

**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, **October 19, 2023**, at 10:31 a.m. at the Lake Alfred Library, 245 N. Seminole Ave, Lake Alfred, Florida and by Zoom Webinar.

Present and constituting a quorum:

Adam Rhinehart *joined late*  
Lindsey Roden  
Bobbie Henley  
Jessica Petrucci  
Kristin Cassidy

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Tricia Adams  
Meredith Hammock  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law  
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.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 17,  
2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the August 17, 2023 Board of Supervisors meeting. She noted the draft minutes are included on page six of the agenda packet and have been reviewed

October 19, 2023

Davenport Road South CDD

by District Management and District Counsel. If there are no corrections from Board members, staff is seeking a motion to approve.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the August 17, 2023 Board of Supervisors Meeting, were approved 4-0.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Dewberry Work Authorization for Fiscal Year 2024 Engineering Services**

Ms. Adams stated there is a Dewberry Work Authorization for Fiscal Year 2024 which is for general engineering services and memorializing the fee schedule that is attached to the work authorization on page 13 with the fee schedule on page 15.

On MOTION by Ms. Cassidy, seconded by Ms. Roden, with all in favor, the Dewberry Work Authorization for Fiscal Year 2024 Engineering Services, was approved 4-0.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Fiscal Year 2023 Audit Engagement Letter from Grau & Associates**

Ms. Adams stated the Board has a multi-year audit service agreement with Grau & Associates. This would be the audit engagement letter for the fiscal year that ended September 30, 2023. She noted it is included in the agenda packet on page 20 and the amount is \$4,300 which is in accordance with your audit agreement as well as your FY2024 adopted budget.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Fiscal Year 2023 Audit Engagement Letter from Grau & Associates, was approved 4-0.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2024-01 Amending the Fiscal Year 2023 Budget**

Ms. Adams stated this is the audit amendment resolution. The District is required to undergo a process whereby the Board amends the budget if the expenditures exceed a certain amount compared to the adopted budget and are required to do this within 60 days of the end of

October 19, 2023

Davenport Road South CDD

the fiscal year. She stated in the agenda packet is the resolution walking the Board through the amended budget and showing a balanced budget. The amended budget for FY23 is the second to last column and we balanced out the total revenues as well as expenditures and noted where there were increases or decreases compared to the adopted budget. She stated this is a standard statutory compliance matter. She asked for any questions.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, Resolution 2024-01 Amending the Fiscal Year 2023 Budget, was approved 4-0.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hammock stated she has no report but would be happy to answer any questions.

#### **B. Engineer**

Ms. Adams stated there would be no Engineer's Report.

*\*Mr. Rhinehart joined the meeting at this time.*

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

##### **i. Consideration of Janitorial Contract**

Mr. Tindall stated they are focused on getting the amenity ready for the holidays doing regularly scheduled services like cleaning the furniture, assessing it for any damages, cleaning the shade structure, and maintenance staff repaired two items in the restrooms. He stated the previously approved pool services are going to increase at the first of the year. He noted he would also recommend within the budget that the janitorial service takes over all trash. The dog waste station would then be emptied twice a week and bags restocked versus once every week. He noted the CSS proposal maintains their current rate \$500 a month for cleaning three days a week and will continue to empty the pool garbage cans twice a week as per contract and would be adding two dog waste stations and the two garbage cans at the playground and pavilion. The new contract increased the total to \$900 a month or \$10,800 per year and the current budget is \$11,650 for janitorial.

October 19, 2023

Davenport Road South CDD

On MOTION by Ms. Henley seconded by Ms. Cassidy, with all in favor, the Janitorial Contract, was approved 5-0.

**ii. Consideration of Stormwater Pipe Repair Proposal**

Mr. Tindall stated the landscaping looks good. There are some plants that have not done well at the endcaps so he will meet with the landscaper to discuss some replacements within budget hopefully before the holiday season. The palm removal at the pool was delayed slightly as we are trying to wait until the off season and the pool won't be affected while closed. He noted stormwater items are complete. The drains are clear from any blockages or sediment. He noted the torn chairs were removed and we plan to get them reslung with the previous vendor within the maintenance budget and do that over the holiday season/winter. He noted he is still waiting on proposals to come through for the stormwater pipe that needs to be repaired. He noted it is believed that Duke Energy may have been the cause of the damage originally, but he has contacted them, and they are still investigating. He stated he has reached out for estimates on the repair and should have those by the next meeting. Ms. Adams noted to the Board that it's likely the damage was caused by the utility service provider Duke, so it would be worthwhile to direct District Counsel to put in a demand that they pay for the cost of repair, if not facilitate the whole repair. She noted they are still gathering information.

Ms. Hammock noted she could send a notice letter letting Duke know at the conclusion of the investigation if it is determined that it is their fault that damage occurred, the District would seek compensation from them. Ms. Adams stated if there is consensus from the Board for the current action items, staff will continue to pursue proposals for repair and bring those back to the next meeting or if in-between meetings, they can confer with the Chair regarding the competitive proposals to see which one would be approved and ratified at a later meeting. She noted they will supply all necessary information to District Counsel in order to put Duke on notice that they will be seeking compensation. She asked if the Board would want the District Engineer to come out and prepare a report as well to have on file? Mr. Rhinehart stated he didn't think so yet but is something we would need to do if Duke resists taking responsibility. He asked what kind of damage this has caused, just making sure further damage is not being done by the problem not being resolved. Mr. Tindall stated the water is still flowing without affecting the streets.

October 19, 2023

Davenport Road South CDD

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

Ms. Adams presented the check register on page 43 of the agenda packet from July 1<sup>st</sup> through September 30<sup>th</sup>, 2023 totaling \$81,350.51. She noted immediately following the check register is a detailed run summary.

On MOTION by Mr. Rhinehart, seconded by Ms. Petrucci, with all in favor, the Check Register totaling \$81,350.51, was approved 5-0.

**ii. Balance Sheet and Income Statement**

Ms. Adams presented the balance sheet and income statement through September 30<sup>th</sup>. These are the unaudited financials for the entire fiscal year. She noted the Board has done a great job controlling expenses. She stated of note, there was a transfer out to capital reserves that did occur this fiscal year. No Board action is required.

**EIGHTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS****Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS****Adjournment**

Ms. Adams adjourned the meeting.

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

DocuSigned by:

*Tricia Adams*

3F3E5FA5C07E43B...

Secretary/Assistant Secretary

DocuSigned by:

*Adam Rhinehart*

D73ABA1E3AB64D4...

Chairman/Vice Chairman