

**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 11, 2024** at 11:01 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
Kareyann Ellison	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, Kilinski Van Wyk
Patrick Collins	District Counsel, Kilinski Van Wyk
Rey Malave	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 11:01 a.m. and called the roll. Five 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 and the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the June 13, 2024
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the June 13, 2024 Board of Supervisors meeting. She asked if there were any questions, comments or corrections. Hearing no changes she asked for a motion of approval.

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On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, the Minutes from the June 13, 2024 Board of Supervisor’s Meeting, were approved.

FOURTH ORDER OF BUSINESS Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated that the public hearing had been advertised as required by Florida statute and asked for a motion to open the hearing.

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

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

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

i. Consideration of Resolution 2024-05 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns presented the resolution to the Board and stated that it was included in the agenda package for review. She summarized the exhibit for the Board and noted that the target assessment amount is \$815 net with a developer contribution up to \$106,417 on O&M if needed. There is a slight increase, but it is still below the mailed notice amount. They are looking at about \$150 increase to property owners. She offered to answer any Board questions. There were no questions and there was a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-05 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2024/2025 Budget Deficit Funding Agreement

Ms. Burns stated that this is for the deficit funding portion that will be billed as needed with Clayton Properties Group.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Fiscal Year 2024/2025 Budget Deficit Funding Agreement, was approved.

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

Ms. Burns noted that this is a separate public hearing to levy and impose assessments that will be collected on the tax bill. This is due to the increase on Phase 2, and they received the mailed notice for the increase above the previously noticed amount. This hearing was advertised in the paper as required by Florida statute and Ms. Burns asked for a motion to open the hearing.

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

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

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

i. Consideration of Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented the resolution to the Board and noted that a copy of the resolution and a copy of the assessment roll was included in the agenda package for review. She offered to answer any questions. Hearing no questions, there was a motion of approval.

On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

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Ms. Burns presented the resolution to the Board and noted that the schedule presented for the coming year is the same as the current year.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2024-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

SIXTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns stated that these are a standard set of goals that satisfy the statute requirement.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Adoption of Goals and Objectives for the District, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns noted the report summarizes the finding of the audit and stated there were no instances of noncompliance and no findings, considered a clean audit and submitted to the State by the June 30th deadline. She offered to answer any Board questions. There being no comments, she asked for a motion to accept the audit.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing further for the Board and the next item followed.

B. Engineer

i. Presentation of Annual Engineer’s Report

Ms. Burns noted that the District Engineer was not on the line, but they did have the annual engineer’s report that is required under the trust indenture. There were no findings in the report and they are certifying that the District has sufficient funds to maintain the District’s improvements. The report is included in the agenda package for Board review and Ms. Burns asked for a motion of approval.

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On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, Acceptance of the Annual Engineer’s Report, was approved.

C. Field Manager’s Report

Mr. Tindall presented the field managers’ report which was provided under separate cover. Mr. Tindal gave a brief summary for the Board and offered to answer any questions about field management and operations. There was a discussion about the spraying of a wall and who maintains the easement. The District can continue to spray the wall, but the resident is responsible to cut the gras. Board direction was to spray as long as they can, so the integrity of the wall is not compromised.

The Board was asked to authorize staff to draft the necessary documents for property conveyances of Phase 2 subject to sign off on completion.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, the Authorizing Staff to Draft Phase 2 Conveyance Documents, was approved.

D. District Manager’s Report

i. Discussion Regarding Street Parking Concerns

Ms. Burns led the Board in a discussion of parking concerns. They have started to get complaints in Phase 1 regarding street parking and roads being hard to navigate. She asked if the Board wanted to explore implementing parking policies in Phase 1 only before the completion of Phase 2. Board direction would be to send an E-blast before setting a policy to see if that helps the issue. If that does not work, they will bring it back at a later meeting.

ii. Check Register

Ms. Burns presented the check which was in the agenda package for Board review and asked for a motion of approval.

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

iii. Balance Sheet & income Statement

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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.

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

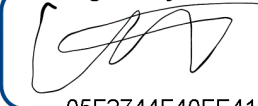
Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman