

**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, **January 16, 2025**, at 10:33 a.m. at the Holiday Inn Winter Haven, 200 Cypress Garden Blvd, Winter Haven, Florida.

Present and constituting a quorum:

Adam Rhinehart  
Lindsey Roden  
Jessica Spencer  
Kristin Cassidy  
Bobbie Henley

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Tricia Adams  
Monica Virgen  
Savannah Hancock  
Joey Duncan *by Zoom*  
Marshall Tindall

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order and called roll. Five 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.

**THIRD ORDER OF BUSINESS**

**Organizational Matters – ADDED**

**A. Resolution 2025-02 Canvassing and Certifying the Results of the Landowners' Meeting**

*\*This item was moved up in the agenda and some items were taken out of order*

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Ms. Virgen noted that the organizational matters will be moved up in the agenda order and that they will begin with the fifth item in the agenda, Resolution 2025-02, canvassing and certifying the results of the landowners' election. This resolution certifies that there were no landowners present at the landowners' meeting that was held in November and this resolution declares that seat vacant. Ms. Virgen offered to answer any questions. There being no questions, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-02 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**B. Appointment of the Vacancy of Seat #4**

Ms. Virgen asked the Board to appoint someone to that Board vacancy while she explained the qualifications. The Board motioned to appoint Adam Rhinehart to Seat #4.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Appointing Adam Rhinehart to Fulfill Board Vacancy in Seat #4, was approved.

**C. Administration of the Oath of Office**

Ms. Virgen administered the oath of office to Mr. Rhinehart and swore him in to Seat #4. Future Board action will include Mr. Rhinehart's vote.

**D. Consideration of Resolution 2025-03 Declaring Vacancies in Seat #2 & #5**

Ms. Virgen presented Resolution 2025-03 declaring vacancies in Seat #2 and Seat #5. These two seats were up for general election in 2024 but there were no qualified electors which declares Jessica Spencer's and Lindsey Roden's seat vacant. Approval of this resolution ensures that the seats are declared vacant and that the current Board members will hold over until qualified electors fill them.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Resolution 2025-03 Declaring Vacancies in Seat #2 and Seat #5, was approved.

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**E. Election of Officers**

Ms. Virgen added that the Board can now elect officers and stated that previously Mr. Rhinehart sat as the Chairman, Ms. Roden as Vice Chairperson, and the other three Board members will serve as Assistant Secretaries. She asked that the Board add her as an Assistant Secretary as well. The Board agreed to take the slate of officers as they were and there was a motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, the Election of Officers as Slated Above, was approved.

**FOURTH ORDER OF BUSINESS****Approval of Minutes****A. Minutes of September 19, 2024 Board of Supervisors Meeting****B. Minutes of November 21, 2024 Landowners' Election**

Ms. Virgen presented both sets of meeting minutes that can 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. Spencer, seconded by Ms. Roden, with all in favor, the Minutes of the September 19, 2024 Board of Supervisors Meeting and the November 21, 2024 Landowners' Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-01  
Authorizing Legal Publications on Polk  
County Website**

Ms. Virgen presented the resolution and noted that this authorizes the District to post legal publications on the Polk County website which will save money of advertainment costs. The Board would notice the ledger notifying the public that they will be moving forward with online notices.

On MOTION by Mr. Rhinehart, seconded by Ms. Spencer, with all in favor, Resolution 2025-01 Authorizing Legal Publications on Polk County Website, was approved.

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**SIXTH ORDER OF BUSINESS****Ratification of License Agreement for Holiday Decorations**

Ms. Virgen stated that this agreement allows for holiday decorations to be installed at the entrances of the community with a takedown date by January 5, 2025. This agreement has already been signed, and they are asking for Board ratification at this time.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the License Agreement for Holiday Decorations, was ratified.

**SEVENTH ORDER OF BUSINESS****Consideration of Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Virgen presented the annual agreement with the Polk County Property Appraiser that certifies certain records that the county exempts from public records, therefore the District will also exempt from public records. There were no questions on this item and Ms. Virgen asked for a motion of approval.

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

**EIGHTH ORDER OF BUSINESS****Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Virgen stated that this item allows the District to include CDD assessments on the non-ad valorem portion of the property tax bill. This is also an annual agreement, and she offered to answer any Board questions. There being none, she asked for a motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

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

Ms. Hancock had nothing further for the Board and the next item followed.

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**B. Engineer**

Mr. Duncan had no report for the Board and the next item followed. Ms. Virgen excused Mr. Duncan for the remainder of the meeting.

**C. Field Manager's Report**

Mr. Tindall presented the Field Manager's report and summarized complete and ongoing projects for the Board. The report can be found on page 48 of the agenda package.

**i. Consideration of Proposals for Fence Repair – ADDED**

Mr. Tindall presented a proposal for fence repair from My Fence Co. and GMS for a total of \$5,343.24. There were no questions about the proposal and there was a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Proposal for Fence Repair, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from September 1, 2024 through November 30, 2024 for the general fund. The total amount is \$224,101.14. A detailed run summary follows the register. She 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. Spencer, with all in favor, the Check Register totaling \$224,101.14, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials through the end of November. 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.

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**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.

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

DocuSigned by:

*Monica Virgen*

Secretary/Assistant Secretary

Signed by:

*Adam Rhinehart*

Chairman/Vice Chairman