

**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, **February 20, 2024** 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
Jessica Kowalski	Assistant Secretary
Kristin Cassidy	Assistant Secretary

Also, present were:

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

*The following is a summary of the discussions and actions taken at the February 20, 2024 Scenic Highway Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order, and roll was called. There were four Board members attending, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present nor were there any members of the public attending on Zoom.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the October 17, 2023 Board of Supervisors Meeting**

Ms. Virgen presented the minutes of the October 17, 2023 Board of Supervisors meeting minutes that were included in the agenda package. The meeting minutes were reviewed by District Counsel as well as by District Management staff. Ms. Virgen asked for any comments, corrections, or questions on the minutes. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Minutes of the October 17, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-01 Setting a Public Hearing for Easement Variances Policies**

Ms. Virgen presented the resolution to the Board and Ms. Adams added that approval of this resolution will set the public hearing to consider policies for times where the Board may want to approve an easement variance. Following the public hearing, if the Board adopts the easement variance policy, they would also adopt an application fee of \$75 for an easement variance. She offered to answer any Board questions. There being no questions from the Board and nothing additional from District Counsel, there was a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-01 Setting a Public Hearing for Easement Variances Policies, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2024-02 Authorizing the Opening of SBA Account**

Ms. Virgen presented the resolution to the Board which is also included in the agenda packet. Ms. Adams added that approving this resolution will authorize staff to open a state board of administration account, which is an investment opportunity for local Florida governments. Currently the interest rate is approximately 5.5%. This allows the reserve funds and surplus funds to be put into an interest bearing account.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-02 Authorizing the Opening of SBA Account, was approved.

**SIXTH ORDER OF BUSINESS****Presentation of Series 2020 Arbitrage Rebate Report**

Ms. Virgen noted that the arbitrage rebate report can be found on page 19 of the agenda package. The report illustrates that the District is not earning more interest than it is paying.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Series 2020 Arbitrage Rebate Report, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Virgen stated that this is the annual agreement with the Property Appraiser outlining the procedures for the upcoming year for the CDD non-ad valorem assessments to be placed on the property tax bill and collected by the Property Appraiser. She offered to answer any Board questions. There being none, there was a motion of approval.

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

**EIGHTH ORDER OF BUSINESS****Ratification of Data Sharing and Usage Agreement with Polk County**

Ms. Virgen noted that this is an annual agreement with the property appraiser's office that keeps confidential records exempt pursuant to applicable Florida statutes. This item has already been signed and staff requesting ratification of that action from the Board.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Data Sharing and Usage Agreement with Polk County, was ratified.

**NINTH ORDER OF BUSINESS****Staff Reports****A. Attorney****i. Review of Ethics Training Memo**

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Ms. Hammock gave information about the ethics training Board members are required to complete under new Florida statute. Her firm will be providing two training sessions for two-hours each by way of virtual workshops, and she will bring the dates back to the Board when they are available. She had nothing further for the Board, so the next item followed.

**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. Completed items included:

- Amenity Review
  - Vendor's maintenance of the facility areas has been satisfactory.
  - Water fountain has been repaired.
  - Damaged baby changing station was replaced.
  - Chair lift motor was replaced.
  - Pool furniture will receive another cleaning at the end of winter.
- Landscape Review
  - Landscape maintenance has been good.
  - Planters are clean and mows have been consistent and satisfactory.
  - Arranging for entry planter replacement at the end of winter.
  - Crepe myrtle pruning is complete in preparation for spring.
  - Grasses around the pool have been cut.
- General Maintenance
  - Missing stop sign was installed on the south end of Piave.
  - Dog bowl was added to the park.
  - Dog waste bin was repaired.
  - There were some areas of the perimeter fence that were blown out and that has been repaired.

Mr. Tindall offered to answer any Board questions. There being none, the next item followed.

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**D. District Manager’s Report**

Ms. Adams noted that spring break is approaching, and they would like to use the budgeted funds in the security services for additional staff coverage from the security team during that holiday time. The Board agreed.

**i. Approval of Check Register**

Ms. Virgen presented the check register from October 5, 2023 through January 31, 2024 totaling \$88,870.48. She offered to answer any Board questions. There being no questions, there was a motion of approval.

On MOTION by Ms. Henley, 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. Ms. Adams stated that no action was required form the Board and it was for informational purposes only.

**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. Henley, with all in favor, the meeting was adjourned.

DocuSigned by:  
*Tricia Adams*  
Secretary/Assistant Secretary

DocuSigned by:  
*Bobbie Henley*  
Chairman/Vice Chairman