

**MINUTES OF MEETING
SCENIC TERRACE NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Terrace North Community Development District was held Wednesday, **May 18, 2022** at 2:00 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Patrick Marone
Justin Frye

Chairman
Vice-Chairman
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Rey Malave *via Zoom*

District Manager, GMS
KE Law Group
Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Christine Aviles

Ms. Burns asked for a motion to accept the letter of resignation from Christine Aviles.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, Accepting the Resignation from Christine Aviles, was approved.
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B. Appointment to Fill the Vacant Board Seat

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Ms. Burns asked if there was a nomination to fill the vacancy, and the Board nominated Rennie Heath. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the Appointment of Rennie Heath to Fill the Vacant Board Seat, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns noted that Mr. Heath was not present, so he would be sworn in during the next meeting.

D. Consideration of Resolution 2022-07 Appointing Assistant Secretary

Ms. Burns asked for a motion to approve Resolution 2022-07 Mr. Heath as Assistant Secretary.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, Resolution 2022-07 Appointing Rennie Heath as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the November 17, 2021 Board of Supervisors Meeting

Ms. Burns asked if the Board had any comments or corrections to the November 17, 2021 meeting minutes. The Board had no changes.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, the Minutes of the November 17, 2021 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget (Suggested Date: August 17, 2022)

Ms. Burns stated that the proposed date for the public hearing was August 17, 2022 at 2:00 p.m. at the current location, adding that the budget was developer funded, totaling \$259,626. She asked for a motion to approve.

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On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget for August 17, 2022 at 2:00, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-09
Authorizing the Use of Electronic
Documents and Signatures**

Ms. Burns asked for a motion to approve the resolution authorizing the use of electronic documents and signatures.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, Resolution 2022-09 Authorizing the Use of Electronic Documents and Signatures, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of the 2022 Data Sharing and
Usage Agreement with Polk County
Property Appraiser**

Ms. Burns stated that the Board was required to enter into this type of agreement annually and asked for a motion to ratify.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

**Ratification of Contract Agreement with
Polk County Property Appraiser**

Ms. Burns asked for a motion to ratify the Contract Agreement with Polk County property appraiser.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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Mr. Van Wyk stated that he did not have anything to report.

B. Engineer

i. Consideration of Work Order from Dewberry to Provide Professional Consulting Services

Mr. Malave presented the work order, noting that it was at an hourly rate based on the agreement. Ms. Burns asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Work Order from Dewberry to Provide Professional Consulting Services, was approved.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns stated that the check register was included in the agenda for review, noting that the total was \$50,672.60 from November 2021 through May 2022. She asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financials were included in the agenda package for review and that there was no action needed.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns stated that the number of registered voters was 0.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Frye asked if there would be anymore CDD meetings after the budget, and Ms. Burns responded that it would depend on when they started issuing bonds.

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TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman