

**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, **March 20, 2025**, at 10:30 a.m. at the Lake Alfred Public Library, 245 No. Seminole Ave, Lake Alfred, Florida.

Present and constituting a quorum:

Adam Rhinehart
Lindsey Roden
Jessica Spencer
Bobbie Henley

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Monica Virgen
Savannah Hancock
Meredith Hammock *by Zoom*
Joey Duncan *by Zoom*
Chace Arrington *by Zoom*
Rey Malave *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
District Engineer, Dewberry
District Engineer, Dewberry
Field Services Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order and called roll. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen noted no members of the public were present nor attending on Zoom.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the January 16, 2025 Board of Supervisors Meeting

Ms. Virgen presented both sets of meeting minutes that could be found in the agenda package and asked for any comments, corrections, or questions. There being no changes, there was a motion of approval for both sets of minutes.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Minutes of the January 16, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Addendum to Towing Agreement

Ms. Virgen stated this agreement updates the towing vendor with the recently adopted parking and towing rules for the District.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Addendum to Towing Agreement, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Mailbox License Agreement with HOA

Ms. Virgen stated this agreement allows the HOA to have the mailbox kiosks on District property.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Mailbox License Agreement with HOA, was approved.

SIXTH ORDER OF BUSINESS

Consideration of License Agreement with Orchid Grove HOA for Installation of Message Board

Ms. Virgen stated the Orchid Grove HOA asked to install a message Board near the mailboxes at the Amenity Center. She noted there was a map of where the message board would be on page 50 of the agenda. Ms. Hancock added they will be responsible for the maintenance and up-keep of the Boards.

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On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the License Agreement Orchid Grove HOA for Installation of Message Board, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-05
Approving Proposed Fiscal Year 2026
Budget and Setting a Public Hearing**

Ms. Virgen presented the resolution on page 52 of the agenda package. She stated approval of this resolution approves the FY26 budget and sets a cap on what the assessments can be. She added they are proposing to hold the public hearing on June 19, 2025, to adopt the budget. She noted approval of this budget allows staff to transmit the proposed budget to Polk County prior to 60 days from the Public Hearing.

Ms. Virgen presented the budget to the Board. She stated on page 56 of the agenda package, it starts with the Revenues. She noted in FY25 the Board adopted a budget of \$355,842 and they are proposing the same budget for FY26. For administrative expenditures, she stated some line items were adjusted for actuals and they are proposing a budget of \$127,339. She noted there was a 3% increase on the management fees and they added a FICA Expense to the items. She added more items were increased, such as the insurance and trustee fees based on estimates they were given.

For Operations and Maintenance, Ms. Virgen stated there was a proposed increase of 3% of the Field Expenditures and they have made changes on the Landscape Maintenance due to the estimates they were given. She noted mulch has been added because the landscaper will replace the mulch twice a year on a schedule, rather than the District scheduling when the mulch needs replaced. She stated they are proposing a budget of \$139,458 for Field Expenditures. She continued with Amenity Expenditures, stating the Property Insurance was increase by 15% due to the estimates they were given and there was a 3% increase in security in case the company proposes an increase. She noted the hydro lift and the parking lot are not on the line items for FY26 because they are planning on completing these tasks in FY25. She added there is nothing in the Additional Janitorial Services item because they included it in the regular Janitorial Maintenance item. She stated the total Amenity Expenditures' budget for FY26 will be \$191,441. She noted they have reduced the transfer to the Capital Reserve Fund to \$1,940 to balance the budget.

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Mr. Rhinehart asked how they determine how much to put into the reserve fund. Ms. Virgen stated over time, a reserve study can be conducted to determine what should be budgeted for capital reserve transfers each year.

Ms. Virgen noted on page 58 starts the explanation of the line items. She continued with the Debt Service Fund, stating the numbers cannot be changed. She added on page 64 is the Capital Reserve, which shows all the proposed possible items for the expenditures. She stated they are proposing a transfer of \$1,940.

Mr. Rhinehart noted they need to start adding more into the reserve. He is concerned it will not be enough if/when they need it. Ms. Virgen noted that a reserve study could be conducted in the next Fiscal Year. Typically, reserve studies are conducted when District infrastructure begins to show wear.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2025-05, the Proposed Fiscal Year 2026 Budget and Setting a Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reminded the Board of the Ethics training that is due by December 31, 2025. She offered to answer any questions the Board may have.

B. Engineer

Mr. Malave noted that we could look into the cost for a reserve study if the board wanted to conduct one.

** Mr. Malave left the meeting at this time.*

C. Field Manager's Report

Mr. Tindall presented the Field Manager's Report. He stated the pool is doing well and they have done some minor maintenance around it. He noted the chains on the swing set are showing their age, but they have ordered new chain and taken down the existing chain in the meantime for safety reasons. He noted the landscaping is looking well with many flowers that were planted beginning to bloom. He added some mulch is being added to the entrances to make it look more complete. He stated the fence repairs they have been working on are now completed

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and there are no issues. He noted they have previously had problems with kids bending the picket fence to get through and a couple pickets are bent. He added they will have more staff set to watch the fence to help this issue while they wait for the fence to be repaired.

Ms. Roden asked if they can send out an email stating to watch the kids.

i. Consideration of Pool Lift Proposal

Mr. Tindall presented the Pool Lift Proposal on page 69 of the agenda package for \$12,300 from Resort Pool Services. He noted it is recommended to replace the lift because the existing lift has been repaired multiple times and believes they will need to keep repairing it.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Pool Lift Proposal for \$12,300, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Virgen presented the Check Register from December 1, 2024, to January 31, 2025, totaling \$491,378.56.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Check Register totaling \$491,378.56, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of January. She offered to answer any questions from the Board and there was no action required from this item.

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. Virgen asked for a motion to adjourn the meeting.

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On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

DocuSigned by:
Monica Virgen

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Secretary/Assistant Secretary

Signed by:
Adam Rheinhardt

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Chairman/Vice Chairman