

**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, **February 15, 2023** at 1:30 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk *by Zoom*
Daniel Arnette
Pat Hudson
Chuck Cavaretta *by Zoom*

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Lisa Kelley *by Zoom*
Molly Banfield *by Zoom*

District Manager, GMS
District Counsel, KVV Law
District Engineer, Dewberry
District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present in person 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

**Approval of Minutes of the November 16,
2022 Audit Committee and Board of
Supervisors Meetings**

Ms. Burns presented the minutes from the November 16, 2022 Board of Supervisors and Audit Committee meetings and asked for any changes or corrections from the Board. There being no changes, she asked for a motion of approval.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Minutes of the November 16, 2022 Board of Supervisors
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Scenic Terrace North CDD

meeting and the November 16, 2022 Audit Committee meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Subordination Easement Agreement

Mr. Van Wyk presented the agreement drafted by Polk County to the Board. They need to make sure Duke subordinates Polk County’s interest in the right-of-way for Powerline Rd. that will run through Scenic Terrace North and the District would like to join into the subordination agreement so that the District can have their crossroads not subject to the Duke easement as well as the placement of the guidelines. District counsel drafted a revision to the agreement that was submitted to Polk County and is asking for the Board to approve the agreement in substantial form subject to final revision by the Polk County and Duke. This will preserve the Districts interest in the easement areas so there are no problems with crossroads and planned layout moving forward.

Mr. Heath asked why the county is even involved in this and Mr. Van Wyk responded that because there may be some utility lines placed through the roadway and the county wants to be sure wherever the powerlines are placed will not interfere with their plans for the roadway itself. There were questions between the Board and staff of why the county is involved because the roads are supposed to be CDD owned and not turned over to the county. After further discussion they came to an understanding that it is not a roadway but just an easement. To be clear, Mr. Van Wyk stated that they are not granting the easement, the easement was granted by the developer and has been settled, this is just stating that the District will have a roadway that crosses over as well, so don’t do anything that will impact that and is the reason for joining in on the subordination agreement.

Ms. Burns noted for the record that Chuck Cavaretta joined the meeting.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Subordination Easement Agreement, was approved in substantial form.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates

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Ms. Burns stated that the total amount for Fiscal Year 2022 is \$3,200. The Board budgeted \$4,000 for this line item.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated that items number six and seven can be taken together and noted that this is the annual renewal that will allow for the District to collect assessments on the tax roll.

SEVENTH ORDER OF BUSINESS

Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted that this item is more administrative for the GMS office which talks about not disclosing exempt parcels for certain professions for people who have their information redacted from public record.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted that session will be starting soon and that they will be monitoring session to be sure to report anything of importance to the Board. Mr. Heath stated that they would be rebidding the job in the near future, and he wanted to confirm that the letter to the contractors had been drafted and sent and Mr. Van Wyk confirmed that they had. There being no further questions for District counsel, the next item followed.

B. Engineer

Ms. Banfield noted that she had received revised exhibits for the boundary amendments, and they are getting them filed. There being nothing else, the next item followed.

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C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board which is also included in the agenda package and offered to answer any questions on any of the invoices. The dates for the check register range from October 1, 2022 through December 31, 2022 and the total is \$25,901.12.

On MOTION by Mr. Heath, seconded by Ms. Hudson, 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.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman