

**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 10, 2025** at 11:15 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
Garret Parkinson	Assistant Secretary
Kareyann Ellison	Assistant Secretary
Brent Elliott	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Patrick Collins	District Counsel, KVV Law
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Allen Bailey	Field Manager, GMS
Marshall Tindall <i>by Zoom</i>	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll at 11:15 a.m. 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 and none joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 10, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 10, 2025 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. Walsh, seconded by Mr. Andrade, with all in favor, the Minutes from the April 10, 2025 Board of Supervisor's Meeting, were approved.

FOURTH ORDER OF BUSINESS**Public Hearing****A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns presented the budget on page 17 of the agenda package. She stated the overall budget is \$1,056.99 and is not being increased prior to the notice amount. She noted the developer contribution has been lowered to \$14,000 and the biggest change that was made was the Field Expenses. The Field Expenses were increased based on actuals. She added the security line item was reduced because they will be changing to seasonal services.

Mr. Andrade asked what the current year budget is. Ms. Burns stated it was a \$250 increase from the current fiscal year.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2026-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

a) Consideration of Fiscal Year 2025/2026 Budget Deficit Funding Agreement

Ms. Burns stated this agreement is with Clayton Properties Group, who will fund up to the amount of the developer contribution listed in the budget.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Fiscal Year 2025/2026 Budget Deficit Funding Agreement, was approved.

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ii. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll. She stated this resolution certifies the assessment roll for collection based on the budget the Board just approved.

On MOTION by Mr. Andrade, seconded by Mr. Elliott, with all in favor, Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns 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.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-08
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

Ms. Burns stated they are proposing to hold the meetings on the second Thursday of each month at 11:00 a.m.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Agreement for Security
Guarding Services at Amenity with Nation
Security (*provided to Board of Supervisors
separately*)**

Ms. Burns presented the agreement for security guarding at amenities with Nation Security. She stated there was an increase in resident complaints for no security. She added this agreement will be for 16 hours a week from Memorial to Labor Day. She noted this has been budgeted for previously. She added with this budget, there is room to add overnight monitoring cameras if they so wish.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Agreement for Security Guarding Services at Amenity with Nation Security, was ratified.

SEVENTH ORDER OF BUSINESS**Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns presented the Fiscal Year 2024 Audit Report on page 29 of the agenda package. She stated there were no instances of noncompliance, with no findings or recommendations and is considered a clean audit.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS**Ratification of Agreement for Use of District Property for Summer Soccer Camp**

Ms. Burns stated a resident had requested to use the field next to the pool for a soccer camp and the agreement was approved by Mr. Walsh and drafted by counsel outside of a meeting. She noted the camp has already started and they have received no complaints.

On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, the Agreement for Use of District Property for Summer Soccer Camp, was ratified.

NINTH ORDER OF BUSINESS**Goals and Objectives****A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns presented the District's Goals and Objectives for Fiscal Year 2026. She stated these have not changed since the last fiscal year and are all goals that the District will be able to meet.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Adoption of Fiscal Year 2026 Goals and Objectives, was approved.

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B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns stated they must review the goals they have in place for the current year to see if they will meet the goals. She added they are currently on track to meet all the goals and objectives for Fiscal Year 2025. Ms. Burns asked to authorize the Chair to sign off on the Goals and Objectives at the end of the year to ensure all the goals have been met.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Fiscal Year 2025 Goals and Objectives and Authorizing Chair to Execute, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins reminded the Board of the Bear Claw meeting.

B. Engineer

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

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's Report. He stated the advertisement of the mailboxes have been removed and the amenity recreation field has been top-dressed and is growing healthily. He added the sod along the large section of the front perimeter has been installed and some small areas have not fully grown but will be monitored. He noted a foxtail palm at the amenity center has died and will be replaced shortly.

Mr. Bailey stated a flume has washed out a wetland area in the Northeast of the District, and the vendors have been consulted to give a proposal for the repair of the damage. He added a storm pipe on a resident's property along Matterhorn Trail was found damaged and will be looked at by the vendors. Ms. Burns noted that this was looked at prior and was determined to not be the resident's fault and believed to be caused by heavy equipment.

Mr. Tindall stated the pipe is about 2 feet deep and the fence post was installed on top of the pipe.

Mr. Andrade stated if this was caused during homebuilding than they would have seen the issue sooner.

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Ms. Burns stated the fence was installed sometime between April and March of this year. She stated she has proposals for this and asked if the board wanted to see proposals for this. She noted they had about \$8,000 left in the field maintenance budget.

The Board asked to see the proposals at a later date.

i. Consideration of Proposal from Weber Environmental Services for Mulch Installation at Playground

Mr. Bailey reviewed the proposal from Weber Environmental Services for Mulch Installation at Playground for \$1,400. He stated this will bring the mulch level back up to what is protocol. He noted this will fit in the budget.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, the Proposal from Weber Environmental Services for Mulch Installation at Playground, was approved.

ii. Consideration of Proposal from Weber Environmental Services for Concrete Fines for Culvert & Flash Cutting Trees

Mr. Bailey presented the proposal from Weber Environmental Services for Concrete Fines for Culvert & Flash Cutting Trees for \$3,850. He stated this will fill in everything that was washed out in the storms. He added this can be taken from general repair line item.

Mr. Walsh asked what they will do with the tree. Mr. Bailey stated there was a tree in the wetlands that had fallen, and this proposal will let them remove the debris from the fallen tree.

Mr. Walsh asked to see if they can do both jobs for under \$4,500.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, Authorizing Mr. Bailey to Find Proposals for Concrete Fines & Flash Cutting Trees NTE \$4,500, was approved.

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.

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

ii. Balance Sheet & income Statement

Ms. Burns stated financial statements through May are included in the package for review.

iii. Presentation of Number of Registered Voters – 379

Ms. Burns stated there are currently 379 registered voters in the District. She added although they have hit the 250 registered voter requirement, they must wait until 2026 to turnover the Board to satisfy the 6-year establishment period.

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. Walsh, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:


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Chairman/Vice Chairman