

**MINUTES OF MEETING  
SCENIC HIGHWAY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Highway Community Development District was held on Thursday, **April 20, 2023** at 9:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom Webinar.

Present and constituting a quorum were:

Lauren Schwenk <i>joined meeting in progress by Zoom</i>	Chairperson
Eric Lavoie	Vice Chairman
Bobbie Henley	Assistant Secretary
Jessica Kowalski	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Marshall Tindall	GMS
Meredith Hammock	KVW Law

*The following is a summary of the discussions and actions taken at the April 20, 2023 Scenic Highway Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order. There were four members attending, constituting a quorum. Ms. Schwenk joined the meeting via Zoom later in the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated that there were no members of the public present.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the October 20, 2022 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the October 20, 2022 Board of Supervisors meeting minutes and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, the Minutes of the October 20, 2022 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2023-01 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing for Budget Adoption**

Ms. Adams stated this resolution is to approve the Fiscal Year 2024 proposed budget and noted it was included in the agenda packet. She noted this would set the public hearing for July 20, 2023, at 9:30 a.m. and this would approve the proposed budget and will facilitate communication to the local government and the publication of notices for budget adoption in July. She added they are proposing a level assessment meaning there will be no assessment increase for the property owners. She noted if the Board would like to increase the spending and increase the assessment level that would need to be done today.

Ms. Adams reviewed the budget details and reiterated the total is the same as the current budget. She added some adjustments were made in administration based on actuals to include a decrease in engineering and attorney fees. Increases include assessment administration from \$5,000 to \$5,300 and management fees from \$36,750 up to \$40,000. She stated the overall budget for Fiscal Year 2024 is \$126,352 and is a reduction from the current adopted budget from \$133,734. She added increases in field expenses, field management, landscape maintenance from a total of \$128,450 to the proposed \$145,647. The Board asked about water/sewer costs in the projected budget. Ms. Adams replied these are anticipated costs.

She added the amenity expenditures for the new budget have been adjusted and a proposed increase of \$3,000 for security services and proposed increase for \$8,100 for pool maintenance. She explained the security services will include increase in patrol services. The current amenity expenses are \$125,476 and the proposed budget will be \$133,136. She added the planned capital

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transfer out from \$22,680 to \$5,205.1. She stated there are 368 units and the maintenance fees per unit will be \$1,198.98.

Ms. Adams noted Ms. Schwenk joined the meeting via Zoom. She questioned the security services change to the budget. Ms. Adams explained the current services for on-site security guards on weekends and mobile patrol for Thursday, Friday and Monday. She explained the implementation of a pilot program with remote monitoring services to include a camera, speaker, installation. The new amount includes the remote monitoring option. Continued discussion included the days/times of monitoring, personnel, scope of services, and monitoring service.

She continued the overview of the proposed budget details to include debt service annual fund, interest and principal based on the amortization schedule. She noted the gross assessment per unit is \$1,344 and explained the net assessment.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-01 the Proposed Fiscal Year 2024 Budget and Setting the Public Hearing for July 20, 2023 at 9:30 a.m. in the same location, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Quit Claim Deed Between Scenic Highway CDD and JMBI Real Estate, LLC**

Ms. Adams stated this was added to the agenda and noted District Counsel had prepared the documents. Ms. Hammock explained the deed and reviewed the portion of the sidewalk adjacent to Scenic Highway.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Quit Claim Deed Between Scenic Highway CDD and JMBI Real Estate, LLC, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Ratification of Fiscal Year 2023 Data Usage Agreement with Polk County Property Appraiser**

Ms. Adams stated this agreement noted the District is abiding by the public records of the county and exemptions of classifications of citizens. She added it was signed in order to process.

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On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Fiscal Year 2023 Data Agreement with Polk County Property Appraiser, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County Property Appraiser**

Ms. Adams stated this agreement will allow the Polk County Property Appraiser to place the CDD fees on the property tax bills.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Review of Special Assessment Bonds, Series 2020 Rebate Report**

Ms. Adams stated this report is for the Series 2020 bond issue. She noted the IRS requires reporting every 5 years for reporting any arbitrage issues. She added there are no arbitrage issues at this time.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Special Assessment Bonds Series 2020 Rebate Report, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated that there was nothing specific to report. She noted the partnership change of the firm.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager's Report**

Mr. Tindall reviewed the field manager's report to included repairs of fence damage, repair

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to shade structures, installation of park signs, security services updates, clean-up of areas, landscaping trimming, palm replacements, irrigation repairs, well damage and pump replacement, fence repairs and insurance claims, street signs, irrigation adjustments and cleaning.

**i. Consideration of Landscape and Irrigation Contract Maintenance Renewal with Prince & Sons**

Ms. Adams explained the contract renewal stating the renewal of landscaping services will extend the existing terms through the end of the current fiscal year. She added there is an expectation a new contract will be presented closer to budget adoption time and will include the new terms being negotiated now. This agreement will extend the current agreement. Mr. Lavoie ask about pricing, and it was noted the pricing is the same through the end of the year.

On MOTION by Mr. Lavoie, seconded by Mr. Roden, with all in favor, the Landscape and Irrigation Contract Maintenance Renewal with Prince & Sons, was approved.

Further discussion ensued on the pricing and increases for the contract on pond maintenance. Mr. Tindell noted for next year to include extra pond maintenance, and pricing increases. Mr. Lavoie stated they were getting expensive. Ms. Adams ask for clarification if the Board was interested in bidding out landscaping for the Fiscal Year 2024. Mr. Lavoie stated yes. Based on the discussion a motion was made.

On MOTION by Mr. Lavoie, seconded by Mr. Roden, with all in favor, To Issue an RFP for Landscaping Services for FY 2024, was approved.

Mr. Tindell asked about keeping the RFP for later. Ms. Adams explained this would be effective October 1, 2023 and this would be discussed in the upcoming budget and using the scope with additional work.

Mr. Lavoie stated there wasn't specific issues but wanted to be more competitive with landscaping. Ms. Adams explained the RFP process and budget.

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**ii. Consideration of Janitorial Maintenance Services Renewal with Clean Star Services of Central Florida**

Ms. Adams noted they are looking for the Board to extend the existing agreement through the end of the fiscal year with no changes to the terms. This proposal is an increase effective October 1, 2023. Mr. Tindall provided an overview of the Clean Star Services proposal and the current pricing of 3/week for \$425/month. He noted they are less expensive and do a good job and he recommended continuing with this company. He noted they are asking for an increase to \$475/month for the same service starting October 1, 2023. He explained the transfer of cleaning and trash services. The Board asked if the amount current paid be lower. Mr. Tindell explained the services and fees and his recommendation for approval. Discussion of the contingent budget adoption and this approval.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Janitorial Maintenance Services Renewal with Clean Star Services of Central Florida, was approved.

**iii. Consideration of Pool Maintenance Services Agreement Renewal with Resort Pool Services**

Mr. Adams noted this would extending the current term of the existing agreement and effective October 1<sup>st</sup> and the proposed terms. Mr. Tindell explained the scope of services and the proposed increase of the monthly fee from \$1500 to \$1650. New terms effective October 1<sup>st</sup> contingent on budget adoption. He recommended approval of this proposal and the new increase starting October 1<sup>st</sup> – September 30, 2024.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Pool Maintenance Services Agreement Renewal with Resort Pool Services, was approved.

**iv. Ratification of Proposal for Playground Shade Repairs with Pro Playgrounds**

Mr. Adams noted a copy was provided to the Board and the repairs have been completed from the hurricane damage.

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On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Proposal for Playground Shade Repairs with Pro Playgrounds, was ratified.

**D. District Manager’s Report**

**i. Approval of Check Register**

Mr. Adams stated the check register was from February 1, 2023 through February 28, 2023, for a total amount of \$21,302.95.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Check Register for \$21,302.95, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams stated that the unaudited financials were through February and were included in the package.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, the meeting was adjourned.

*Tricia Adams*  
Secretary/Assistant Secretary

*Bodhi Healy*  
Chairman/Vice Chairman