

**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, **April 16, 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
Kristin Cassidy	Assistant Secretary

Also, present were:

Monica Virgen	District Manager, GMS
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 April 16, 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 three Board members in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen stated there were no members of the public present in person and there are no members attending via Zoom.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 20, 2024 Board of Supervisors Meeting**

Ms. Virgen presented the minutes of the February 20, 2024, 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. Roden, seconded by Ms. Cassidy, with all in favor, the Minutes of the February 20, 2024, Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

Ms. Virgen stated there was a public hearing today for the consideration of the easement policy and the \$75 fee. She asked for a motion to open the hearing.

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

Ms. Virgen stated there were no members of the public present or on the line. She asked for a motion to close the hearing.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

**A. Consideration of Resolution 2024-03 Adopting Easement Variance Policy and Fees**

Ms. Virgen presented the resolution to adopt the easement variance policy. She noted this in consideration of private property improvements that would result in an encroachment in favor of the district. The \$75 application fee would be collected and reviewed by counsel and staff and if approved would be recorded.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-03 Adopting the Easement Variance Policy and Fees, was approved.

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**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2024-04  
Approving the Fiscal Year 2025 Proposed  
Budget and Setting Public Hearing to  
Adopt Budget**

Ms. Virgen presented the resolution that will approve the Fiscal Year 2025 proposed budget and set a public hearing. She added the Board is required to adopt the budget by June 15<sup>th</sup> every year in accordance with Florida statutes. She noted this is the proposed budget and the hearing would be set for July 16, 2024, at 10:30 a.m. She added this will require a quorum. She also added this is provided under separate cover.

Ms. Virgen stated there were some significant increases in field operations. Ms. Hammock reviewed the specifics of the increases in trying to reach an agreement with Haines City. She added the right of way area is owned by the District; the area is connected to the owners of the private property. She described the irrigation issues and compliance with the homeowners. She added the city has stated they will delay further inspections and allow for the district to budget the funds for this issue. This will result in the increase. She added this is in the best interest of the District to protect itself.

Ms. Henley requested a workshop for the residents. It was noted a mailed notice is required for the residents. The workshop will be scheduled for Monday, June 3, 2024, at 6:00 p.m.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Scheduling a Workshop for Budget Review with Residents for Monday, June 3, 204 at 6:00 p.m., was approved.
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Ms. Virgen presented the proposed budget to include the general funding increases that will amount to \$660,542. She added all property has been platted and is on roll. She noted there are 368 units in Scenic Highway in the District. She included administrative fees, operation and maintenance fees and increases in the field management which include the fees associated with the easement issues for owners that do not maintain trees. She added that for property owners this will be an increase of \$150,000.

Other increases included streetlights, contingences, amenity expenditures, amenity access cards, vandalism issues, security issues, and fees for letters to the violators. She discussed the capital reserve fund used and a \$75,000 transfer into the district. It was noted this was a \$731

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increase for homeowners which is a 61% increase. This increase is a result of the situation with Haines City.

Ms. Hammock noted they had been actively trying to resolve this issue unsuccessfully. It was noted the Budget Workshop for residents will be held to discuss this budget and provide an opportunity to ask questions. A mailed notice is required to all residents and will be sent on the increase for residents.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Resolution 2024-04 Approving the Fiscal year 2025 Proposed Budget and Setting the Public Hearing to Adopt the Budget, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05  
Designating a Date, Time, and Location  
for the Landowners' Election and Meeting**

Ms. Virgen noted this resolution is for the landowner's election is scheduled and there are 3 seats that are up for elections. The date for the election is November 19, 2024 at 10:30 a.m.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-05 Designating a Date, Time, and Location for the Landowners' Election and Meeting for November 19, 2024, at 10:30 a.m., was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Ethics Training Workshop Date/Time**

Ms. Hammock gave information about the ethics training Board members are required to complete under new Florida statute. The proposed workshop webinars will be April 30<sup>th</sup> and May 30<sup>th</sup> at 10:00 a.m. to 12:00 p.m.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Ethics Training workshops for April 30<sup>th</sup> and May 30<sup>th</sup>, was approved.

**B. Engineer**

There being no comments, the next item followed.

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**C. Field Manager's Report****i. Consideration of Proposal for Wall Repairs**

Mr. Tindall presented the field manager's report to the Board. He discussed the damage and repairs, the amenity area and issues with the pool, dirt bike issues, summer gear up preparations, increase pool services, cleaning of furniture, landscaping updates, mowing updates, fence cleanings, general maintenance to fences, lift stations issues and erosion, damage to the wall section that occurred by a traffic crash. The quote for repairs for \$23,900.

Insurance coverage was discussed. The driver was found to be not at fault and the other person was not identified. It was noted the district insurance would be responsible for paying the expenses.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Proposal for Wall Repairs, was approved.
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**D. District Manager's Report**

Ms. Adams noted the Manager's report and discussed the check register.

**i. Approval of Check Register**

Ms. Adams presented the check register from March 1, 2024, to through March 31, 2024, totaling \$23,163.30 . She offered to answer any Board questions. There being no questions, there was a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials. Ms. Adams stated that no action was required from the Board and it was for informational purposes only. The question was asked for the \$1 in the register. It was noted this was balance until the project is closed.

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**iii. Ratification of Requisition No. 67**

Ms. Adams presented the Requisition No. 67 for construction funds for Series 2020 for \$1,368. It has been signed and processed.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Requisition No. 67, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

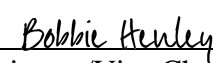
It was noted a member joined after the meeting started. Resident Mary Tinsman (425 Canaro Lane) made comments on the HOA Bi-laws declarations stating there is no resident responsible for common areas. Other discussion was on the area between the sidewalk and street. Ms. Hammock reviewed the declaration for the Board and Ms. Tinsman. She noted homeowner responsibility and HOA declarations. It was noted the irrigation is controlled by property owner and homeowner is responsible for maintaining. Ms. Tinsman commented this was not clear. She added comments on the increase for homeowners. Further explanation was provided on bonds issued and infrastructure, construction funds, and the debt service fee is \$1,344. It was explained how the HOA private property responsibilities and the CDD manages the district public property. Concerns on the increase in fees were discussed. Other discussion included the maturing date for the playground area lease agreement. The playground and pool furniture lease agreements will be sent to the resident.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the meeting was adjourned.

DocuSigned by:  
  
Secretary/Assistant Secretary

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Chairman/Vice Chairman