

**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, March 12, 2026** at 11:22 am a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Milton Andrade *by Zoom*
Brian Walsh
Kareyann Ellison
Garret Parkinson

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Patrick Collins
Chace Arrington *by Zoom*
Joey Duncan *by Zoom*
Rey Malave *by Zoom*
Allen Bailey

District Manager, GMS
District Counsel, KVV Law
District Engineer, Dewberry
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 11:22 a.m. Three Supervisors were present in person 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 December 11,
2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the December 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.

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On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Minutes of the December 11, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of 2026 Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is the renewal of the agreement to collect the assessments on the tax bill.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report.

B. Engineer

Mr. Malave reported that they are getting the planning for the stormwater inspections and facilities inspections for the requirements. He noted over the next two months they will get them scheduled and ready to be completed by the end of June.

C. Field Manager's Report

i. Consideration of Proposals for Entry Sign Repair

a) Wood Repair Option

b) Aluminum Repair Option

Mr. Bailey stated several signs were installed in the community to help manage traffic, and vendors are meeting expectations. The recent freeze caused significant damage particularly to landscaping and the wooden monument beam at the entrance, which has deteriorated. There are proposals to replace the damaged wooden beam with either another wooden or a metal beam, with the metal option costing more but being recommended to prevent future issues. Additionally, there has been noticeable landscape damage, especially to smaller bushes, due to the freeze.

The proposal for another wooden beam is \$13,900. Staff recommended the other proposal which is a metal beam that would be painted and is \$14,900. He noted that while there are a

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contingency budget and a general repair and maintenance fund, the current project will nearly exhaust these resources. Some surplus may remain in other budget items, but the field repair and contingency funds will be largely used up.

Ms. Burns stated there is \$7,500 in field contingency and \$10,000 in general repair and maintenance. He stated they have spent about \$2,000. She asked for a motion to approve and not exceed \$14,900.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Proposal for Entry Sign Repair Aluminum Repair Option Not to Exceed \$14,900, was approved.

Mr. Bailey presented a plant and replacement proposal from Harbor. The first material is for the apartment areas, various boric harvest and heathers, jasmine, and the purging of the myrtles in various areas, and installation of mulch totaling \$8,580. The second proposal is for the playground amenity removing the dead material and installing the new plants and refreshing the playground. This totals \$5,880. Ms. Burns noted the plan is to remove the dead material and then get new proposals for those areas and come back with pictures.

D. District Manager’s Report

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. Parkinson, with all in favor, the Check Register, was approved.

ii. Balance Sheet & income Statement

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

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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SEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

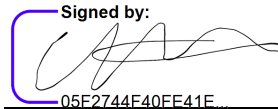
Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:


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Chairman/Vice Chairman