

**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, September 11, 2025** at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh
Garret Parkinson
Brent Elliott

Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Patrick Collins
Lauren Gentry *by Zoom*
Rey Malave *by Zoom*
Chace Arrington *by Zoom*
Allen Bailey

District Manager, GMS
District Counsel, KVV Law
District Counsel, KVV Law
District Engineer, Dewberry
District Engineer, Dewberry
Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll at 11:01 a.m. Three 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 July 10, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the July 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.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, the Minutes from the July 10, 2025 Board of Supervisor's Meeting, were approved.

September 11, 2025

East 547 CDD

FOURTH ORDER OF BUSINESS

**Presentation of Memo Regarding
Amendments to District Rules of Procedure**

**A. Consideration of Resolution 2025-09 Setting a Public Hearing on the Adoption of
Amended and Restated Rules of Procedure for the District**

Ms. Burns stated this is to update the rules of procedure with some statutory changes from the last legislative session. Unless anyone has any questions, she asked for a motion to approve as amended to change the date to December 11, 2025.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, Resolution 2026-09, Setting a Public Hearing on Adoption of Amended and Restated Rules of Procedure for the District for December 11, 2025, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-10
Spending Authorization Resolution**

Ms. Burns stated this outlines the spending thresholds for the Chair, District Manager and Vice Chair if the Chair is not available outside of the meeting to put those in place.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2025-10 Spending Authorization Resolution, was approved.

SIXTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate Reports
from AMTEC**

A. Series 2021 Assessment Area One Project Bonds

B. Series 2023 Assessment Area Two Project Bonds

Ms. Burns stated on page 4 of each these reports shows a negative arbitrage amount listed. The District has to demonstrate under internal revenue code that they don't earn more interest than they pay on the bonds.

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

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report.

B. Engineer

September 11, 2025

East 547 CDD

**i. Consideration of Work Authorization 2026-1 from Dewberry for Fiscal Year 2026
District Engineer Services**

Mr. Malave presented the work authorization for FY26 which does follow the approved budget.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, Work Authorization 2026-1 from Dewberry for Fiscal Year 2026 District Engineer Services, was approved.

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's Report on page 130 of the agenda package. The Board recommended going to the HOA (Denise) about moving fences in an easement for CDD maintenance access.

D. District Manager's Report

i. Discussion Regarding Resident Request for Approval of Additional Soccer Camps and Training Sessions & Resident Request for Fitness Classes at the Amenity

Ms. Burns spoke about a resident requesting to hold additional soccer camps and events for kids and someone wanting to do fitness classes twice a week in the grassy open space next to the pool at the amenity. She asked if the Board wants to explore this or wait for the residents to take over the Board. Staff will be coordinating license agreements and setting fees based on feedback from the Board and the Chair can sign them.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, to Authorize Events on the Grass Area and Authorize Staff to Coordinate Documents and Scheduling, was approved.

ii. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns stated this is updating all the policies that currently state you will be given amenity access upon closing and will be changed to say upon registering for access after closing making it clear that they will not be handed a key at closing.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

iii. Check Register

September 11, 2025

East 547 CDD

Ms. Burns stated the check register is in the agenda package for review. She offered to take questions on any of the invoices.

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

iv. Balance Sheet & income Statement

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

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:


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Chairman/Vice Chairman