

**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, **October 21, 2025**, at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave, Lake Alfred, Florida.

Present and constituting a quorum were:

Bobbie Shockley	Chairman
Lindsey Roden	Assistant Chairman
Kristin Cassidy <i>via Zoom</i>	Assistant Secretary
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also, present were:

Katie O'Rourke	District Manager, GMS
Savanah Hancock	District Counsel, Kilinski Van Wyk
Marshall Tindall	Field Services, GMS

*The following is a summary of the discussions and actions taken at the October 21, 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 in person constituting a quorum. Ms. Cassidy joined via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. O'Rourke stated no members of the public were present in person or attending by Zoom for public comment and the next item followed.

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**THIRD ORDER OF BUSINESS**

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

Ms. O'Rourke presented the minutes from the July 15, 2025 Board of Supervisor's meeting and asked for any comments, corrections, or questions. There were no comments from the Board and Ms. O'Rourke asked for a motion of approval.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the July 15, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Presentation of KVV Memo Regarding  
Updated Provisions to Rules of Procedure**

- A. Consideration of Resolution 2026-01 Setting a Public Hearing to Amend Rules of Procedure**
- B. Updated Rules of Procedure**

Ms. Hancock noted that there had been changes to existing statutes making it necessary for an update of the rules of procedures. The updated rules of procedure were in the agenda package for Board review. Ms. O'Rourke added that this resolution will set a public hearing on the regularly scheduled January 20, 2026 Board of Supervisors meeting to amend the rules of procedure for the District.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Resolution 2026-01 Setting a Public Hearing to Amend Rules of Procedures for January 20, 2026 at 10:30 a.m., was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of FY25 Audit Engagement  
Letter from DMHB**

Ms. O'Rourke stated that the engagement letter can be found on page 85 of the agenda package and noted that this was executed by the Chair outside of the meeting. This engagement letter lays out pricing for auditing services for the next year which is consistent with previous years and what the District has budgeted for.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the FY25 Audit Engagement Letter from DMHB, was ratified.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Assignment of Towing Services Agreement with Downtown Tow & Hold LLC**

Ms. O'Rourke presented the updated agreement with the towing vendor and noted that a copy of the towing contract was provided in the agenda package for Board review. This is an administrative change to the vendor's name.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Assignment of Towing Services Agreement with Downtown Tow & Hold LLC, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Holiday Lighting Agreement with Festive Glow**

Ms. O'Rourke presented the agreement for holiday lighting with Festive Glow that was executed outside of a meeting and asked for the Board to ratify that action. Ms. O'Rourke also mentioned this was within the budgeted line item for Holiday Décor.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Holiday Lighting Agreement with Festive Glow, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing to report but offered to answer any questions.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager's Report**

Mr. Tindall presented the Field Manager's Report that was provided under separate cover and summarized it for the Board.

**i. Pool**

Mr. Tindall presented the letter of request increase for pool maintenance services totaling \$24,360 for the year. There were no Board questions and there was a motion of approval.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Renewal Request for Pool Maintenance Services, was approved.

**ii. Landscaping**

Mr. Tindall presented the renewal request increase from the landscaping vendor. The budget line item for landscaping services totals \$51,023 and with the increase the total cost is \$51,012. This increase was expected and the Board made a motion to approve.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Renewal Request for Landscaping Services, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. O'Rourke presented the check register from September 6, 2025 through October 7, 2025 totaling \$45,920. Immediately following is a detailed run summary of the invoices paid. She noted that these have all been checked for accuracy but she noted she was happy to answer any questions.

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

**ii. Balance Sheet and Income Statement**

Ms. O'Rourke presented the unaudited financials. No action is required by the Board.

**iii. Approval of Amenity Policy Regarding Access Card Issuance**

Ms. O'Rourke noted that this is an administrative change to the language indicating access cards will be presented to residents upon registration for amenity access and not upon the closing of their home.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Amenity Policy Regarding Access Card Issuance, was approved.

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**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Roden, seconded by Ms. Shockley, 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