

**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 Monday, **July 10, 2024** at 5:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Eric Lavoie	Chairman
Jessica Spencer	Vice Chairperson
Bobbie Henley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Lauren Gentry	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 5:00 p.m. and called the roll. Three Supervisors were present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated there are no members of the public present at this time.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Jessica Kowalski**

Ms. Burns asked for a motion to accept Ms. Kowalski's resignation.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Accepting the Resignation of Jessica Kowalski, was approved.
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**B. Appointment to Fill Vacant Board Seat #1**

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Eden Hills CDD

Ms. Burns asked for a motion to fill the vacant seat with Kristin Cassidy.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Appointment of Ms. Kristin Cassidy to fill vacant seat #1, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns stated Ms. Cassidy was not present and she will be sworn in prior to the next meeting.

**D. Consideration of Resolution 2024-04 Electing Officers**

After Board discussion, Ms. Burns stated Ms. Henley would be designated as the Vice Chair, and the other three supervisors will be appointed as Assistive Secretaries.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2024-04 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 8, 2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 8, 2024, Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Henley, seconded by Mr. Lavoie with all in favor, the Minutes of the April 8, 2024, Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

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

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

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

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Ms. Burns stated there were no members of the public present to provide comments and asked for a motion to close the public hearing.

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

Ms. Burns stated the assessment amount will remain the same. For the remainder of the balance, they will have a Deficit Funding Agreement with the developer that will be billed as needed. There were no questions or changes to the budget at this time.

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

**ii. Consideration of Fiscal Year 2024/2025 Budget Deficit Funding Agreement**

Ms. Burns stated JMBI will fund up to the amount listed in the budget, based on the need.

On MOTION by Mr. Lavoie, seconded by Ms. Spencer, with all in favor, the Fiscal Year 2024/2025 Budget Deficit Funding Agreement, was approved.

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

Ms. Burns stated that this resolution imposes assessments for collection and they will collect assessments on the Polk County Assessment Roll.

On MOTION Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025**

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Ms. Burns stated the schedule will remain the same as the prior year, 5:00 p.m. every second Wednesday at the same location.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2024-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

**SEVENTH ORDER OF BUSINESS**

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

Ms. Burns stated there is a requirement from the state that Districts adopt goals and objectives each year, which must be approved prior to October 1. We put together a general recommendation of goals and objectives that would comply with the statutory requirements. Some include maintaining CDD infrastructure, keep records, submit public records requests and hold at least three meetings a year.

On MOTION by Ms. Henley seconded by Ms. Spencer, with all in favor, the Adoption of Goals and Objectives for the District, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing to report.

**B. Engineer**

Mr. Arrington stated we have our annual report as required by the Master Trust Indenture. The letter, which can be found on page 106, states we have completed our review of the CDD and we found based on inspection, everything is being maintained and is in reasonably good repair. The Operation of Maintenance Budget for Fiscal Year 2025 has been determined as sufficient. The limits of the insurance coverage are adequate for the community.

**i. Presentation of Annual Engineer’s Report**

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Ms. Burns noted this report was required as part of the Trust Indenture for the bond issue inspection the engineer reviews and makes sure the District is maintaining those improvements that were funded with the bonds and test sufficient funds that maintain them.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Annual Engineer's Report, was approved.

### **C. Field Manager's Report**

Mr. Tindall presented the Field Manager's Report that can be found in a separate packet that was printed out. He also included the proposal for the dog station that was discussed. Overall, the facility has done well. There have been minor improvements to the wellness center that now require standard patronage usage due to slight misuse. The third photo on page 204 shows the more accurate areas of the homes. The station code will be 64850, that includes the stall. The existing station will be moved inside the fenced area. There were no further questions.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Installation of the Dog Station and Increasing Janitorial Staff, was approved.

### **D. District Manager's Report**

#### **i. Approval of the Check Register**

Ms. Burns presented the check register and stated that it is included in the agenda package for review. She noted she would be happy to answer any questions.

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

#### **ii. Balance Sheet and Income Statement**

Ms. Burns noted the financial statements through February are included in the agenda package for review. These are for informational purposes. No action is necessary from the Board.

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**iii. Presentation of Number of Registered Voters – 292**

Ms. Burns noted we are required to determine the number of registered voters in the District as of April 15<sup>th</sup> of each year. The current number is 292.

**iv. Discussion Regarding Boat Launch**

Ms. Burns noted a resident requested a boat launch. Mr. Tindall looked at a location near the dock, however it is a wetland area, so they would need permission of the Water Management District. The Board decided to wait until they get Phase 3 or Phase 4 online.

**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 Ms. Henley, seconded by Mr. Lavoie, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Bobbie Henley*

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Chairperson