

**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, **March 20, 2024** at 1:45 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Patricia Hudson
Chuck Cavaretta
Daniel Arnette *joined late*

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Chace Arrington *by Zoom*
Clayton Smith

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:46 p.m. and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there were no members of the public present nor joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the December 20,
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the December 20, 2023 Board of Supervisors meeting. She asked for any questions, comments, or corrections.

<p>On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Minutes of the December 20, 2023 Board of Supervisors Meeting, were approved.</p>
--

March 20, 2024

Scenic Terrace South CDD

FOURTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal of this agreement that will need to be entered into with the property appraiser for them to provide the parcels within the District so they can collect assessments on the county tax bill.

On MOTION by Ms. Hudson, seconded by Mr. Cavaretta, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report but reminded the Board about the ethics training. A Board member asked about a workshop. Ms. Burns noted there are videos to watch and Ms. Hancock will resend the links. Watching four 50-minute videos would work. She noted to mark yes to ethics training on Form 1 done in summer of 2025.

B. Engineer

Mr. Arrington had nothing to report but could answer any questions that anyone might have.

**Daniel Arnette joined the meeting at this time.*

C. Field Manager’s Report

i. Consideration of Proposal for Landscape Maintenance Services

- a) Continuum (to be provided under separate cover)**
- b) Floralawn**
- c) Prince & Sons**

Mr. Smith presented the Field Manager’s Report including everything in Phase 1 & Phase 2 is completed, sod needs to go in tracts P-1, F-3 and P-2, one-time mows through the winter, monitoring ponds, construction started on amenity and pool and amenity progress will be monitored. Mr. Arnette noted the additional areas that are getting sodded this week and next week might need that first time mow in the next few weeks. He will get a map out to Clayton. Mr. Smith noted those areas are included in the landscape bid knowing that they would be sodded soon.

March 20, 2024

Scenic Terrace South CDD

Mr. Smith noted Continuum did not meet the proposal deadline but did send the quote yesterday afternoon. Their number without any sort of mulch or annuals is \$137,490 which is almost \$60,000 more than the other bids. The other two are Prince & Sons and Floralawn. Prince & Sons is used a lot in these areas as their shops are close and they are the lower bidder so he recommended Prince & Sons at \$71,950 or full contract is \$82,950 which includes mulch and palm trimming. Ms. Hancock will draw up an agreement for this.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Proposal from Prince & Sons for Landscape Maintenance Services for \$82,950, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register that was included in the agenda package for the Board to review from November 1st through February 29th for \$990,877.68. She noted a lot of that is transfers from O&M to debt assessments. She would be happy to answer any questions on those specific invoices.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Check Register totaling \$990,877.68, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated financial packets are included in the package for review through the month of January. There is no action necessary from the Board.

iii. Ratification of Change Order #04 (Phase 4) from Jr. Davis Construction

Ms. Burns stated this has already been approved and just needs to be ratified by the Board.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, Change Order #04 (Phase 4) from Jr. Davis Construction, was ratified.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

March 20, 2024

Scenic Terrace South CDD

SEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Rennie Heath

8215FA2B8FB744A...

Chairman/Vice Chairman