

**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, **November 19, 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:

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| Bobbie Henley | Chairman |
| Lindsey Roden | Vice Chairman |
| Kristin Cassidy | Assistant Secretary |
| Jessica Spencer | Assistant Secretary |

Also, present were:

| | |
|------------------|------------------------------------|
| Monica Virgen | District Manager, GMS |
| Tricia Adams | District Manager, GMS |
| Savanah Hancock | District Counsel, Kilinski Van Wyk |
| Marshall Tindall | GMS Field Services |

The following is a summary of the discussions and actions taken at the November 19, 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 called roll. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated no members of the public were present in person nor by Zoom.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Elected Supervisors

Ms. Virgen stated the oath was administered to Kristin Cassidy and Jessica Spencer before the audit committee meeting. Joe Braddy was not present.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of Landowners' Election

Ms. Virgen stated this resolution will be filled in with the results of the landowners' meeting that was previously held. Seat #1 designated to Joe Braddy with 37 votes. Kristin Cassidy would be in seat #2 with 38 votes and Jessica Spencer in seat #4 with 38 votes. Kristin Cassidy and Jessica Spencer received the two highest number of votes so will receive 4-year terms and Joe Braddy will serve a 2-year term.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of Landowners' Election, was approved.

C. Election of Officers

D. Consideration of Resolution 2025-02 Electing Officers

Ms. Virgen stated before the meeting Bobby Henley was Chair, Lindsey Roden as Vice Chair, and the other seats were Assistant Secretaries.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 15, 2024 Board of Supervisors Meeting

Ms. Virgen presented the minutes from the October 15, 2024 Board of Supervisors meeting. She has reviewed these minutes.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the October 15, 2024 Board of Supervisors Meeting, was approved.

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FIFTH ORDER OF BUSINESS**Consideration of Resolution 2025-03
Amending Fiscal Year 2024 Adopted
Budget**

Ms. Virgen stated this is an administrative requirement by Florida Statute that within 60 days of the end of the fiscal year to present a budget amendment if the actual budget exceeded the adopted budget. The line item driving the budget amendment is they had budgeted for a transfer out to reserves of \$2,205 and ended up based on the amount of surplus funds available in the general fund, the actual transfer out was \$242,205. Since there was a difference there the budget amendment was required.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-03 Amending the Fiscal Year 2024 Adopted Budget, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-04
Authorizing Publication of Legal Notices
on Public Website**

Ms. Virgen noted this allows the District to use online publications to notice certain meetings and would allow the District to save funds on advertisements. A notice is required to begin the process to post on the public website.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-24 Authorizing Publication of Legal Notices on Public Website, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Termination of Mobile
Patrol Security Services**

Ms. Virgen stated this is the termination of mobile patrol security services. Ms. Virgen recommended canceling the service since it is no longer required. It will allow for the District to have additional discretionary funds to staff security during holidays or peak pool hours.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Termination of Mobile Patrol Security Services, was approved.

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EIGHTH ORDER OF BUSINESS

Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award Number 1 Ranked Firm

Ms. Virgen asked for approval to authorize staff to send the notice of intent to award to DiBartolomeo, McBee, Hartley & Barnes.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Accepting the Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to DiBartolomeo, McBee, Hartley & Barns, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report. She will work on these agreements and the notice to award. Ms. Spencer requested the Zoom links for the ethics training.

B. Engineer

Ms. Virgen noted the District Engineer is not in attendance.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's Report on page 120 of the agenda package.

i. Consideration of Proposal for Roof Repairs from Hurricane Milton

Mr. Tindall presented the amenity roof repair proposal from NPS for \$1,500.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the NPS Proposal for Roof Repairs from Hurricane Milton, was approved.

ii. Consideration of 2024-2025 Pool Maintenance Renewal

Mr. Tindall presented the pool renewal to continue the existing service at \$23,700 which is the amount budgeted.

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On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the 2024-2025 Pool Maintenance Renewal, was approved.

iii. Consideration of 2024-2025 Landscape Maintenance Renewal

Mr. Tindall presented the landscape maintenance renewal that is budgeted for. The contract is for \$49,536.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the 2024-2025 Landscape Maintenance Renewal, was approved.

iv. Consideration of 2024-2025 Janitorial Services Renewal

Mr. Tindall presented the janitorial services renewal with no change in rates for this year. The only thing this price difference would accommodate is additional service during the busy season from Memorial Day to Labor Day.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the 2024-2025 Janitorial Services Renewal, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from June 22, 2024 through October 31, 2024 totaling \$391,071.71. A detailed run summary follows the check register.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Check Register totaling \$391,071.71, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials. These are for informational purposes only. It does show the end of year balance through September 30, 2024.

iii. Notice of Insurance Claim Filed for Hurricane Milton Damages

Ms. Virgen noted an insurance claim has been filed for Hurricane Milton damages. The insurance will cover the wide spread fence damage and amenity center building damage. The missing and leaning traffic signs would not be included.

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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.

- Mrs. Peters (578 Tanaro Ln.) Budget questions, holiday lights/decorations, and entry lights, and speeding/parked cars. Ms. Virgen noted community lighting would be the HOA. The Scenic Highway FY25 budget was approved in August and has been implemented. It is posted to the website. The CDD can't fine individual homeowners but since the CDD will receive fines of up to \$500 per day per tree, the CDD has budgeted for this. She asked what is covered under CDD and covered under HOA. Ms. Virgen noted HOA would be anything in the homeowner's area. The CDD is responsible for common areas. Ms. Adams noted the CDD can take traffic calming devices under consideration but it's not budgeted at the current time. If the car is not parked in compliance, it can be removed. Ms. Hancock stated the holiday lights is something you can't do without CDD approval. The proposal needs to come in quick and a license agreement will be required with the HOA to give them permission to use that area to make sure the CDD is protected in case something gets damaged by installing the lights that the District wouldn't be responsible for repairs. The Chair can make that approval outside of a meeting. Ms. Virgen will give residents her business card to contact her with any questions they might have regarding the CDD.
- Mr. Heriberto Burgos (586 Tanaro Ln.) Requested Board consideration of speed bumps in the community. The District Engineer would have to evaluate where the bumps are allowed to be placed and it has to be in compliance with city/county ordinances.

TWELFTH ORDER OF BUSINESS

Adjournment

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

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DocuSigned by:

Monica Virgen
Secretary/Assistant Secretary

Signed by:

Bobbie Henley
Chairman/Vice Chairman