current agreement. Ms. Burns stated that it was already approved, and they were looking for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Work Authorization 2024-01 to Provide District Engineering Services, was ratified.

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C. Field Manager's Report**i. Consideration of Proposal from Pool Vendor for Increase in Rates**

Mr. Tindall reviewed the Field Manager's Report starting with landscaping, which has done well overall. He stated that the mows had been consistent going into the off season and the mow frequency went down, which started in October and was standard in the off season. He explained that they were looking into small irrigation issue around the edges of the parking lot and the landscaper should be on top of this issue. It was noted that the supplemental cleanup of wall top near model was done. It was also noted that the dry spell may stress unirrigated Bahia, but it is normal, and the grass will bounce back. He stated that the amenity looks good overall. He pointed out that there were some minor playground repairs, the keypad to women's restroom was replaced, the pool vendor increase was requested and extension through the end of the fiscal year, they finished clearing sediment out of mitered ends, a couple of street signs were replaced, and they repaired fences as needed.

Mr. Tindall presented the proposal from the pool vendor for the increase in rates. He referred the Board to page 63 of the agenda package where it showed the proposal. He noted that the rate was going from \$1,500 a month to \$1,650 a month and it was still three times a week service and no change in quality. He pointed out that they included an option on the proposal for additional services in the busiest season of the year. He further explained this option, but he recommended only the \$1,650 for the three day a week service.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the Proposal from Pool Vendor for Increase in Rates, was approved.

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

Ms. Burns presented the check register from July 1st through September 30th and the total was \$60,524.81. She 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. Walsh, seconded by Mr. Andrade, with all in favor, the Check Register, was approved.

ii. Balance Sheet & income Statement

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

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

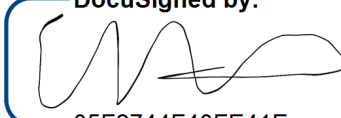
Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

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Chairman