

**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, August 20, 2025**, at 1:17 p.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Lindsey Roden
Bobbie Shockley

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Meredith Hammock
Rey Malave *by Zoom*
Chase Arrington *by Zoom*
Joey Duncan *by Zoom*
Clayton Smith

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll at 1:17 p.m. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 21, 2025,
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 21, 2025, Board of Supervisors meeting and asked for any corrections, comments, or questions. The Boad had no changes to the minutes.

August 20, 2025

Scenic Terrace North CDD

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Minutes of the May 21, 2025, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

Ms. Burns asked to open the public hearing. It has been advertised.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns stated the budget is attached as Exhibit A. She pointed out this District has an increase that is below the previous notice amount. She noted last year it was \$1,021.51 and the proposed per unit is \$1,353.05, which is an increase of \$331.48. She stated if they wanted to bring the budget down, the only place they probably could bring it down would be the holiday lighting item. Budget discussion ensued and changes were made to reduce the playground lease to \$12,173.33. Ms. Burns explained this would affect the per unit amount and is also going to affect the interlocal amenity cost share number, so there is going to be an adjustment to both budgets based on this change because the change was to the amenity category.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved as amended.

Ms. Burns asked to close the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Closing the Public Hearing, was approved.

August 20, 2025

Scenic Terrace North CDD

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

Ms. Burns stated this public hearing was advertised and a mailed notice was sent to the 27 lots in that area. She asked to open the public hearing.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented Resolution 2025-07 and stated it is included in the agenda package for review. She noted they would update this resolution to reflect the new O&M amount that is based on the budget that the Board just approved. She explained that they could also see the previously levied debt assessments that are listed on the assessment roll.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-08
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

Ms. Burns presented Resolution 2025-08. The proposed date, time, and location is the third Wednesday at 10:00 a.m. in the same location. The Board agreed to the proposed date, time, and location.

August 20, 2025

Scenic Terrace North CDD

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2025-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-09 Designating a Date, Time, and Location for a Landowners' Meeting and Election (Suggested Date: Wednesday, November 19, 2025 – Regular Meeting Date)(Seat #1, Seat #3, & Seat #5)

Ms. Burns presented Resolution 2025-09. The proposed time is Wednesday, November 19, 2025 at 10:00 a.m. at the regular meeting location. It's Seats #1, #3, and #5 that are up for election. The Board agreed.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2025-09 Designating a Date, Time, and Location for a Landowners' Meeting and Election (Wednesday, November 19, 2025 – Regular Meeting Date) (Seat #1, Seat #3, & Seat #5), was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-10 Spending Authorization Resolution

Ms. Burns stated this resolution is administrative and outlines authorization for the Chair and the manager for spending limits outside of a meeting.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-10 Spending Authorization Resolution, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-11 Adopting Amended Amenity Rules

Ms. Burns stated this resolution is adjusting the lakes and ponds policy to clarify regarding boats, paddleboards, etc.

August 20, 2025

Scenic Terrace North CDD

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Resolution 2025-11 Adopting Amended Amenity Rules, was approved.

NINTH ORDER OF BUSINESS

Ratification and Acceptance of Drainage Easement

Ms. Burns stated this item was already approved and it just needs to be ratified.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Accepting the Drainage Easement, was ratified.

TENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Audit Report

Ms. Burns stated on page 28 of the audit report, there is a report to management included that summarizes the report. She stated there is no instances of noncompliance and no findings. It was considered a clean audit and was submitted to the state by the June 30th deadline.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Audit Services Engagement Letter for Fiscal Year 2025 Audit

Ms. Burns stated this item is the renewal for the upcoming year and is in line with the previously awarded contract.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2025 Audit, was approved.

TWELFTH ORDER OF BUSINESS

Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns stated the Fiscal Year 2026 goals and objectives are the same goals and objectives the Board adopted for the Fiscal Year 2025.

August 20, 2025

Scenic Terrace North CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns stated they are on track to meet all the goals and objectives that are listed. They are looking for authorization for the Chair to review and execute to confirm that they have met those goals and objectives at the end of the fiscal year.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board of the ethics training due by December 31, 2025.

B. Engineer

Mr. Malave noted they are trying to meet the goals and objectives. They have finished the inspection on this particular project, and they should have a letter provided in the next few weeks.

C. Field Manager's Report

Mr. Smith provided the field manager's report, which included the pond & landscape review, conveyance items, and maintenance items. The field staff has reviewed both landscaping and ponds throughout the District. Perimeter plantings and sod installation have been completed throughout the District. The mailbox area on Poppy Drive has been frequently string trimmed. He noted one-time mows have been initiated since completion of the plantings along with the mailbox area with a proposal to add both perimeter and mowing behind the retention wall on Parsley Drive to the service contract. He also noted that both wet ponds were found with vegetation with aquatics vendor notified for treatment. He explained that the field staff conducted a conveyance report in lieu of CDD conveyance. There was evidence of erosion found on the landscaping tract by the MES on the northwest corner of the wet pond by Poppy Drive. Additionally, the side of the same MES has erosion with visible damage to the flume. He stated that sod was missing on the back portion of the main monument entering Basil Lane. He pointed out that sod is needed on both

August 20, 2025

Scenic Terrace North CDD

entrances on Floyd Road. He explained that the developer has been notified and will address noted areas. For the maintenance items, field staff noted several maintenance items currently in progress. One of the toppers on the main monument on Basil Lane was found on the floor. The topper was not damaged and was placed in Scenic Terrace South amenity closet. Six street signposts were found leaning throughout the District. Three street sign blades were found damaged. One street sign post was found broken and on the floor. Three end of roadway signs were found in need of repairs. He explained that all of the noted items have been scheduled for repair.

i. Consideration of Proposal to Add Perimeter Frontage to Landscaping Contract

Mr. Smith presented a proposal to add perimeter frontage to landscaping contract.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Proposal to Add Perimeter Frontage to Landscaping Contract, was approved.

ii. Consideration of Proposal for Pond Discing

Mr. Smith presented a proposal for pond discing. The total would be \$6,000.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Proposal for Pond Discing, was approved.

D. District Manager's Report

i. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns noted one clarification to the amenity policy they are going to update. It will say, *"Access cards will be issued to each household upon registering for access with the District after closing on the property."* She pointed out it was just adding the *"registering for access"*.

ii. Approval of Check Register

Ms. Burns presented the check register. She offered to answer any questions.

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

August 20, 2025

Scenic Terrace North CDD

iii. Balance Sheet and Income Statement

Ms. Burns noted financial statements were included in the agenda package for review. These are for informational purposes only.

FOURTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman