

**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 8, 2025** at 5:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Jessica Spencer
Kristin Cassidy
Lauren Durham

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Lauren Gentry
Marshall Tindall *by Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
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 that this was the part of the meeting where public comments were taken on any of the agenda items listed. Ms. Burns stated that there would be a public comment portion at the end for any items that may not have been on the agenda but that anyone would like to comment on. She added that if anyone on Zoom had a comment, they could use the ‘raised hand’ feature. Ms. Burns stated there were no raised hands or public comments at this time.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 11, 2024 Board of Supervisors Meeting & Audit Committee Meeting

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Ms. Burns presented the minutes from the September 11, 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. Spencer, seconded by Ms. Cassidy, with all in favor, the Minutes of the September 11, 2024, Board of Supervisors Meeting and Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns presented the Audit Committee's rankings and authorized staff to send the notice of intent to reward. She explained that the Committee ranked the proposers and then made a suggestion to the Board. She stated that the committee ranked DiBartolomeo, McBee, Hartley, & Barnes #1 and Grau & Associates #2. Ms. Burns explained that if the Board accepts those rankings, they will authorize staff to send the notice of intent to award to DiBartolomeo, McBee, Hartley, & Barnes.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to DiBartolomeo, McBee, Hartley, & Barnes, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-01 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County

Ms. Burns stated that the Board had approved this. She added that this will authorize them to utilize the public website in Polk County for most of their legal notices rather than using the newspaper, and it would save money. Ms. Burns noted that she would be happy to answer any questions.

On MOTION by Ms. Spencer, seconded by Ms. Durham, with all in favor, Resolution 2025-01 Authorizing the Publication of Legal

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Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SIXTH ORDER OF BUSINESS**Ratification of Temporary Construction Easement Agreement with Peninsula Pipeline Company**

Ms. Burns stated they were approached by the company doing work adjacent to where they needed to request an easement to store some equipment. It was reviewed by the CDD Chair and they authorized the easement. Ms. Burns added that they had agreed to return the property to the original state and that it was just a temporary easement agreement. Ms. Burns explained that this was just a ratification. She added that there was a second request to use a second tract of property, but they will discuss that separately. Ms. Burns asked for a motion to ratify the easement agreement.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, the Temporary Construction Easement Agreement with Peninsula Pipeline Company, was ratified.

Ms. Burns noted that a gentleman who had purchased an adjacent tract of land had bought a square parcel by the lake and intended to build a single-family home. The gentleman asked if he could construct a road that would go through his tract of land. He told them that he was open to an easement that would allow him to build his home, and he could use the road. He said that he would pay the District. He also said that he would be happy to make a park in the community to donate.

Ms. Burns noted that it would involve more work. They would need a new survey description. Ms. Burns suggested the possibility that he wouldn't maintain it to their standards. There were several pros and cons. They determined they would gather and bring more information to the next meeting. It was suggested that a motion to authorize preliminary investigations to Ms. Bobbie Henley.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, all in favor, to Authorize Staff to Work with Ms. Henley to Enter Preliminary Investigations and Negotiate with Access Road Request, was approved.

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SEVENTH ORDER OF BUSINESS**Presentation of Fiscal Year 2023 Audit Report**

Ms. Burns stated that the prior auditor did not provide the completed audit in a timely fashion, which is why they rebid the audit to another firm. She added that it had been submitted for review. Ms. Burns asked for a motion to accept the audit report.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Gentry and Ms. Hancock stated they had nothing to report.

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

Ms. Burns stated that the District Engineer was not available. She said they have ratified their work authorization 2025-1, which is just their annual renewal with their rates for any work they may be doing. Ms. Burns asked for a motion to approve the ratification.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, Work Authorization 2025-01 for District Engineering Services from Dewberry, was ratified.

C. Field Manager's Report**i. Summary of 2025 Maintenance Contract Renewals****a) Increase Request Letter from Pool Maintenance Vendor Resort Pools****b) Janitorial and Waste Maintenance Summary of Services**

Ms. Burns stated that the summary of the 2025 renewals was included in the agenda package. Those proposals included a few increases. Ms. Burns added that she would run through the Field Manager's Report. She said they had resort pools that with more residents moving in would increase the scope for the summer. It was contemplated in the budget and was really not an increase to their price. She noted that they build annually throughout so they can catch up with it in their next couple of invoices. There was a small increase in the janitorial service. That was also

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because of the service to empty the waste stations. Ms. Burns noted that it was a less than \$2,000 increase. Ms. Burns stated that there was more in the budget but it was for Phase 3. Ms. Burns asked for a motion to renew the contracts.

On MOTION by Ms. Spencer, seconded by Ms. Durham, with all in favor, the Increase Request Letter from Pool Maintenance Vendor Resort Pools, was approved.

Ms. Burns reviewed the Janitorial and Waste Maintenance summary report. She stated that Hurricane Milton's strength was anticipated. All furniture was packed away and everything was secured. She added that the facility did well and was reopened quickly. Some signs were down, but all were addressed and replaced. The playground had no notable damage. They completed more general maintenance work. The city was called for an abandoned vehicle. The police came out and identified it.

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. Cassidy, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

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

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

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Resident Mark was on Zoom and had a question about the area between the wetland and the lack of landlines on Griffin Ave. He noted that there is an owner who has a few dogs and the ground is becoming overrun with dog or pet excrement. He said he would have his kids go back there and play, but they can't because it is nasty. Ms. Burns stated that they would take measures to get this problem fixed.

ELEVENTH ORDER OF BUSINESS**Adjournment**

Ms. Burns asked for a motion to adjourn.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman