

**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, **July 17, 2024** at 1:30 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Daniel Arnette	Assistant Secretary
Pat Hudson	Assistant Secretary
Chuck Cavaretta	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Savanna Gualtieri <i>by Zoom</i>	District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present at this time and none joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 17, 2024
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 17, 2024 Board of Supervisors meeting and asked for any correction, comments, or questions. Hearing no changes from the Board.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, the Minutes of the April 17, 2024 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS**Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

Ms. Burns stated this public hearing has been advertised in the paper and a mailed notice was sent to all of the property owners within the community. Do we have a motion to open the public hearing?

On MOTION by Mr. Arnette, seconded by Ms. Hudson, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted there are no members of the public present at this time so asked for a motion to close.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-05 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns stated a few items have changed since they saw this budget. The notice amount was sent higher and there is a builder cap in place for the current year of \$950 net. We are waiting for confirmation on that. There will be a direct developer contribution, \$43K is a contribution to offset that amount. The capital reserve transfer was removed for the current year and will wait until the community is more built out but that was included in the preliminary budget for notice purposes. This community will share a facility with Scenic Terrace South CDD. Under the amenity expenses is the interlocal amenity agreement and that is based on the contract in place, that their split based on the portion of the budget that is allocated for amenity in Scenic Terrace South budget. This is for the 330 units in Scenic Terrace North \$950 net. The collection cost when collected on the tax bill is \$1,021.51.

On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, Resolution 2024-05 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated this public hearing has been advertised as well. This hearing is to impose O&M assessments. The first time O&M levy as it was previously developer funded for the current year. She asked for a motion to open the public hearing.

On MOTION by Ms. Hudson, seconded by Mr. Arnette, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there are no members of the public present so do we have a motion to close?

On MOTION by Ms. Hudson, seconded by Mr. Arnette, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated Resolution 2024-06 certifies the assessment roll that will be submitted to Polk County for collection.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Resolution 2024-06 Imposing Special Assessment and Certifying an Assessment Roll, was approved.

C. Public Hearing on the Adoption of Amenity Policies and Rates

Ms. Burns noted this public hearing was advertised in the paper. Do we have a motion to open?

On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there are no members of the public present at this time. Do we have a motion to close the public hearing?

On MOTION by Ms. Hudson, seconded by Mr. Cavaretta, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-07 Adopting Amenity Policies and Rates for the District

Ms. Burns stated this is in the agenda package for review. The Board saw these at the meeting where the public hearing was set. They are joint policies between Scenic Terrace South and Scenic Terrace North CDD. The rates included are the nonresident user fee. The other fee listed is for a replacement card. When the residents reach out to the office to get their amenity access key, they are provided a copy of the rules. At that time and before they are issued a key, they sign that they have received the rules, acknowledge them and will abide by them. How they will be enforced will depend on if security is hired.

On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, Resolution 2024-07 Adopting Amenity Policies and Rates for the District, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-08
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024/2025**

Ms. Burns stated the monthly meeting schedule will be the third Wednesday of the month at 1:15 p.m.

On MOTION by Mr. Cavaretta, seconded by Ms. Hudson, with all in favor, Resolution 2024-08 Designation of a Regular Monthly Meeting Date the 3rd Wednesday of the Month at 1:15 p.m., was approved as amended.

SIXTH ORDER OF BUSINESS

**Consideration of the Adoption of Goals
and Objectives for the District**

Ms. Burns noted there was a change in Florida Statute that requires CDD's to adopt annual goals and objectives. It has to be completed by October 1st. GMS came up with a standard set of goals and objectives that meet that statutory requirement.

On MOTION by Mr. Arnette, seconded by Ms. Hudson, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns stated on page 8 is the report to management which summarizes any findings. There were no instances of noncompliance. It was considered a clean audit and submitted to the state by the June 30th deadline.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk provided an update on the latest Polk County ordinance.

B. Engineer

Ms. Gualtieri had nothing to report.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board that is included in the agenda package for review. She asked for any questions? Hearing none.

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

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial statements are included in the agenda package for review if anyone has any questions. No action necessary from the Board.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns stated the CDD is required to determine the number of registered voters within the District as of April 15th of each year. That number is currently zero.

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 Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, the meeting was adjourned.
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Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman