

**MINUTES OF MEETING  
EDEN HILLS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Eden Hills Community Development District was held Wednesday, **January 12, 2022** at 5:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

|                  |                     |
|------------------|---------------------|
| Justin Frye      | Assistant Secretary |
| Matthew Cassidy  | Assistant Secretary |
| Jessica Kowalski | Assistant Secretary |

Also present were:

|                            |                       |
|----------------------------|-----------------------|
| Jill Burns                 | District Manager, GMS |
| Roy Van Wyk                | KE Law Group          |
| Rey Malave <i>via Zoom</i> | District Engineer     |

**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 to provide comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Elected Board Members (Jessica Kowalski, Matthew Cassidy, and Justin Frye)**

Ms. Burns swore in Jessica Kowalski, Matthew Cassidy, and Justin Frye to the Board of Supervisors.

**B. Consideration of Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns stated that this resolution shows who were elected and the number of votes they received. She offered to answer any questions.

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On MOTION by Mr. Frye, seconded by Mr. Cassidy, with all in favor, Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2022-02 Electing Officers**

Ms. Burns stated that previously the Chairman was Rennie Heath with everyone else being Assistant Secretaries along with George Flint from GMS. The Board elected to leave this the same and appoint Lauren Schwenk as Vice Chairman.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 8, 2021 Board of Supervisors Meeting and November 2, 2021 Landowners' Meeting/Election**

Ms. Burns presented the September 8, 2021 Board of Supervisors Meeting Minutes and the November 2, 2021 Landowners' Meeting/Election Minutes and asked for a motion to approve the minutes. The Board had no changes or corrections to the minutes.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Minutes of the September 8, 2021 Board of Supervisors Meeting and the November 2, 2021 Landowners' Meeting/Election, were approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Supplemental Assessment Methodology for Phase 2**

Ms. Burns stated that this was included in the agenda package. She overviewed the report for the Board and highlighted that this methodology allocates debt to the properties in the District that benefit from the Phase 2 improvements.

The Board and Ms. Burns went over the units and stated that they will need to update these numbers later on and that all of the calculations will be adjusted to reflect this.

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On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Supplemental Assessment Methodology for Phase 2, Subject to Change in Unit Count for Phase 2A-1, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Quote from ProPlaygrounds for Amenity Center Playground Equipment**

Ms. Burns stated this total amount of this quote from ProPlaygrounds was \$159,999.00. She stated that they would be approving the quote today but figuring out if it would be funded or financed at a later time.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Quote from ProPlaygrounds for Amenity Center Playground Equipment, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated this was required annually and that it outlines that the District will not disclose exempt parcels as part of a records request.

On MOTION by Mr. Frye, seconded by Mr. Cassidy, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that they have an existing contract with them so this is the annual renewal for the upcoming fiscal year.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

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**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04  
Waiving a Portion of the Rules of  
Procedure Regarding Notice of Meetings**

Ms. Burns stated that this allows the District to place an annual meeting schedule on the website instead of individual meeting notices. This waives the rules and procedures that stated they were required to do monthly individual ads.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-04 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2021 Audit  
Engagement Letter with Berger, Toombs,  
Elam, Gaines & Frank**

Ms. Burns stated that the renewal price was \$2,875 and that if any of the financial aspects of the District change that this amount could increase.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Fiscal Year 2021 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Proposal to Provide  
Professional Consulting Services from  
Dewberry Engineering**

Ms. Burns stated that this proposal had already been signed by the Chair and just needed ratification for them to be authorized to perform general services.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Proposal to Provide Professional Consulting Services from Dewberry Engineering, was ratified.

**TWELTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing to report.

**B. Engineer**

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Mr. Malave had nothing to report.

**C. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Burns stated that the check register was included in the Board’s package. The check register was from August 30, 2021 through January 4, 2022 and the total amount was for \$49,219.25. She offered to answer any questions the Board had.

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

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that financials were included in the package for review and that there was not action needed here by the Board. The Board had no questions.

**iii. Ratification of Fiscal Year 2021 Funding Requests #11 through #13**

Ms. Burns stated that they had already been approved and needed ratification by the Board.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Fiscal Year 2021 Funding Requests #11 through #13, were ratified.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

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Eden Hills CDD

*Jill Burns*

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Secretary/Assistant Secretary

*Rennie Heath*

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Chairman/Vice Chairman