

**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, **August 17, 2023**, at 11:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Adam Rhinehart  
Lindsey Roden  
Bobbie Henley  
Jessica Petrucci  
Kristin Cassidy

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

Tricia Adams  
Roy Van Wyk  
Rey Malave  
Chance Arrington  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law  
District Engineer, Dewberry  
Dewberry  
Field Services, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and called the roll. There were four Board members in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated that there were no members of the public present and there were no members of the public in attendance on the Zoom line.

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**THIRD ORDER OF BUSINESS****Organizational Mattes****A. Acceptance of Resignation of Andrew Rhinehart**

Ms. Adams noted that there is a letter of resignation from Andrew Rhinehart in the agenda package resigning from Seat #3.

**B. Appointment of Individual to Fulfill Board Vacancy**

Ms. Adams stated that Seat #3 has a term that expires in November of 2026, and she asked for nominations to appoint an individual to fill the vacancy for Seat #3. Kristin Cassidy was nominated by the Board. The motion also included the acceptance of Mr. Andrew Rhinehart's resignation.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Appointment of Kristin Cassidy to Seat #3 with term expiring November 2026 and Accepting Andrew Rhinehart's resignation, was approved.

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

Ms. Adams administered the oath of office to Ms. Cassidy allowing for participation in the following Board action. District counsel offered to answer any question in respect to public records or financial disclosure. Ms. Adams noted that Supervisor Cassidy has served on other Boards and is aware of Form 1.

**D. Consideration of Resolution 2023-12 Electing Officers**

Ms. Adams noted that Adam Rhinehart was serving as the Chair and Lindsey Roden was serving as the Vice Chair with the remaining of the Board members serving as Assistant Secretaries along with some members of the district management team serving as Secretary, Assistant Secretary, Treasurer, and Assistant Treasurers. She asked the Board if they preferred to make a motion to keep the existing slate of officers and to appoint Kristin Cassidy as an Assistant Secretary. The Board agreed.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-12 Electing Officers as slated above, was approved.

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**FOURTH ORDER OF BUSINESS****Approval of Minutes of the July 20, 2023  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the July 20, 2023 Board of Supervisors meeting and asked for any corrections from the Board members. There being none she asked for a motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, the Minutes of the July 20, 2023 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Public Hearing for Fiscal Year 2024  
Budget**

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

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

Ms. Adams noted there were no members of the public present and asked for a motion to close the public hearing.

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

**A. Public Comment**

There being no comments, the next item followed.

**B. Consideration of Resolution 2023-09 Adopting the Fiscal Year 2023 Budget and  
Relating to the Annual Appropriations**

Ms. Adams stated this resolution will adopt the Fiscal Year 2024 budget and has provisions for appropriations and budget amendments. She noted that the budget has been updated from the time the Board approved the proposed budget relative to the amenity expenses with no other substantive changes including no change in the proposed assessment per unit. Ms. Adams summarized the assessment amounts stating there are 369 units and the gross O&M fee per unit is \$1,036.93. She noted for the record in the revenue section there is income from Highland Meadows

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West which has an interlocal agreement with Davenport Road South to share the amenities and share expenses for amenities with a result of income from that District which is recognized in the revenue section.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-09 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

**C. Consideration of Resolution 2023-10 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams noted that Resolution 2023-10 imposes special assessments and certifies the assessment roll in accordance with the amounts stated above. She asked for any questions from the Board. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2023-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-11 Approving the Fiscal Year 2024 Meeting Schedule**

Ms. Adams stated that this resolution regards the Fiscal Year 2024 meeting schedule. She noted that they are proposing monthly meetings with the meeting subject to being canceled due to lack of agenda items. The proposed day is the third Thursday of each month at 10:30 a.m. starting in October 2023.

On MOTION by Mr. Rhinehart seconded by Ms. Roden, with all in favor, Resolution 2023-11 Approving the Fiscal Year 2024 Meeting Schedule, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of License Agreement with HOA for Meetings at Amenity Center**

Ms. Adams noted that the license agreement can be found in the agenda and stated that the HOA manager reached out inquiring about holding annual HOA meetings at the amenity center. They do understand that the space is outdoor subject to weather conditions and understand that

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there is no electronic equipment provided. District counsel prefers a license agreement with the association and Mr. Van Wyk proceeded by stating it allows them to use the property while providing indemnification and insurance provisions and cleanup. The license is revokable at will on the behalf of the District.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, the License Agreement with HOA for Meeting at Amenity Center, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Van Wyk had nothing further for the Board and offered to answer any questions.

#### **B. Engineer**

Mr. Arrington had no report for the Board but offered to answer and questions.

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

Mr. Tindall presented the field manager's report which can be found in the agenda package.

Completed items include:

- Amenity Review
  - Pool area has been well maintained.
  - No issues in the playground review.
  - Dog park is clean and well kept.
- Landscape Review
  - Areas are clean and well maintained.
  - Plant beds are stressed by the heat and are being monitored.

He went on to mention that the review of drain cleanouts is being done following engineer's review and will be complete before the next meeting. A new traffic light is being installed at Davenport Blvd. and Holly Hill Rd. and is being closely monitored.

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**D. District Manager's Report****i. Approval of Check Register**

Ms. Adams presented the check register from June 1<sup>st</sup> through June 30<sup>th</sup>, 2023 totaling \$24,331.14 and offered to answer any Board questions. There being no questions, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Check Register totaling \$24,331.14, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams presented the balance sheet and income statement, adding that no action was required.

**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. Adams adjourned the meeting.

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

DocuSigned by:

*Tricia Adams*

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Secretary/Assistant Secretary

DocuSigned by:

*Adam Rhinehart*

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Chairman/Vice Chairman