

**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 Thursday, February 16, 2023, at 11:36 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
Lindsey Roden
Lauren Schwenk *by Zoom*
Bobbie Henley

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Meredith Hammock
Marshall Tindall

District Manager
District Counsel
Field Manager

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 no members of the public joining via Zoom to provide comments.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 3, 2022
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the August 3, 2022 Board of Supervisors meeting and asked for any comments or corrections from the Board. It was noted that the minutes needed to be updated to include the correct spelling of Supervisor Lindsey Roden's name.

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On MOTION by Ms. Roden, seconded by Mr. Adam Rhinehart, with all in favor, the Minutes of the August 3, 2022 Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS**Ratification of Audit Engagement Letter from Grau**

Ms. Adams stated that the audit engagement letter was on page 15 of the agenda package for review. She explained that the District had engaged in a multi-year audit agreement from 2020 through Fiscal Year 2024. She stated that the amount of \$4,200 proposed in this engagement letter was consistent with the agreement that the Board approved, and it was also consistent with the budgeted amount. She noted that this was a time sensitive matter because the audits were due by June 30th of each year. The District is required to have an annual independent audit.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Audit Engagement Letter from Grau & Associates, was ratified.

FIFTH ORDER OF BUSINESS**Ratification of Polk County Contract Agreement**

Ms. Adams stated that on page 21 of the agenda package was the Polk County Contract Agreement. She explained that this was the agreement allowing the District to use the tax bill to collect the CDD fees.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Polk County Contract Agreement, was ratified.

SIXTH ORDER OF BUSINESS**Ratification of Polk County Data Sharing and Usage Agreement**

Ms. Adams presented the Polk County Data Sharing and Usage Agreement stating that this was presented to the Board annually. She explained that it was time sensitive, so this was executed by staff and returned to the county in time to meet their deadline. She noted that it was included on page 23 of the agenda package for review. She stated that this agreement assured that they were holding the same records exempt that Polk County held exempt from public disclosure.

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On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Polk County Data Sharing and Usage Agreement, was ratified.

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

Ms. Hammock stated that her firm rebranded to Kilinski | Van Wyk PLLC and she would have updated business cards with contact information as soon as possible. She thanked the Board for the opportunity to keep serving the District.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Tindall presented the field manager's report starting with the hurricane review. He noted that the facility did fairly well overall. He explained that the chairs were stacked and strapped together. There was some minor fence damage, which was taken care of. He briefly reviewed the proposal for the second half of the pool furniture to be re-slung, which he would discuss further in this meeting. The restroom door handle was replaced. For landscaping, he stated that the landscaper had did a very good job with keeping everything up. He noted that it was time to do some touch-ups, which he would further discuss in the proposal review. He noted a couple of minor touch-ups in the playground area such as the replacement of chains on the swings, etc.

i. Florida Patio Furniture & Restrapping Proposal

Mr. Tindall presented the proposal from Florida Patio Furniture & Re-strapping to re-sling 18 chaise lounges and 6 dining chairs for a total of \$2,100.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Florida Patio Furniture & Re-strapping Proposal, was approved.

ii. Prince & Sons Common Area Mulch Proposal

Mr. Tindall presented this proposal from Prince & Sons for common area mulch, which totaled \$7,280.

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iii. Prince & Sons Amenity Landscape Refresh Proposal

Mr. Tindall presented this proposal from Prince & Sons for a landscape refresh. The proposal includes blue daze, azalea Formosa, flax lily, and pink mule and totaled \$2,746.

iv. Prince & Sons Common Amenity Mulch Proposal

Mr. Tindall presented this proposal from Prince & Sons for amenity mulch, which totaled \$2,080.

v. Prince & Sons Entrance Landscape Refresh Proposal

Mr. Tindall presented this proposal from Prince & Sons for the entrance refresh. He explained that the total for all of this would be \$15,246. He noted that the landscaping replacement budget should be \$25,000. Ms. Adams stated that the way that they had structured their general fund budget, they separated some of the field expenses in the general landscape replacement such as the community entrance compared to the amenity expenses. She explained that because they had reciprocity with Highland Meadows West CDD, they contribute to the amenity expenses. In their general fund budget, they have landscape replacement and enhancement of \$25,000 just in their general fund for common areas. They also have landscape replacement in their amenity center of \$7,500. She stated that they had very adequate funding within the existing budget. She also explained that this had been a budgeted and planned expense. She added that they were waiting for the funding and county tax receipts to push this forward. Mr. Tindall recommended to pursue these proposals.

On MOTION by Mr. Adam Rhinehart, seconded by Ms. Henley, with all in favor, the Prince & Sons Common Area Mulch Proposal, Amenity Landscape Refresh Proposal, Amenity Mulch Proposal and Entrance Landscape Refresh Proposal for an Aggregated total of \$15,246, were approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from June 2, 2022 through December 29, 2022 for the Board's approval. The total amount was \$165,411.71.

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On MOTION by Mr. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the Check Register totaling \$165,411.71, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams noted that the unaudited financials through December 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. Adam Rhinehart, seconded by Ms. Roden, with all in favor, the meeting was adjourned at 11:53 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman