

**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 Tuesday, **October 17, 2023** at 10:30 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:

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

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Marshall Tindall	GMS Field Services

*The following is a summary of the discussions and actions taken at the October 17, 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 are no members of the public present nor are there any members of the public attending on Zoom.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the September 21, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the September 21, 2023 Board of Supervisors meeting minutes included on page 5 of the agenda packet. The meeting minutes were reviewed by District Counsel as well as by District Management staff. Ms. Adams asked for any comments, corrections, or questions on the minutes. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the September 21, 2023 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS****Review of Status of Conveyance Portion of Right of Way to Homeowners Association**

Ms. Adams led the Board in the discussion item for the status of conveyance portion of right of way to homeowners association. She noted that there have been some challenges with certain parts of the right of way being under landscape ordinances with the city. Ms. Hammock added a potential solution stating that the small merge area would be conveyed to the HOA because the HOA covenance are what require the homeowners to maintain the landscaping. Because the District does not have a mechanism to enforce HOA covenances and for that reason it should be in her opinion the best interest to the District to not own that strip of property. She has a call scheduled with HOA members involved as long as the Board is in agreeance with the plan. The Board made a motion for counsel to prepare documents and take all necessary steps to convey the property to the HOA. Additionally, a discussion on the trees in the right of way continued and Tindall will work with staff to have them taken care of and will update the Board as needed.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Authorizing District Counsel to Take Necessary Steps to Convey Land to the HOA, was approved.
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**FIFTH ORDER OF BUSINESS****Consideration of Fiscal Year 2023 Audit Engagement Letter**

Ms. Adams presented the engagement letter for auditing services and reminded the Board that in 2019 the Board entered into a five year agreement for these services. This engagement letter is presented in accordance with the terms of that original agreement with an annual fee of \$4,400.

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On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Fiscal Year 2023 Audit Engagement Letter, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she did not have any specific report for the Board but would be happy to answer any questions. Hearing no comments, the next item followed.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager's Report**

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

Mr. Tindall presented the field manager's report to the Board which can be found in the agenda package. Complete items include:

- Vendors' maintenance of the facility areas is satisfactory.
- Monthly playground review was completed.
- Pool maintenance contract renewal with Resort Pools.
- Janitorial renewal and trash services review is complete.
  - Recommendation for them to take over trash services full time from the landscaper.
- Landscape maintenance has been good.
- Additional reports of pocket gopher activity.
  - The recommendation is to do nothing.

In progress items include:

- Basic cleanout substantially completed.
  - Additional rip rap needed to complete work is being arranged.

Mr. Tindall presented a proposal for pool services that was provided under separate cover. He summarized the proposal for the Board for the renewal with Resort Pools for a total of \$22,560 for the year. This amount comes under the amount budgeted.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Pool Services Renewal with Resort Pools, was approved.

**ii. Consideration of Janitorial Maintenance Services Clean Star Services**

This was a verbal update. No action was required.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Adams presented the check register form September 8, 2023 through October 4, 2023 totaling \$75,149.74. Ms. Adams offered to answer any questions the Board may have. There being no questions, she asked for a motion of approval.

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

**ii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials through September 30<sup>th</sup>. Ms. Adams stated that no action was required from the Board and it was for informational purposes only.

**iii. Ratification of Requisition No. 66. Series 2020, Phase 1 and 2**

Ms. Adams presented the requisition for the Series 2020 Phase 1 and 2. The Board had no questions on the requisition.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Requisition No. 66 Series 2020, Phase 1 and 2, was ratified.

**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.

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**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Tricia Adams*

Secretary/Assistant Secretary

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*Bobbie Henley*

Chairman/Vice Chairman