

**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 10, 2025** at 11:22 a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Milton Andrade
Brian Walsh
Garret Parkinson
Kareyann Ellison
Brent Elliott

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Jill Burns
Katie O'Rourke
Patrick Collins
Lauren Gentry
Marshall Tindall
Chace Arrington *via Zoom*
Joey Duncan *via Zoom*

District Manager, GMS
District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
Field Manager, GMS
District Engineer, Dewberry
District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll at 11:22 a.m. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of David S. Adams (Seat #5)

Ms. Burns presented the letter of resignation from David Adams and asked for a motion to accept.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Acceptance of Resignation of David S. Adams (Seat #5) was approved.

B. Appointment to Fill Vacant Board Seat #5

Ms. Burns asked for a nomination to fill Board Seat #5. Mr. Walsh nominated Brent Elliott.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Appointment of Brent Elliott to Seat #5, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath to Brent Elliott.

D. Consideration of Resolution 2025-04 Appointing an Assistant Secretary

Ms. Burns stated Resolution 2025-04 appoints Brent Elliott as an Assistant Secretary.

On MOTION by Mr. Walsh, seconded by Ms. Andrade, with all in favor, Resolution 2025-04 Appointing Brent Elliott as an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the November 14, 2024 Landowners Meeting and the November 14, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes of the November 14, 2024 Landowners meeting and the November 14, 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 November 14, 2024 Landowners Meeting and the November 14, 2024 Board of Supervisor's Meeting, were approved.

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FIFTH ORDER OF BUSINESS**Items Pertaining to Fiscal Year 2025/2026
Budget Adoption** *(budget to be provided
under cover)*

- A. Consideration of Resolution 2025-05 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 10, 2025) and Setting the Public Hearing on Adoption of the Fiscal Year 2025/2026 Budget (Option A)**
- B. Consideration of Budget (Suggested Date: July 10, 2025), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of Fiscal Year 2025/2026 Budget and the Imposition of Operations and Maintenance Assessments (Option B)**

Ms. Burns noted option A does not contemplate an increase above the prior notice amount. This budget does show an increase to the current year budget but it is not higher than what was previously noticed which was \$1,074. The cap amount will be used for the preliminary budget then perhaps there might be a developer contribution to lower that down when doing the final budget for sales purposes. This budget shows a small developer contribution as well. The total developer contribution is \$14,736. This accounts for all field areas. It does not have a reserve transfer as they will wait until homes are all built. The date for the public hearing is July 10th at 11:15 a.m. There will not be a mailed notice.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-05 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing for July 10, 2025 11:15 a.m. on Adoption of the Fiscal Year 2025/2026 Budget (Option A), was approved.

SIXTH ORDER OF BUSINESS**Ratification of Licensing Agreement with
the HOA for Placing Signage in
Community**

Ms. Burns stated residents requested no solicitation signage at this community as it affects the private lots and is under their covenants and restrictions. She suggested they reach out to the HOA on that matter as it is not a CDD policy. Ms. Gentry put together a license agreement that has been executed and those signs are in place.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the License Agreement with the HOA for Placing Signage in Community, was ratified.

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SEVENTH ORDER OF BUSINESS

Ratification of 2025 Data Sharing & Usage Agreement with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal with the Polk County Property Appraiser.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the 2025 Data Sharing & Usage Agreement with Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of 2025 Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal with the Polk County Property Appraiser.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry noted she will keep the Board updated on any bills affecting CDD's that pass before the legislative session ends in May.

B. Engineer

Mr. Arrington had nothing to report unless the Board has any questions.

C. Field Manager's Report

Mr. Tindall reviewed the Field Managers Report on page 45 of the agenda package.

i. Consideration of Landscape Maintenance Addendum to Add Additional Phase 2 Areas to Contract

Mr. Tindall reviewed the landscape maintenance addendum to add additional Phase 2 areas to the contract.

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On MOTION by Mr. Andrade, seconded by Mr. Walsh, the Landscape Maintenance Addendum to Add Additional Phase 2 Areas to Contract, was approved.

ii. Consideration of Request for 3% Service Increase from Resort Pool Services Effective October 2025

This item was tabled to a future meeting agenda.

D. District Manager's Report

i. Check Register

Ms. Burns stated the check register is in the package for review. She offered to take any questions on the invoices, if not, just looking for a motion to approve.

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 February are included in the package for review.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

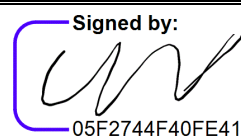
Adjournment

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