

**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, **October 18, 2023** at 1:33 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Daniel Arnette
Patricia Hudson
Chuck Cavaretta

Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Meredith Hammock
Chace Arrington *by Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk Law
District Counsel, Kilinski Van Wyk Law
District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present at the meeting in person or via Zoom, so the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 16,
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the August 16, 2023 Board of Supervisors meeting and asked for any changes or corrections from the Board. The Board had no changes to the minutes and Ms. Burns asked for a motion of approval.

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On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Minutes of the August 16, 2023 Board of Supervisors meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01
Ratifying the Series 2023 Bonds**

Ms. Burns presented the resolution to the Board and gave a brief summary stating that they have closed on the issuant and this resolution ratifies, confirms, and approves all the actions taking by district officers and staff in coordination with the closing of that series of bonds. She offered to answer any questions the Board may have. Hearing no comments, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2024-01 Ratifying the Series 2023 Bonds, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Disclosure of Public
Financing for Series 2023 Bonds**

Ms. Burns stated that this shows the development plans for those projects, that this is just a disclosure notice and asked for a motion of approval.

On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, the Disclosure of Public Financing for Series 2023 Bonds, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Notice of Master
Assessments Lien**

Ms. Burns noted that the notice is included in the agenda package for Board review. She also stated that she assumes it has already been recorded so they are looking for a motion to ratify.

On MOTION by Ms. Hudson, seconded by Ms. Schwenk, with all in favor, Notice of Master Assessment Lien, was ratified.

SEVENTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2023 Audit
Services Engagement Letter**

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Ms. Burns presented the engagement letter and stated that the Board previously awarded a three-year contract for auditing services. This is the renewal for that contract and the cost for the services is \$5,300.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Fiscal Year 2023 Audit Services Engagement Letter, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had nothing to report and offered to answer any questions for the Board. There being no comments, the next item followed.

B. Engineer

i. Consideration of Work Authorization 2024-01 to Provide District Engineering Services from Dewberry

Ms. Burns noted that this is the work authorization for general services for the upcoming year with the hourly rates attached. She asked if the Board had any questions. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Hudson, with all in favor, Work Authorization 2024-01 to Provide District Engineering Services from Dewberry, was approved.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board which is included in the agenda package for review. The total is \$311.35, and she offered to answer any questions for the Board. Hearing none, she asked for a motion of approval.

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

ii. Balance Sheet & Income Statement

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

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Rennie Heath
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Chairman/Vice Chairman