

**MINUTES OF MEETING  
SCENIC TERRACE SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Terrace South Community Development District was held Wednesday, **December 21, 2022** at 1:45 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk <i>by Zoom</i>	Vice Chairperson
Patricia Hudson	Assistant Secretary
Daniel Arnette	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KE Law
Lisa Kelley	District Engineer, Dewberry
Molly Banfield <i>by phone</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that there were no members of the public present to provide comments.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 16, 2022 Board of Supervisors Meeting and Audit Committee Meeting**

Ms. Burns presented the minutes from the November 16, 2022 Board of Supervisor's meeting and Audit Committee meeting and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Hudson, seconded by Mr. Heath, with all in favor, the Minutes of the November 16, 2022 Board of Supervisors Meeting and Audit Committee Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award**

Ms. Burns stated that the Audit Committee just met prior to the start of this Board of Supervisors meeting and had adopted rankings of DiBartolomeo, McBee, Hartley & Barnes as the highest ranked firm with Grau & Associates ranked second.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award and Authorizing the Chair to Sign the Contract, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-01 Amending and Restating Resolution 2022-43 and Ratifying the Filing of a Petition with the Town of Lake Hamilton, Florida, Requesting the Adoption of an Ordinance Amending the District’s Boundaries**

Ms. Burns stated that the Board previously approved a resolution to amend the District’s boundaries and there was a change to the parcels. Ms. Gentry stated that the overall acreage that they stated in the original agreement did not change, but the way it was broken out was different. She stated that they worked with the engineer to discover Parcel 411 was addressed in the original legal description. She further explained that parcel was identified when the District was established as a future Boundary Amendment Parcel. She noted that they had added a description of that to Exhibit ‘A’ and they updated the language in the body of the agreement to spell out that they were finalizing the addition of that tract of land that was identified as a future Boundary Amendment Parcel at establishment. She explained that it was just an update to the language, and nothing had changed the original intent of the Board for this Boundary Amendment. She noted that a petition had been submitted to the town of Lake Hamilton with these parcels included.

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Resolution 2023-01 Amending and Restating Resolution 2022-43 and Ratifying the Filing of a Petition with the Town of Lake Hamilton, Florida, Requesting the Adoption of an Ordinance Amending the District’s Boundaries, was approved.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that Polk County required an annual agreement. She noted that the property appraiser would send them all of the parcels in the District and they would be able to use that to put together a tax roll that would be certified with the tax collector.

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

**SEVENTH ORDER OF BUSINESS**

**Consideration of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated that this was more for her office. She explained that when they send the parcels, there are certain parcels exempt from public records request. She noted that they were just abiding by their procedures when those exempt parcels were provided to them.

On MOTION by Ms. Hudson, seconded by Mr. Arnette, with all in favor, the 2023 Data Sharing Usage Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Notice of RFP for Offsite Turn Lane Construction and Approval of Criteria with Authorization to Admit Staff to Public the Notice of RFP – ADDED**

Ms. Burns stated that the ad was included in the agenda package for review. She noted that the pick-up date was Wednesday, December 28, at Absolute Engineering, Heather’s office. She noted that if the Board approved the ad, it would go in today and questions would be due by Tuesday, January 17, 2023. She also noted Tuesday, January 31, 2023 as the due date with the idea that the contractor would be awarded at the February meeting.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Notice of RFP for Offsite Turn Lane Construction and Approval of Criteria with Authorization to Admit Staff to Public the Notice of RFP, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

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Ms. Gentry noted that she had the map for reference on the parcel that was addressed previously in the meeting. She clarified that the blue parcels were what was being added and Parcel 410 was the one that they were addressing. There was a question asking Ms. Gentry if the 99 lots were included in the original boundary amendment. Ms. Gentry responded that the 99 lots should not have been included in the original boundary amendment. She explained that the total acreage that they stated in the original resolution was correct, but there was a change to the way that the parcels were broken out and there was a change to that based on what the engineer had included in the original resolution. Ms. Hudson asked for clarification that the acreage did not change, but the number of lots would increase. Ms. Gentry responded that this boundary amendment was increasing the overall acreage of the District, but the acreage that was listed in their first resolution that they adopted authorizing this boundary amendment was correct. She further explained that the total acreage has stayed the same since the last resolution. Mr. Heath also responded that from the first time they did it, it increased by 20%, but this one didn't change the acreage. Ms. Burns added that it just changed the legal description.

**B. Engineer**

Ms. Kelley noted that she had nothing to report, but Ms. Banfield was also on the line if anyone had any questions.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns noted that the check register can be found in the agenda package for review, and it totaled \$7,809.67. She asked the Board if they had any questions. Hearing none,

On MOTION by Mr. Heath, seconded by Ms. Hudson, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet & Income Statement**

Ms. Burns reviewed the financials and there was no action necessary. The Board had no questions.

**iii. Ratification of Summary of Series 2022 Requisitions #81 to #104**

Ms. Burns presented requisitions #81 through #104. They have already been approved by the District engineer and the Chair and Ms. Burns asked for a motion to ratify them.

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On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Series 2022 Requisitions #81 to #104, were ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

Ms. Hudson asked if everything was on schedule and moving along as anticipated. Mr. Heath responded yes. Ms. Hudson also asked the same, but budget wise. Mr. Heath responded yes. Ms. Schwenk addressed the boundary amendment stating that they had received comments back from the town of Lake Hamilton. She stated that even though they had signed and sealed surveys for all portions of their parcels, one section was a signed and sealed survey, but wasn't a meters and bounds survey. She further explained that they were anticipating getting that same comment for Scenic Terrace South and were working with Heather at Absolute. She also noted that they contacted GeoPoint Surveying to get that wrapped up and finalized soon.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman