

**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 9, 2026** at 11:00 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
Brent Elliott

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Patrick Collins
Rey Malave *by Zoom*
Matt Fisher

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll at 11:23 a.m. Four Supervisors were present in person constituting a quorum and One Supervisor attended via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that public comments on the budget should be held until the budget public hearing portion, where they will have a chance to speak. For the current public comment period, she clarifies that comments should be limited to the agenda items listed, then asks whether anyone has a comment. There were no members of the public present and none joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 4, 2026
Board of Supervisors Meeting and Audit
Committee Meeting**

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Ms. Burns presented the minutes of the April 4, 2026 Board of Supervisors meeting and Audit Committee 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 Ms. Ellison, with all in favor, the Minutes of the April 4, 2026 Board of Supervisors Meeting and Audit Committee, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns stated that the next agenda item is to accept the audit committee's rankings and authorize staff to send a notice of intent to award. She noted that the audit committee met before the Board of Supervisors meeting, adopted the rankings, and ranked McIntosh CPA as the #1 ranked auditor. She asked for a motion to accept those rankings and authorize the notice of intent to award.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2026/2027 Budget

Ms. Burns asked for a motion to open the Public Hearing

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

i. Consideration of Resolution 2026-04 Adopting the District's Fiscal Year 2026/2027 Budget and Appropriating Funds

Ms. Burns reviewed the proposed Fiscal Year 2027 budget and explained the main reasons for the assessment increase. She noted increases for administrative costs were due to anticipated more frequent meetings, landscape maintenance at about 3%, streetlights based on actual usage exceeding the prior budget, general repairs and maintenance, seasonal security because of pool-related resident concerns, and janitorial service as the community grows. She clarified that the

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current assessment is \$1,056.99 and the proposed assessment is \$1,170.29, an increase of \$113.30 per lot annually. She explained that a current vendor provides limited seasonal pool security, but the Board could consider other vendors. She stated that reserves are not included in the budget yet, a reserve study is expected this year, and prior developer contributions that had offset increases are no longer available. She further explains that some projected funds may roll over and could be moved into a reserve fund, but they are not intended to offset the budget increase.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2026-04 Adopting the District's Fiscal Year 2026/2027 Budget and Appropriating Funds, was approved.

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

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

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to Open the Public Hearing. She noted that notices were sent to residents and the ad had been placed in the paper

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

i. Consideration of Resolution 2026-05 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that the resolution formally imposes the assessments and certifies them for collection on the tax bill. She opened the floor for public comment on the assessment roll, then turned it back to the Board. She clarified that the resolution certifies for collection both the newly approved O&M assessment amount and the previously levied debt assessments.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2026-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2026-06
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2026/2027**

Ms. Burns presented Resolution 2026-06, which designates the regular monthly meeting date, time, and location. She noted that the proposed date and location remain the same, and the proposed meeting time also remains 11:00 a.m.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2026-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2026/2027, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2026-07
Designating a Date, Time, and Location
for a Landowners' Meeting and Election
(Thursday, November 12, 2026 – Regular
Meeting Date) (Seat #3)**

Ms. Burns presented Resolution 2026-07, which sets the date, time, and location for the landowners' election. She noted that landowners' elections are held every two years in November, with the proposed election taking place at the regular meeting on November 12. Seat #3 is the only seat up for this landowners' election, while two other seats have transitioned to the general election process for residents but will be declared vacant later because no residents qualified for them.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2026-07 Designating a Date, Time, and Location for a Landowners' Meeting and Election on Thursday, November 12, 2026 (Seat #3), was approved.

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EIGHTH ORDER OF BUSINESS**Presentation of Fiscal Year 2025 Audit Report and Letter from Auditor**

Ms. Burns presented the Fiscal Year 2025 audit report and auditor's letter. She explained that the audit report showed no instances of non-compliance and no findings, meaning it was a clean audit. She noted that the audit was submitted to the state before the June 30 deadline and clarifies that, because it is an independent audit, the Board does not need to approve it, only accept it.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Accepting the Fiscal Year 2025 Audit Report and Letter from Auditor, was accepted.

NINTH ORDER OF BUSINESS**Ratification of Amended Pool Maintenance Services Agreement**

Ms. Burns presented the ratification of the amended pool maintenance services agreement. She noted that the amendment relates to a \$50 monthly fuel surcharge charged by the pool vendor, which will be removed if fuel prices fall below a certain threshold. She stated that the Chair has already approved it and that the Board is being asked to ratify the agreement

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Amended Pool Maintenance Services Agreement, was ratified.

TENTH ORDER OF BUSINESS**Goals and Objectives****A. Adoption of Fiscal Year 2027 Goals & Objectives****B. Review of Approved Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute Final Form**

Ms. Burns stated that the Board is reviewing the proposed Fiscal Year 2027 goals and objectives along with the review of the 2026 goals and objectives. She stated that the proposed 2027 goals are the same as the adopted 2026 goals, then corrects herself to clarify that the Board can approve the 2027 goals and authorize the chair to sign the required form at the end of the fiscal year for submission to the state.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Adoption of the Fiscal Year 2027 Goals & Objectives and

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Approval of Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute Final Form, was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Collins had nothing to report.

B. Engineer

Mr. Malave reported that a stormwater facilities analysis report will be completed based on the goals and objectives, with a target completion date of September 1 to meet the required deadline. He noted that a state-mandated stormwater needs report will be required next year and will be included in the new fiscal year budget.

C. Field Manager's Report

Mr. Bailey stated that the monument cross beam where the sign panel sits had been replaced in May, looks good, and is now structurally sound. He reported that Continuum removed the foxtail palms around the amenity/pool area because they were killed during the freeze and asked for direction on whether the Board wanted to replace them. He suggested possible alternatives such as tropical hibiscus, smaller palms, or other cold-hardy plantings, while noting that replacing palms can be expensive and that the pool area may look fine without them. He said he could obtain a proposal if the Board wanted replacement options. He noted that the plant replacement budget is healthy and that filling in two areas near the pool would likely be minimal cost. He stated that the contractors and vendors are doing a great job and mentioned that some fence panels need to be put back up.

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 Ms. Ellison, with all in favor, the Check Register, was approved.

ii. Balance Sheet & income Statement

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Ms. Burns stated that the financial statements are included in the meeting package for the Board's review and clarifies that no Board action is required on those statements.

iii. Presentation of Number of Registered Voters – 481

Ms. Burns stated the required annual count of registered voters in the community as of April 15, stating that the current number is 481. She stated that this number is tracked for determining when Board seats transition to resident control, and that the threshold has already been met, with two seats transitioning to residents in November.

TWELFTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

FOURTEENTH 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