

**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, **July 20, 2023** at 9:41 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:

Bobbie Henley	Chairman
Lindsey Roden	Vice Chairman
Eric Lavoie	Assistant Secretary
Kristin Cassidy	Assistant Secretary
Jessica Kowalski	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Maddie Flint	Kilinski Van Wyk
Marshall Tindall	GMS

*The following is a summary of the discussions and actions taken at the July 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 five Board members attending, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being no comments, the next item followed.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the June 15, 2023  
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the June 15, 2023 Board of Supervisors meeting minutes and asked for any comments or corrections. They have been reviewed by staff.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, the Minutes of the June 15, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Public Hearing**

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

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

**A. Adoption of the Fiscal Year 2024 Budget****i. Consideration of Resolution 2023-07 Adopting the District's Fiscal Year 2024  
Budget and Appropriating Funds**

Ms. Adams presented Resolution 2023-07 to the Board. She explained that this was the proposed budget for Fiscal Year 2024. She noted that the Board members reviewed this line-by-line previously and approved the proposed budget. She stated that it had been provided to the local governments as well as posted on the District's website and noticed in accordance with Florida Statutes. The proposed budget for Fiscal Year 2024 is attached to the resolution starting on page 29 of the agenda package. She noted that there had not been any changes to the proposed budget since the Board approved the proposed budget earlier this year, and the proposed budget contemplated the same O&M assessment as previous years. She noted that there were slight changes to the line items within the amenity expenditures, but not an overall change to the proposed assessments. The District's staff have been notified by the District's pool service provider that, due to increases in labor cost and increases in chemical cost, they need to allocate more funding for pool maintenance. District Management staff are seeing this request in many Districts in Central Florida that pool chemicals are driving this line item up. She explained that the proposed line-item amount of \$22,800, which allows for some additional pool services and additional pool maintenance. She asked if there were any questions regarding the proposed budget. Hearing none,

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On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, Resolution 2023-07 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds, was approved.

**ii. Consideration of Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams presented Resolution 2023-08 to the Board. She explained that now that the Board had approved a budget, by approving this resolution the Board was authorizing the assessments to fund the budget. She asked if there were any questions or comments. Hearing none,

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Adams stated that there were no members of the public present nor joining via Zoom.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09  
Setting a Date, Time, and Location of  
Public Hearing Adopting Parking Rules**

Ms. Adams stated that this resolution was setting a date, time, and location for a public hearing to adopt parking rules for the District. She noted that staff have started to get feedback from residents about vehicles safely navigating through the roads, and wanted to bring this to the Board's attention. She explained that they had success at other Districts with sequestering all the parking to one side of the roadway, which accomplishes free-flow of traffic, allows public safety vehicles to get through the community at all times and recognizes that from time-to-time street parking is helpful to the property owners in the District. She stated that they had a draft of the rules, but there were some updates that were needed. They will also update the parking map to make sure that the community entrances are no parking zones and that all the corners are no parking zones. She explained that all the Board was doing today was setting the public hearing date. She noted that the soonest they could have the public hearing would be at the Board's

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September meeting. The date September 21<sup>st</sup> at 9:30 a.m. was agreed upon by the Board for this public hearing.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Resolution 2023-09 Setting a Public Hearing Date, Time, and Location for September 21, 2023 at 9:30 a.m. for Adopting Parking Rules, was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney****i. Presentation of Memo Regarding Ethics Trainings for Special District Supervisors**

Ms. Hammock stated that the memo from their firm was included in the agenda package. It addresses specifically the new adopted law with respect to ethics training requirements for Supervisors beginning January 1, 2024. She explained that the Supervisors would be required to complete four hours of ethics training each year that they're on the Board. Her firm is working to create a complaint training for the Board members, and noted they also linked in the memo the Florida Commission on Ethics approved courses for ethics training.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager's Report**

Mr. Tindall presented the Field Manager's Report to the Board. He stated that overall, the site had done well, and the facility areas looked good. He noted that the gate was adjusted to correct normal sag of hinges over time and the monthly playground inspection was completed. He reviewed the landscape stating that it looked good, and everything looked clean. The storm drains were cleaned. He noted that the storms blew out a decent amount of fencing and they were repaired. He reviewed the city violation notices. He noted that their team was working hard to alert residents of violation notices to allow them to take action themselves. They reviewed the city's list and are proactively monitoring for other areas with HOA to seek a resolution. They are also planning to resolve as needed following final notices before the next city inspection. Ms. Adams stated that this was something that District Counsel had given a lot of thought and attention to. She noted that one thing that had been mentioned to Board members previously was potentially requesting a

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variance from the city, but because this District had not yet had a magistrate hearing, they had an opportunity to request no further code enforcement action on this matter pending outcomes of additional labeled review and the opportunity to request a code variance. She explained that they would be pursuing that from an administrative perspective, but in the meantime, Mr. Tindall had pushed out the next inspection date a couple of months to give them all more time to look at this.

**i. Renewal of Pool Services Agreement with Resort Pools**

Mr. Tindall reviewed the contract renewal for Resort Pools Services. They requested to increase the price to \$1,650 for the next Fiscal Year starting October 1, 2023. Ms. Adams stated that the annual amount would be \$19,800, which was included with the budget recently adopted.

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

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Adams presented the check register from May 1, 2023 through July 6, 2023 included on page 67 of the agenda packet in the amount of \$49,952.40 for approval.

On MOTION by Ms. Kowalski, seconded by Mr. Lavoie, with all in favor, the Check Register, was approved.

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**ii. Balance Sheet and Income Statement**

Ms. Adams stated that the unaudited financials are included in the agenda package. These were presented for informational purposes only. She had nothing significant to report to the Board but was happy to answer any questions.

**iii. Review of Fiscal Year 2024 Meeting Schedule**

Ms. Adams stated that they were proposing that Scenic Highway CDD would meet the third Tuesday of the month at 10:30 a.m.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Fiscal Year 2024 Meeting Schedule to be the Third Tuesday of the Month at 10:30 a.m., was approved.

**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**

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

DocuSigned by:  
*Tricia Adams*  
Secretary/Assistant Secretary

DocuSigned by:  
*Bobbie Henley*  
Chairman/Vice Chairman