

MINUTES OF MEETING
DAVENPORT ROAD SOUTH
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Davenport Road South Community Development District was held Wednesday, August 3, 2022, at 9:33 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum were:

Adam Rhinehart	Vice Chairman
Lauren Schwenk	Assistant Secretary
Lindsay Roden	Assistant Secretary
Bobbie Henley	Appointed as Assistant Secretary

Also present were:

Tricia Adams	District Manager
Meredith Hammock	District Counsel
Rey Malave <i>by Zoom</i>	District Engineer
Marshall Tindall <i>by Zoom</i>	Field Management Staff

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. There were three members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated that there were no members of the public present and one member of the public joining via Zoom to provide comments.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Justin Frye

Ms. Adams stated that they were seeking a motion to accept Justin Frye's resignation.

On MOTION by Ms. Schwenk, seconded by Mr. Adam Rhinehart, with all in favor, Accepting the Resignation of Justin Frye, was approved.

B. Appointment of Individual to Fulfill Board Vacancy

Ms. Adams presented to the Board the opportunity to make an appointment to the Board of Supervisors. She asked if there were any appointments that the Board would like to consider. Ms. Schwenk nominated Bobbie Henley.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Appointing Bobbie Henley to the Board of Supervisors, was approved.

**Lauren Schwenk left the meeting at this time.*

C. Administration of Oath of Office to Newly Appointed Board Member

Ms. Adams administered the oath of office to Bobbie Henley. Ms. Adams noted that Ms. Henley did serve on other Boards. She stated that she wanted to defer to District counsel in case there were any remarks regarding the Sunshine law or Florida ethics law.

Ms. Hammock stated that the Florida ethics law did apply to Ms. Henley as a Board member as well as public record laws and the Sunshine laws.

D. Consideration of Resolution 2022-07 Electing Officers

Ms. Adams presented the election of officers to the Board stating that formerly Justin Frye did serve as the Chairman. She noted that they needed to consider the position of Chairman. She reviewed the existing slate of officers as Adam Rhinehart serving as the Vice Chairman and the remaining Board members were serving as Assistant Secretaries. There was a nomination for Adam Rhinehart to serve as Chair, Lindsey Roden to serve as Vice Chair, the remaining Board Members to serve as Assistant Secretaries, and GMS staff to serve in their current positions, which were Jill Burns to serve as Secretary, George Flint to serve as Assistant Secretary, Trisha Adams to serve as an Assistant Secretary, George Flint to serve as Treasurer, and Katie Costa to serve as Assistant Treasurer.

On MOTION by Ms. Roden, seconded by Mr. Adam Rhinehart, with all in favor, Resolution 2022-07 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 4, 2022 Board of Supervisors Meeting

Ms. Adams presented the minutes from the May 4, 2022 Board of Supervisors meeting and asked for any comments or corrections from the Board. The Board had no changes.

On MOTION by Ms. Roden, seconded by Mr. Adam Rhinehart, with all in favor, the Minutes of the May 4, 2022 Board of Supervisors Meeting, were approved as presented.

FIFTH ORDER OF BUSINESS

Public Hearing for Fiscal Year 2023 Budget

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

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

A. Public Comment

Ms. Adams asked the public if there were any comments regarding the Fiscal Year 2023 proposed budget or the consideration of special assessments. Hearing none,

B. Consideration of Resolution 2022-08 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations

Ms. Adams briefly reviewed the proposed budget starting with the revenue portion. She explained that they had two sources of revenue, which were the on-roll operations and maintenance fees that were assessed to all platted lots within the District. She stated that they also had contributions from Highland Meadows West CDD because there was an Interlocal Agreement regarding reciprocal use of the amenities. She noted that they benefited from the amenities, so they also contributed a portion of the budget, which is tied to the amenity maintenance section.

Ms. Adams reviewed the administrative section under expenditures. She noted that they were proposing that the amount for the proposed budget in 2023 was the same amount as the current budget for Fiscal Year 2022. She also noted that there was no significant expenses or

increases/decreases in this section, but they had made a couple of minor adjustments based on history. She noted that they were proposing to increase the management fees from \$36,050 a year to \$37,853. She stated that they would see some minor reductions based on history. She noted that liability insurance was expected to increase a little bit.

Ms. Adams reviewed the field expenses stating that these were the on-going expenses to maintain the amenities and the District assets on site at Davenport Road south CDD. She explained that the proposed budget was very close to the current adopted budget. She noted that they were anticipating an expense increase to around \$1,100. She noted the small increase in the field management was from \$15,000 to \$15,750. She stated that there were some other areas where they had done some analysis based on history and that they had pulled back the cost a little and increased the cost a little bit based on the actuals for the current fiscal year.

Ms. Adams reviewed the amenity expenses, which was where they had the Reciprocal Agreement with Highland Meadows west. She noted that this was the section that they contributed to the property insurance, etc. Mr. Rhinehart asked what was behind the change in the playground lease, which moved from \$9,000 to \$27,000. Ms. Adams stated that the adopted budget for the current year was the same amount of \$27,000, but they were just projecting \$9,000 to be spent on the rest of the year. She further explained that was a level amount and they did refer to the playground lease to see how many years were left. She noted that it was anticipated to continue through the entire upcoming fiscal year. Mr. Rhinehart apologized stating that he had reviewed the wrong column. Ms. Adams stated that they were proposing an expense that was not budgeted for the current fiscal year but was an actual expense that the District was realizing, which was the amenity access management. She explained that this was the cost for the facilitation of the access cards. She noted that this was facilitated by a team that just worked on amenity access management. She noted that new residents that need a card would need to submit an application electronically and then they would be mailed the amenity access card. She noted that this was the expense to facilitate that.

Mr. Rhinehart asked if Ms. Adams expected that to be a cost that goes down over time as cards were issued. Ms. Adams stated that this included a flat fee of \$5,000 plus the cost of any actual cards. She noted that it was a relatively new service that was still being assessed. Ms. Roden stated that in a couple of other Districts, the pool maintenance had increased. She asked if their proposed budget factored in the pool maintenance increase. Ms. Adams responded that the amount

did factor in that increase that other Districts were now realizing. She explained that this District had an amenity expense increase based on the current level of service. She noted that there was a change in vendors at a more economical labor rate, but they did feel that this amount was adequate for the upcoming year. She noted that overall, they were seeing the biggest increase in the amenity expenses and a portion of this was due to the approved security services. She noted that the current fiscal year it was budgeted at \$18,000, which allowed them to start staffing security at the onset of summer. She explained that the full \$35,000 would allow that service to continue year-round. Mr. Rhinehart asked how the service had been working over the past couple of months. Ms. Adams responded that it was good, but they were working through some discipline matters. Mr. Rhinehart asked how they could measure the results from this. Ms. Adams responded that the security team had their operating guidelines, which were known as post orders. She explained that they had embedded the amenity policies within the post orders, so they were responsible to enforce all the amenity policies. She noted that there needed to be a verbal warning and then they would need to contact them so that they could follow the progressive disciplinary matters in the amenity policy, which was a verbal or written warning. She stated that if a more serious situation occurred, then it would be suspension from the amenities. She noted that the other thing that they were trying to get more quantitative data on was the implementation of an hourly pool count so that they could confirm the scrutiny of the environment.

Ms. Adams noted to Board members that they were proposing a transfer out to the capital reserve fund of \$35,978 for the upcoming year. She stated that the proposed assessment amount was proposed to stay level and that there was no assessment increase for the 369 units within this District and the gross amount per unit was \$1,036.93, which was on the tax bill. This amount included the fees that were collected by the county as well as the early payment discount. She also noted that on page 29 of the agenda package showed the debt service schedule for 2018. She pointed out the interest and principal payments, and there were two interest payments that were due, one in November and one in May. The principal payment is due in November. She explained that these were based on the amortization schedule. She noted that they had added a page to the budget to demonstrate the capital reserve budget that was established this year and they were anticipating a transfer in before the end of the fiscal year of \$50,000 and the transfer in of \$35,978 and building up the reserve to \$85,978.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2022-08 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

C. Consideration of Resolution 2022-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams presented Resolution 2022-09 stating that it was bookmarked in the agenda package on page 33. She noted that now that they had adopted the budget, they needed to fund the budget. This resolution identifies that they were funding it with the operations and maintenance fees that were assessed within the District or using the tax roll. Ms. Adams asked if District counsel had any other comments regarding the assessment resolution. Ms. Hammock responded no, unless there were specific questions for her.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2022-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-10 Approving the Fiscal Year 2023 Meeting Schedule

Ms. Adams stated that District management staff had been working with various leaders within the group and they had proposed some new meeting schedules that were lining up this District along with Lucerne Park and Scenic Highway. She explained that the Board was proposing to meet on the third Thursday of each month at 11:30 a.m. at their current location. She noted that it would line up with some of the other Districts that Board members were familiar with.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2022-10 Accepting the Fiscal Year 2023 Meeting Schedule as Amended to Include the September 21, 2023, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had nothing further to report.

B. Engineer

Mr. Malave stated that he did not have anything further to report.

C. Field Manager's Report

Mr. Tindall stated that there was a contamination issue with the pool, which caused them to have to shut down the pool to make sure everything was safe again. He noted another issue with the pool was that there was some bullnose coping around the outside edge of the pool that was loose, so they closed the pool for a couple of days to make sure that was reattached, and they would keep monitoring it. He stated that the furniture was having some trouble. He explained that they had pulled out about half of the furniture, and it was being repaired. They will monitor the other half of the furniture. They are monitoring mowing with the landscaper. The vendor has caught up after a fleet vandalism issue that caused them some delays. He stated that the entrance gate hinge was fixed, restroom door locks were cleaned and adjusted, a burned out GFI outlet was replaced behind the shade structure, and the approved solar lights were installed at the mailboxes. He explained that plant bed refresh proposals were being finalized for the amenity center, entrances and exterior walls. He stated that for the upcoming they were working on a sidewalk review to go through the normal repairs that had occurred over the year. He noted that he would have that for the next meeting.

i. Consideration of Landscape Refresh Proposals

a) Prince & Sons – Amenity Refresh

Mr. Tindall stated that the proposal to replace all the dead and missing landscape material at the amenity center was \$2,530. He noted that the budget should be healthy enough to cover this proposal. Ms. Adams asked the Board if they would like to take these proposals one-by-one or would they prefer to take them as a slate. The Board responded that they could do them together.

b) Prince & Sons – Exterior Plant Replacements

Mr. Tindall stated that this proposal was to replace dead and missing walter viburnums on the perimeter wall. He explained that the total was \$6,120. He stated that there was a \$25,000

budget line item that they had to pull from. He noted that they would also have to put some mulch down, and that they should have the mulch average by the next meeting.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, Accepting the Amenity Refresh and the Exterior Plant Replacement Proposals from Prince & Sons, were approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register from April 1, 2022 through May 31, 2022 for the Board’s approval. The total amount was \$39,614.71.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Check Register totaling \$39,614.71, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams noted that the unaudited financials through May 31, 2022 were included in the agenda package and were for informational purposes for the Board. There was no action required.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman