

**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, **April 17, 2024** at 1:33 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairperson
Pat Hudson	Assistant Secretary
Chuck Cavaretta	Assistant Secretary
Daniel Arnette	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Clayton Smith	Field Manager, GMS

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

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members (Seat #2, Seat #3, and Seat #4)

Ms. Burns administered the oath of office for the Board members that were elected at the November 7th Board meeting, Mr. Arnette, Mr. Heath, and Ms. Hudson. She also noted that all Board members have served on Boards before so there was no need for the Sunshine Law update.

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B. Consideration of Resolution 2024-02 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns noted that the three Supervisors that were elected on November 7th were just sworn in, and she offered to answer and Board questions. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, Resolution 2024-02 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated that the Board can elect to keep the same slate of officers and they agreed.

D. Consideration of Resolution 2024-03 Electing Officers

As it stands; Mr. Heath will serve as Chair, Ms. Schwenk will serve as Vice Chair, the other three Board members will serve as Assistant Secretaries, Ms. Burns will serve as Secretary along with Mr. Flint from the GMS office serving as an Assistant Secretary.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Resolution 2024-03 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 18, 2023 Board of Supervisors Meeting and November 7, 2023 Landowners' Meeting

Ms. Burns presented the minutes from the October 18, 2023 Board of Supervisors meeting and the November 7, 2023 Landowners' Meeting and asked for any correction, comments, or questions. Hearing no changes from the Board, she asked for a motion of approval.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, the Minutes of the October 18, 2023 Board of Supervisors Meeting and November 7, 2023 Landowners' Meeting, were approved.

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FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-04 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 17, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments

Ms. Burns presented the resolution and suggested the public hearing date to be set at the regularly scheduled July Board of Supervisor’s meeting on July 17, 2024. She noted that this is a first time O&M levy for Scenic Terrace North and based on the development timeline. 429 platted lots with an amount \$1,024.41 per lot at the high mark budget that can be adjusted and lowered need be. The platted amount of lots went from 429 to 330 and the numbers will be adjusted as needed for the notice and the new net per unit will be \$1,236.69 per lot with a gross of approximately \$1,329.77. Notice will be sent to all property owners and changes can be made up until and at the July meeting where the assessments will be adopted.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, Resolution 2024-04 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 17, 2024) Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments, was approved as amended.

SIXTH ORDER OF BUSINESS

Consideration of Cost Share Agreement for Project Management Services – Infrastructure Improvements

Mr. Van Wyk stated that this is a cost share agreement between the District and Highland Sumner that allows the District to pay its proportionate share of the cost of construction management that Highland Sumner has already contracted with. Staff is asking the Board to approve this agreement in substantial form while they finalize the details of the agreement. There being no questions for Counsel there was a motion of approval.

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On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, the Cost Share Agreement for Project Management Services—Infrastructure Improvements, was approved in substantial form.

SEVENTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns noted this is the annual renewal that will allow the District to receive the parcels from the property appraiser that will allow the District to collect on the tax bill for the upcoming year. There being no question on the agreement there was a motion of approval.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted that this item has already been executed and that they are just looking for the Board to ratify this item.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Ratification of EMMA Agreement

Ms. Burns stated that this is the agreement for the dissemination services for the bond issuance and this was signed as part of the bon closing.

On MOTION by Ms. Hudson, seconded by Mr. Cavaretta, with all in favor, the EMMA Agreement, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further for the Board, so the next item followed.

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B. Engineer

Mr. Malave stated that they are moving forward with requests and had nothing more for the Board.

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 \$18,811.93 from December 7, 2023 through March 3, 2024. She offered to answer any Board questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Cavaretta, seconded by Mr. Heath, 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 there was no action needed.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Arnette, 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