

**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 on **Wednesday, December 17, 2025**, at 10:00 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Assistant Secretary
Lindsey Roden	Assistant Secretary
Jessica Spencer	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joel Blanco	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 10:22 a.m. 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 and none joining by Zoom.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members – Lauren Schwenk (Seat #1), Jessica Spencer (Seat #3), & Bobbie Shockley (Seat #5) (*Landowners’ Election held on November 19, 2025*)**

Ms. Burns administered the oath of office to Bobbie Shockley and Jessica Spencer. Lauren Schwenk will be sworn in later meeting.

**B. Consideration of Resolution 2026-04 Canvassing and Certifying the Results of the Landowners’ Election**

Ms. Burns asked for a motion to approve the results of the landowner’s election held on November 19, 2025.

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On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2026-04 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2026-05 Electing Officers**

Ms. Burns stated previously Rennie Heath was the Chair, Lauren Schwenk was Vice Chair, and Lindsey Roden, Jessica Spencer and Bobbie Shockley were Assistant Secretaries. Board consensus was to keep the same slate of officers.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-05 Electing Officers as slated above, was approved.

**E. Consideration of Resolution 2026-06 Extending Board Seat Terms to Coincide with Election Years**

Ms. Burns presented Resolution 2026-06 extending Board seat terms to coincide with election years.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-06 Extending Board Seat Terms to Coincide with Election Years, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the October 15, 2025 Board of Supervisors Meeting & the November 19, 2025 Landowners' Meeting**

Ms. Burns presented the minutes from the October 15, 2025 Board of Supervisors meeting and the November 19, 2025 Landowners' meeting and asked for any questions, comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Minutes of October 15, 2025 Board of Supervisors Meeting and November 19, 2025 Landowners' Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

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Ms. Burns stated this public hearing has been advertised and asked for a motion to open.

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

Ms. Burns noted that there were no members of the public were present to provide comments.

**i. Consideration of Resolution 2026-07 Adopting Amended and Restated Rules of Procedure for the District**

Ms. Burns asked for a motion to approve the adopted and restated Rules of Procedure for the District.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2026-07 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-08 Adopting an Amended Meeting Date & Time for Remaining Fiscal Year 2026 Board Meetings**

Ms. Burns stated that their monthly meetings will be moved to the fourth Thursday of the month at the same time.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2026-08 Adopting an Amended Meeting Date & Time for Remaining Fiscal Year 2026 Board Meetings, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Report from AMTEC for Series 2023 Project Bonds**

Ms. Burns noted that page 4 of the report shows the negative arbitrage amount listed so there are no arbitrage calculation issues.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting the Arbitrage Rebate Report from AMTEC for Series 2023 Project Bonds, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated this is the annual data sharing and usage agreement with the Polk County property appraiser and asked for a motion to approve.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**NINTH ORDER OF BUSINESS**

**Ratification of Conveyance Documents for Tract F-4**

Ms. Burns asked for ratification of conveyance documents for tract F-4.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Conveyance Documents for Tract F-4, were, ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock reminded the Board of the ethics training that needs to be completed by the end of the calendar year.

**B. Engineer**

Mr. Arrington had nothing to report but offered to take any questions.

**C. Field Manager’s Report**

Mr. Blanco reviewed the Field Managers Report on page 128 of the agenda package.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register included in the agenda package and offered to take any questions.

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

**ii. Balance Sheet & Income Statement**

Ms. Burns stated the financial statements are included in the package for review. These are for informational purposes.

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Rennie Heath*

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Chairman/Vice Chairman