

**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 15, 2025**, 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
Kristin Cassidy	Assistant Secretary
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also, present were:

Katie O'Rourke	District Manager, GMS
Tricia Adams	District Manager, GMS
Savanah Hancock	District Counsel, Kilinski Van Wyk
Meredith Hammock	District Counsel, Kilinski Van Wyk
Joel Blanco	Field Services, GMS

The following is a summary of the discussions and actions taken at the July 15, 2025 Scenic Highway Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. O'Rourke 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. O'Rourke stated no members of the public were present in person or attending by Zoom.

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THIRD ORDER OF BUSINESS**Public Hearing on the Adoption of Fiscal Year 2026 Budget**

Ms. Adams asked for a motion to open the public hearings regarding Resolution 2025-07 adopting the District's Fiscal Year 2026 budget and Resolution 2025-08 imposing special assessments and certifying an assessment roll.

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

Ms. Adams stated for the record there are no members of the public present nor members of the public on Zoom.

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

A. Consideration of Resolution 2025-07 Adopting the District's Fiscal Year 2026 Budget and Appropriating Funds

Ms. Adams stated this resolution is on page 7 of the agenda package. The first portion of the resolution memorializes the fact that the Board approved the proposed budget prior to June 15, 2025 in accordance with Florida statutes. At least 60 days in advance of today's public hearing, the proposed budget was provided to the local government. They also noticed the public hearing in a newspaper of general circulation in Polk County. The proposed budget has been posted on the District's website. Adoption of this resolution will approve your budget for FY26 and also appropriates funds for your general fund, debt service fund, and the capital reserve fund. Lastly, adoption of the resolution includes provisions in the event the budget needs to be amended during the upcoming fiscal year. The proposed budget is attached as an exhibit to the resolution. There have been no substantive changes since approving the proposed budget. On page 12, the actuals have been updated through the end of May along with projections through the end of the fiscal year. All of the assessments are on the tax roll with the proposed amount of assessments being \$635,542. The total administration proposed costs are \$139,118. The field service expenses and amenity expenses are \$275,094.

Ms. Henley asked about the right of way tree replacement, how did that go last year? Ms. Adams stated it was actually FY26 that was the first year that line item was placed in the budget.

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They are recommending a transfer into the capital reserve fund from the general fund of about \$72,000. There are 368 units at Scenic Highway CDD and the gross per unit assessment is \$1,857.01.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-07 Adopting the Districts Fiscal Year 2026 Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated now that the budget has been adopted it needs to be funded. They are proposing to fund it with the CDD's special assessments on the tax roll. Approval of this resolution authorizes the imposition and collection of the maintenance fee in accordance with the budget that was just adopted and authorizes for collection of the debt service fee that was imposed at the time the bond was issued.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the April 15, 2025
Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the April 15, 2025 Board of Supervisors meeting. The minutes are on page 50 of the agenda package. Unless there are any corrections, edits, or comments we would just seek a motion to approve.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Minutes of the April 15, 2025 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-09
Removing and Appointing an Assistant
Secretary**

Ms. Adams stated Katie O'Rourke has been appointed as an Assistant Secretary. Monica Virgen will be removed as an Assistant Secretary as she is no longer needed in this capacity.

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On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-09 Removing Monica Virgen and Appointing Katie O'Rourke as Assistant Secretary, was approved.

SIXTH ORDER OF BUSINESS**Review and Acceptance of Fiscal Year
2024 Audit Report**

Ms. O'Rourke stated this is an annual independent report that was performed by DiBartolomeo, McBee, Hartley and Barnes. It is required by statute to be presented to the Board every year. This is a clean audit. It was submitted by the June 30th deadline.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Acceptance of the Fiscal Year 2024 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-10
Authorizing Spending Limits**

Ms. O'Rourke stated this resolution authorizes spending limits for the Chair or District Manager to be able to sign invoices or agreements outside of the meeting. It authorizes the District Manager to individually be able to sign expenses up to \$2,500. The Chair or Vice Chair if the Chair isn't available to authorize expenses up to \$10,000. For both the District Manager and Chair to be able to jointly authorize expenses or proposals up to \$25,000 per event.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-10 Authorizing Spending Limits, was approved.

EIGHTH ORDER OF BUSINESS**Ratification of Agreement with Signature
Privacy Walls for Entry Monument
Repair**

Ms. O'Rourke stated this was for repairs to the entry monument walls. It was previously signed by the Chair, Bobbie Henley, outside of the meeting so the repairs could take place as soon as possible. She asked for a motion to ratify this agreement.

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On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Agreement with Signature Privacy Walls for Entry Monument, was ratified

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reminded the Board to complete their ethics training due by December 31, 2025.

B. Engineer

i. Presentation of Annual Engineer's Report – ADDED

Ms. Adams stated on page 113 of the agenda package is a copy of the report from Quiddity Engineering formally known as Wood & Associates. The Trust Indenture requires an annual engineer's inspection of the District's infrastructure. Included are two important notes that the infrastructure is in good condition and well maintained as well as it is relative to the property insurance and the Districts budget.

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

C. Field Manager's Report

Mr. Blanco reviewed the Field Managers Report. He conducted general maintenance and some inspections. Some minor fence repairs were completed on the vinyl fencing prior to this report which occurred during the summer storms. The previously approved right of way tree replacements have been completed. He offered to answer any questions.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register from May 7th through June 30th totaling \$34,620.33. Immediately following is a detailed run summary of the invoices paid. These have all been checked for accuracy but she noted she was happy to answer any questions.

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

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ii. Balance Sheet and Income Statement

Ms. O'Rourke presented the unaudited financials through May 31st. No action is required by the Board.

iii. Presentation of Number of Registered Voters – 434

Ms. O'Rourke presented the letter from the Polk County Supervisor of Elections stating the number of registered voters as of April 15, 2025 in Scenic Highway CDD is 434. This is for informational purposes only. No action is required by the Board.

iv. Consideration of Fiscal Year 2026 Meeting Schedule

Ms. O'Rourke stated the 2026 meeting schedule is on page 138 of the agenda package. All of the dates fall on the third Tuesday of the month at this location beginning at 10:30 a.m. There are no holidays or conflicts so just looking for a motion to approve this schedule.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

v. District Goals and Objectives

1. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. O'Rourke stated on page 141 of the agenda package are the performance measures and standards outlined. These goals are the same goals adopted for the 2025 fiscal year. In order to be efficient, these are goals that they are currently meeting in 2025 and will look to meet in 2026. If adopted, these will be effective October 1st this year and run to September 30, 2026.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Adoption of Fiscal Year 2026 Goals & Objectives, were approved.

2. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute

Ms. O'Rourke stated this is a status update on the goals & objectives adopted last year. She asked for a motion to authorize the Chair to sign at the end of the fiscal year saying all of the goals and objectives have been met so GMS can post those on the District website by December 1, 2025.

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On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute, was approved.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Katie O'Rourke

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Secretary/Assistant Secretary

Signed by:

Bobbie Shockley

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Chairman/Vice Chairman