

**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, **July 16, 2024** at 10:53 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 Spencer	Appointed as Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Monica Virgen	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 July 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 present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated this was a time for public comment on the agenda items and there was a copy of the agenda provided at the entrance. She asked for questions on agenda items and hearing no comments, the next item followed.

July 16, 2024

Scenic Highway CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of the April 16, 2024
Board of Supervisors Meeting**

Ms. Virgen presented the minutes of the April 16, 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 no changes, she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Minutes of the April 16, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Public Hearing**

Ms. Virgen stated this is the public hearing for the proposed 2025 budget. She asked for a motion to open the public hearing.

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

Ms. Virgen stated the first item was the proposed 2025 budget. She provided an overview of the proposed budget. She noted the revenue was \$635,542 and assessments would be collected from the 368 units within the CDD. She added actuals were updated through May 31, 2024

She reviewed expenditures which were presented to the Board on the last Board meeting on April 16, 2024. The O&M of the infrastructure and amenities were explained. She noted that the large increase is for the right-of way replacement items.

Ms. Adams further explained the reason for the assessment increase, the history of the residential properties and HOA, deemed residential responsibilities, and Haines City requirements and issues. She added they have been made aware of some non-compliance issues such as trees on private property. District Council has researched and addressed this issue and responsibilities that may fall to the CDD. She noted a previous meeting with the city in March and the outcome was the CDD was not relieved of future fines of \$500 per day, per tree.

District counsel advised the CDD to budget these costs for the 2025 budget starting on October 1, 2024. She noted the two new line items have been incorporated into the proposed

July 16, 2024

Scenic Highway CDD

budget. She explained the two line items in the budget and noted this will include landscaping costs.

Ms. Adam added a Zoom meeting was scheduled, and a notice was provided inviting residents to attend the Zoom meeting. During this meeting it was asked that residents bring their property into compliance with the issues on trees. She reviewed the cost of tree replacement, installation and maintenance.

Ms. Virgen noted the public comment period will follow the budget review. Ms. Virgen continued review of the budget and noted the O&M was \$307,584, and the proposed capital reserve transfer of \$50,000 to fund any repairs or replacements of infrastructure. She noted the debt service expenditures included.

Ms. Virgen asked for any public comments on the budget. Comments included issues with the trees and responsibility issues. Ms. Adams replied that the CDD is responsible for property the District owns and maintains. Ms. Adams added any issue on resident's property and the HOA would be able to assist with answering questions and working with the builder.

Other comments were on trees damaged from hurricane and other resident responsibilities. Ms. Adams replied on consultations with counsel, and to avoid issues, they were to ensure the budget must include these costs. Compliance areas were further discussed that Haines City brought the matter to the CDD staff on their ordinances. She provided the contact information to Haines City for other questions. Another comment was made on towing enforcement and parking.

Resident comment was made on a fallen tree and the cost to the residents for compliance. Concerns were noted on providing Spanish translation for the residents.

Ms. Adams explained the reasons for the increase in the budget and assessments for the residents due to the Haine's City fines. The residents felt it was not fair to have all residents pay for this increase due to a few residents out of compliance.

Additional concerns were made on the cracking of the sidewalks, and it was noted this would be responsibly of the CDD. Mr. Tindall will follow up on the sidewalks.

Other comments were made that Haines City will provide a list of the trees out of compliance, time schedules for CDD meetings, how Haines City enforces this ordinance and compliance, security issues and enforcement, budget concerns, service agreements, bid process, security service providers, part-time staffing, rules & procedures,

July 16, 2024

Scenic Highway CDD

Ms. Virgen asked for a motion to close the public hearing.

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

A. Consideration of Resolution 2024-06 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds

Ms. Virgen presented the resolution stating this will be the proposed budget, all notices have been provided, and asked for comments from the Board on the increased assessments.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-06 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2024-07 Imposing Special Assessments and Certifying Assessment Roll

Ms. Virgen presented this resolution noting this proposed budget needs funding and this will certify collection assessments on the tax bill.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-07 Imposing Special Assessments and Certifying Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Kowalski, Seat 4

Ms. Virgen presented the letter of resignation of Supervisor Kowalski in Seat #4. She asked for a motion to accept the letter.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Accepting the Resignation Letter of Supervisor Kowalski, Seat 4, was approved.

B. Appointment of Individual to Fulfill Vacancy of Seat 4

Ms. Virgen asked the board if there were any nominations for replacements. Ms. Jessica Spencer was nominated and approved.

July 16, 2024

Scenic Highway CDD

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Appointing Jessica Spencer to the Vacant Seat 4, was approved.

C. Administration of Oath of Office to Newly Appointed Supervisor

Ms. Virgen administered the oath of office to Ms. Spencer and noted she was a notary of the public. This allows Ms. Spencer to participate in the remainder of the meeting.

D. Consideration of Resolution 2024-08 Electing Officers

Ms. Virgen presented the options to the Board on appointing officers. She added they may re-arrange the order of officers or keep them the same. The Board made the decision to keep the order of officers the same and add Ms. Spencer as an Assistant Secretary.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-08 Electing Officers as slated above, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Financial Audit Report

Ms. Virgen presented the Fiscal Year 2023 Financial Audit Report and noted this was a clean report and there were no findings.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Fiscal Year 2023 Financial Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had no further information to report.

B. Engineer

i. Review of Annual Engineer's Report

Ms. Virgin reported the Annual Engineer's Report was reviewed. She noted there were no findings.

July 16, 2024

Scenic Highway CDD

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Annual Engineer's Report, was approved.

C. Field Manager's Report

i. Consideration of Proposal for Water Activated Lift at Pool

Mr. Tindall presented the field manager's report to the Board to include the table in the amenity center replacement, maintenance issues, storm clean out, builder jobs, chair lift not working and replacement options, landscaping, irrigation issues, storm drains clearing. He discussed the chair lift replacement and reviewed the proposal options. Discussion ensued on the materials, budget fund balance that will allow for this cost, and noted a resident uses the lift often. Ms. Adams stated it was the recommendation of the staff to replace the lift with the hydraulic lift with a not to exceed amount of \$12,500.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Water Activated Lift at the Pool with a Not to Exceed for \$12,500 was approved.

Ms. Tindall noted they will follow up with sidewalk issues and asked that residents contact him for locations.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from April 1, 2024 - June 21, 2024 totaling \$92,227.88 and 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. Virgen presented the unaudited financial through May 31, 2024. Ms. Virgen stated that no action was required from the Board and it was for informational purposes only.

July 16, 2024

Scenic Highway CDD

iii. Adoption of District Goals & Objectives

Ms. Virgen reviewed the new statutory requirement that government entities must have goals and objectives, and it must be completed by October of this year. She added that GMS has put together goals and objectives based on the requirements. She asked for board approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the District Goals and Objectives, were approved.

iv. Approval of Fiscal Year 2025 Meeting Schedule

Ms. Virgen presented the fiscal year 2025 meeting schedule. She noted this proposed scheduled is the same days and times as last year which would be 10:30am on the 3rd Tuesday of each month. She asked for questions or approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

v. August 20th Meeting to be held at Lake Alfred Public Library

Ms. Virgen stated the August 20th meeting will be held at the Lake Alfred Public Library due to no availability at this location. If the board had no agenda items, this meeting could be cancelled and would be posted on the website.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

July 16, 2024

Scenic Highway CDD

Signed by:

Tricia Adams

Secretary/Assistant Secretary

Signed by:

Bobbie Henley

Chairman/Vice Chairman