

**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, **November 20, 2024**, at 1:18 p.m. at Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Pat Hudson
Bobbie Henley

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Savannah Hancock
Rey Malave *by Zoom*
Joey Duncan *by Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
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 this time and none joining via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Chuck Cavaretta

Ms. Burns stated there was a resignation letter from Chuck Cavaretta. She asked for a motion to accept.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Resignation of Chuck Cavaretta, was approved.

November 20, 2024

Scenic Terrace North CDD

B. Consideration of Appointment to Board Seat #5

Ms. Burns stated that the Board had a vacancy and asked for a nomination. Ms. Bobbie Henley was nominated.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Appointment of Bobbie Henley to Board Seat #5, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns swore in Ms. Henley.

D. Consideration of Resolution 2025-01 Appointing an Assistant Secretary

Ms. Burns stated that Ms. Bobbie Henley had been appointed assistant secretary.

On a motion by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2025-01, Appointing an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

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

Ms. Burns presented the minutes from the July 17, 2024, Board of Supervisors meeting and asked for any corrections, comments, or questions. There were no changes from the Board.

On MOTION by Ms. Hudson, seconded by Ms. Schwenk, with all in favor, the Minutes of the July 17, 2024, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-02
Authorizing the Publication of Legal
Advertisements and Public Notices on a
Publicly Accessible Website in Polk
County**

Ms. Burns stated they were utilizing the newspaper as required in Florida statute for most of their legal notice. She noted there had been a change in the law that said if a county had a website, utilizing to post their public notices, they could piggyback off that website and use the county website to publish meeting notices. Ms. Burns added some assessment notices or budget

November 20, 2024

Scenic Terrace North CDD

notices would have to go to the newspaper, which would direct the public to the new Polk County website, and they can utilize that.

On MOTION by Ms. Schwenk, seconded by Ms. Hudson, with all in favor, Resolution 2025-02 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Uniform Collection Agreement with Polk County Tax Collector

Ms. Burns noted that this was their annual renewal to collect assessments on the tax bill. She added that it had already been signed.

On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock stated she had nothing to report unless there were questions.

B. Engineer

i. Ratification of Work Authorization 2025-1 for District Engineering Services from Dewberry

Mr. Malave stated that he had nothing to report other than the ratification of their work authorization for the new fiscal year, which had already been signed.

On MOTION by Ms. Schwenk, seconded by Ms. Hudson, with all in favor, Work Authorization 2025-1 for District Engineering Services from Dewberry, was ratified.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register included in the agenda package to the Board for review. She asked if there were any questions, and there were none.

November 20, 2024

Scenic Terrace North CDD

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 financial statements were included in the agenda package for review, so no action was necessary from the Board. She added she was happy to answer questions.

iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24

Ms. Burns stated that the 4 hours of ethics training must be completed by the end of the year. She said all should have links to the videos. She noted that this was self-reporting. There won't be a certificate; just to report next July.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

8215FA2B8FB744A...

Chairman/Vice Chairman