

**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, **April 11, 2024** at 11:04 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
Roy Van Wyk	District Counsel, KVV Law
Chris Loy	District Counsel, KVV Law
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS
KareyAnn Ellison	Appointed to Board

**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.

Ms. Burns stated a letter of resignation was received from Supervisor Joel Adams and asked for a motion to accept that letter of resignation.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Accepting the Resignation of Joel Adams, was approved.
---

April 11, 2024

East 547 CDD

Ms. Burns noted that leaves a vacancy on the Board and asked for a motion to fill that vacancy.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Appointing Kareyann Ellison to Fill the Vacant Board Seat, was approved.

Mr. Burns administered the oath of office to Kareyann Ellison.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 9, 2023 Board of Supervisor’s Meeting**

Ms. Burns presented the minutes of the November 9, 2023 Board of Supervisors meeting. She asked if there were any questions, comments or corrections. Hearing no changes.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 11, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments (budget to be provided under separate cover)**

Ms. Burns stated the proposed date for the budget public hearing and the hearing on assessment increase is July 11<sup>th</sup> at 11:00 a.m. at this location. The budget includes the platted lots in Phase 2 so includes all phases. The current year amount was \$650 net per lot or \$698.92 gross. This budget has no deficit funding in it so the total amount per lot is \$1,074.81. It is an increase to Phase 1 and first time on Phase 2. Some things were put in the budget that could be taken out if needed. This budget does not have a reserve. She noted if they want to deficit fund a portion that can be brought down at the final.

April 11, 2024

East 547 CDD

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-01 Approving the Proposed Fiscal Year 2024/2025 Budget for July 11, 2024 at 11 a.m., Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02 Designating a Date, Time, and Location for a Landowners' Meeting and Election**

Ms. Burns stated the proposed date is the regular meeting date in November.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-02 Designating the Regular November Meeting for a Landowner's Meeting and Election, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03 Ratifying Series 2023 Bonds**

Ms. Burns stated the District closed on Assessment Area Two bonds on October 12<sup>th</sup>. This resolution ratifies, confirms, and approves all the actions taken by District officers and staff in coordination with the closing of that series of bonds.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-03 Ratifying Series 2023 Bonds, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Amended and Restated Disclosure of Public Financing**

Ms. Burns noted this has already been signed and recorded. It puts potential property owners in Assessment Area Two on notice of the bonds that were issued.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Amended and Restated Disclosure of Public Financing, was ratified.

April 11, 2024

East 547 CDD

**EIGHTH ORDER OF BUSINESS**

**Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated this is the annual renewal.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**NINTH ORDER OF BUSINESS**

**Ratification of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated this has already been approved and just needs to be ratified by the Board.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

**TENTH ORDER OF BUSINESS**

**Ratification of Easement Agreement with Duke Energy**

Ms. Burns stated this was executed and needs to be ratified.

On MOTION by Mr. Walsh, seconded by Mr. Andrade with all in favor, the Easement Agreement with Duke Energy, was ratified.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated the rules will be updated in the fall and special meeting.

**B. Engineer**

**i. Consideration of Work Order 2024-01 for Annual Consulting Engineering Services from Dewberry**

Mr. Arrington noted he had nothing other than the work order. Ms. Burns stated this is Dewberry’s updated rates.

April 11, 2024

East 547 CDD

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Work Order 2024-01 for Annual Consulting Engineering Services from Dewberry, was approved.

### **C. Field Manager's Report**

Mr. Tindall presented the field managers' report including landscaping, lighting meter, pool gate adjustment, furniture cleaning, holiday decorations, fencing repairs, branch/limb clearing, traffic signs added to confusing area, ponds, wall extension.

#### **i. Presentation and Consideration of Landscape Maintenance Contract Items**

##### **a) Field Summary of Landscape Proposal with Addendum for Phase 2 Pond Mowing**

##### **b) Existing Contract**

##### **c) Proposal for Fiscal Year 2025 Services Expansion**

Mr. Tindall stated there is a field summary that discusses the proposal by the landscaper and there is a renewal for their contract that keeps everything current that was previously approved at the annual of \$66,579.96. This is the amenity center and existing Phase 1 areas. 42 mows for the common areas and 26 for the ponds. The only change from last year is the \$9,240 that would match weekly mows in the summer for all ponds and is recommended that be approved. It is under budget. The total for the existing services plus pond mows is \$75,819.96. He discussed with the landscaper a proposal for next years services which includes everything including a forecast for the wall landscaping which came in at \$108,227. It would also bring the pond mowings up to 32 which is recommended. The budget is at \$120,000 and accounts for a little extra if something comes up as the phase comes online. The landscaper decided to include a proposal for a 5% increase for 2026 if the Board is interested in locking the contract for that duration. He stated they could do the rest of this year and next year and reevaluate in 2026. Ms. Burns noted they would still have the 30 day out if they wanted to lock it in.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Consideration of Landscape Maintenance Contract Items through 2025, was approved.

April 11, 2024

East 547 CDD

Ms. Burns stated there was a small tract brought up yesterday. Mr. Tindall noted it's a small section outside of the retaining wall that is not sodded between the rear of the lots and the wall. He noted he would review, take photos and update the Board.

**D. District Manager's Report**

**i. Check Register**

Ms. Burns presented the check register from October 1, 2023 through the end of March for review. She noted a lot of the amount is the transfers.

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 noted financial statements from February were included in the package for review. She asked for any questions on those. No action is necessary.

**FIFTHTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**SEVENTEENTH 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

DocuSigned by:  
*Milton Andrade*  
05F2744F40FE41E...

Chairman/Vice Chairman