

**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, December 11, 2025** at 11:06 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
Kareyann Ellison	Assistant Secretary
Garret Parkinson <i>by Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Patrick Collins	District Counsel, KVV Law
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry
Allen Bailey	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll at 11:06 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 September 11, 2025 Board of Supervisors Meeting

Ms. Burns presented the minutes of the September 11, 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. Andrade, with all in favor, the Minutes from the September 11, 2025 Board of Supervisor's Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District

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

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

i. Consideration of Resolution 2026-01 Adopting Amended and Restated Rules of Procedure for the District

Ms. Burns presented Resolution 2026-01 adopting the amended and restated Rules of Procedure for the District to the Board. She stated that these have not changed since the Board saw them at the last meeting.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2026-01 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

FIFTH ORDER OF BUSINESS

Ratification of Agreement for Holiday Lighting Services

Ms. Burns stated that they are looking for ratification of the Agreement for Holiday Lighting Services.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Agreement for Holiday Lighting Services, was ratified.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report.

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B. Engineer

Mr. Arrington had nothing to report.

C. Field Manager’s Report

i. Consideration of Fee Increase Requests from District Vendors

a) Weber Environmental Services/Continuum for Landscape Maintenance Services

Mr. Bailey presented the increases requested by Weber to the Board, stating that this is a 3% increase for maintenance and purposes on their current contract. He stated that it would bring their flat fee schedule to \$9,290. He noted that they seem to be basing this off one of the original contracts and not making it increase the amount of the contract. He added that it is just the general landscape that they have when they take over, so just increasing that session at some point they will want to consolidate.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Fee Increase Request from Weber Environmental Services/Continuum for Landscape Maintenance Services, was approved.

b) Resort Pool Services for Pool Maintenance Services

Mr. Bailey reviewed the Resort Pool Services for Pool Maintenance Services increase with the Board. He noted that this is going up \$80 and it would bring the rate to \$1,730 a month.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Fee Increase Request from Resort Pool Services for Pool Maintenance Services, was approved.

ii. Consideration of Landscape Maintenance Proposal to Furnish & Install Plant Material to Fill in Landscape Bed Areas

Mr. Bailey stated that Weber would like to take the front of the bed areas that are not missing different items and then they place different things in proximity and try to fill in some of the plant beds and the general areas that they have right now. Ms. Burns asked for a motion to approve the Landscape Improvements, not to exceed \$2,500 after review by staff.

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On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, the Landscape Maintenance Proposal to Furnish & Install Plant Material to Fill in Landscape Bed Areas NTE \$2,500, was approved.

iii. Consideration of Proposal for Purchase and Installation of Pet Waste Stations

a) Consideration of Proposal for Janitorial Maintenance of Pet Waste Stations (to be provided under separate cover)

Mr. Bailey stated that there was a request by the residents for dog stations and he had a rough idea set up for the dog station to replace one of the two on the southern section and then one off of Mobile Drive that is a common area for the City is quite large so it should affect the homes around it. He noted that this would also add to their janitorial contract and that there would be an extra \$200 a month to manage the four stations and they are managed twice a week. Ms. Burns stated that they will get an amended proposal to get them that for the updated agreement and they will get those three-way stations in.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Purchase and Installation of 3 Pet Waste Stations and Proposal for Janitorial Maintenance of Pet Waste Stations, was approved.

D. District Manager’s Report

Ms. Burns reviewed the Data Sharing & Usage agreement with the county and asked for a motion to approve the agreement.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Data Sharing & Usage Agreement, was approved.

i. Check Register

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

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

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ii. Balance Sheet & income Statement

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

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

NINTH 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:

Milton Andrade

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Chairman/Vice Chairman