

**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 14, 2024** 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	Appointed as Chairman
Brian Walsh	Appointed as Vice Chairman
Garret Parkinson	Assistant Secretary
Kareyann Ellison	Assistant Secretary
David Adams	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Katie McDaniel	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Five Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated there were no members of the public present at the meeting and none joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the Oath of Office to Kareyann Ellison, David Adams, and Garret Parkinson.

**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

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Ms. Burns stated the three Supervisors just elected will be filled in with the number of votes they received and their terms from the Landowners' Election.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

### **C. Election of Officers**

### **D. Consideration of Resolution 2025-02 Electing Officers**

Ms. Burns asked if the Board wanted to make Milton the Chair and Brian Vice Chair with the other three Supervisors as Assistant Secretaries along with George Flint, and make herself Secretary.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-02 Electing Officers – Milton Andrade as Chair and Brian Walsh as Vice Chair, was approved.

## **FOURTH ORDER OF BUSINESS**

### **Approval of Minutes of the July 11, 2024 Board of Supervisors Meeting**

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

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Minutes from the July 11, 2024 Board of Supervisor's Meeting, were approved.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County**

Ms. Burns presented Resolution 2025-03 authorizing the publication of legal advertisements using the publicly accessible Polk County website.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-03 Authorizing the Publication of Legal

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Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

**SIXTH ORDER OF BUSINESS****Ratification of Traffic Control Jurisdiction Agreement with the City of Davenport**

Ms. Burns stated the roadways in the community are owned by the CDD. They are public as such the police should be enforcing traffic laws on them. The District would be happy to enter into an agreement if it's the jurisdictions police department preference that they have one authorizing them to patrol the roads that the CDD owns. This was entered into with the City of Davenport for all Districts within the City of Davenport.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Traffic Control Jurisdiction Agreement with the City of Davenport, was ratified.

**SEVENTH ORDER OF BUSINESS****Update Regarding Street Parking Complaints**

Ms. Burns stated one or two complaints, nothing significant, have been received from the same residents. As a whole they are not getting a lot of complaints. Unless it is a safety concern or overwhelming request from the community she would suggest to continue to monitor the situation.

**EIGHTH ORDER OF BUSINESS****Presentation of Arbitrage Rebate Reports from AMTEC:**

- A. Series 2021 Assessment Area 1 Bonds**
- B. Series 2023 Assessment Area 2 Bonds**

Ms. Burns stated these reports are required under the Trust Indenture to determine that the District does not earn more interest on the bonds than they pay.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Arbitrage Rebate Reports from AMTEC, were approved.

**NINTH ORDER OF BUSINESS****Ratification of Audit Services Engagement Letter for Fiscal Year 2024 Audit Services with Grau & Associates**

Ms. Burns noted this is part of a multiyear agreement and is a renewal based on the original contract awarded, NTE \$5,900 for Fiscal Year 2024.

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On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit Services with Grau & Associates, was ratified.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Collins had nothing to report.

#### **B. Engineer**

##### **i. Ratification of Work Authorization 2025-1 for District Engineering Services**

Mr. Malave asked for ratification of Work Authorization 2025-1 for District Engineering Services that he signed and submitted.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Work Authorization 2025-1 For District Engineering Services, was ratified.

#### **C. Field Manager's Report *(to be provided under separate cover)***

Mr. Tindall presented the field managers' report which was provided under separate cover. Mr. Tindall noted the landscaping has already been approved to extend through the end of this fiscal year. The pricing did increase and the increased amount started October 1<sup>st</sup> in line with the new budget year.

Mr. Tindall presented the pool service renewal with an increase to add in seasonal service for the busy season from Memorial Day through Labor Day. The total contract with additional seasonal comes out to \$23,580.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, the Pool Renewal with Increase for Seasonal Service, was approved.

Mr. Tindall presented the janitorial renewal. Everything here is within budget.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, the Janitorial Renewal, was approved.

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Mr. Tindall discussed the fence in Phase 2. There is a \$10K deductible and the insured value is \$27,950 so total would be \$37,950.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Phase 2 Fence, was approved.

#### **D. District Manager's Report**

##### **i. Check Register**

Ms. Burns presented the check register for Board review. She offered to take questions on any of the invoices.

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 stated financial statements through September 30<sup>th</sup> are included in the package for review. No action is necessary.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Other Business**

There being no comments, the next item followed.

#### **TWELFTH ORDER OF BUSINESS**

#### **Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

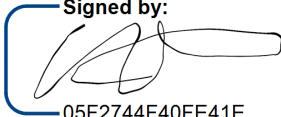
#### **THIRTEENTH ORDER OF BUSINESS**

#### **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

Signed by:  
  
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Chairman/Vice Chairman