# 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 on **Wednesday**, **August 20, 2025,** at 1:30 p.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

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| Lauren Schwenk | Vice Chair |
| Bobbie Shockley | Assistant Secretary |
| Lindsey Roden | Assistant Secretary |

Also present were:

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| Jill Burns | District Manager, GMS |
| Meredith Hammock | District Counsel, Kilinski Van Wyk |
| Rey Malave *by Zoom* | District Engineer, Dewberry |
| Joey Duncan *by Zoom* | District Engineer, Dewberry |
| Chace Arrington *by Zoom* | District Engineer, Dewberry |
| Clayton Smith | Field Manager, GMS |

**FIRST ORDER OF BUSINESS** **Roll Call**

Ms. Burns called the meeting to order at 1:30 p.m. and called the roll. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS** **Public Comment Period**

There were no members of the public present and none joining by Zoom.

**THIRD ORDER OF BUSINESS** **Approval of Minutes of the May 21, 2025, Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 21, 2025, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Minutes of May 21, 2025, Board of Supervisors Meeting were approved.

**FOURTH ORDER OF BUSINESS** **Public Hearing**

**A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns stated that this public hearing had been advertised. She asked for a motion to open the public hearing.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds**

Ms. Burns stated that the budget was presented with Exhibit A. She added that the annual assessment remained at $881.42, and to maintain this level the capital reserve was reduced. She noted that adjustments were made to field items, including landscape maintenance, water and sewer, based on higher actual costs, as well as streetlights. Ms. Burns stated that the holiday lighting had been added. She said that the pool maintenance was included in the summer scope, while security costs were reduced to a contracted amount. The Board was asked if there were any questions or changes.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved as amended.

**ii. Consideration of Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated that Resolution 2025-05 was presented to impose special assessments and certify the assessment roll. She added that the assessment roll was included for review. During the discussion, staff noted the cost share with Scenic Terrace North needed to be adjusted based on the changes made at the prior meeting. The Board agreed to approve the budget as amended to reflect the corrected cost share percentage. Ms. Burns stated that since the reserve amount had been lowered earlier, they would increase it back to the same level to maintain the same assessments. That way no change to the tax bill was needed.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns asked for a motion to close the public hearing.

> On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Closing the Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2025-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026**

Ms. Burns stated regarding Resolution 2025-06, the Board maintained the meetings on the third Wednesday but adjusted the start time to 9:30 a.m., and no one had any questions.

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| On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2025-06 Designation of a Regular Monthly Meeting, Date, Time, and Location for Fiscal Year 2025/2026 was approved. |

**SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2025-07 Designation of a Date, Time, and Location for a Landowners' Meeting and Election (Suggested Date: Wednesday, November 19, 2025 – Regular Meeting Date) (Seat #2, Seat #3, & Seat #4)**

Ms. Burns stated that the Board had approved Resolution 2025-07, setting the landowner election for Wednesday, November 19th, at 9:30 a.m. at the Holiday Inn. The election was designated for Seats #2, #3, and #4.

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| On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-07 Designating a Date, Time, and Location for a Landowners' Meeting and Election on Wednesday, November 19, 2025 (Seat #2, #3, and #4), was approved. |

**SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2025-08 Spending Authorization Resolution**

Ms. Burns stated that Resolution 2025-08 was included in the package for review and designated spending authority for the Chair and District manager outside of a meeting.

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| On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-08 Spending Authorization Resolution, was approved. |

**EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2025-09: Adopting Amended Amenity Rules**

Ms. Burns stated that Resolution 2025-09 was adopted to amend the amenity rules, clarifying the lakes and ponds policy by saying that boats, paddleboards, jet skis, and similar watercraft are not allowed in the District's stormwater ponds.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-09 Adopting Amended Amenity Rules, was approved.

**NINTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns stated that the Fiscal Year 2024 audit report was presented. It showed no findings or non-compliance issues, was submitted to the state by the June 30 deadline, and came back as a clean audit.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

**TENTH ORDER OF BUSINESS** **Goals and Objectives**

**A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns stated they had approved the Fiscal Year 2026 goals and objectives, which were identical to those from Fiscal Year 2025.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Adoption of Fiscal Year 2026 Goals & Objectives was approved.

**B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute**

Ms. Burns stated that they had reviewed the Fiscal Year 2025 goals and objectives, noted that the District was on track to meet them, and agreed that the Chair would sign off at the end of the year.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute was approved.

**ELEVENTH ORDER OF BUSINESS** **Ratification of Phase 4 Conveyance Documents**

Ms. Burns asked that the Board ratify the Phase 4 conveyance documents, which had already been executed and recorded.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Phase 4 Conveyance Documents, were ratified.

**TWELFTH ORDER OF BUSINESS** **Staff Reports**

**A. Attorney**

Ms. Hammock had the standard reminder about the next training. She was happy to answer any questions.

**B. Engineer**

Mr. Malave stated that, in addition to the prior discussion on goals and objectives, the fieldwork for the annual inspection was completed, and the letter was expected to be delivered to the District within the next few weeks. Mr. Malave said he could answer any questions.

**C. Field Manager's Report**

**i. Consideration of Proposal for Installation of Solar Lights at Mailbox Areas**

Mr. Smith stated that the field report covered a quote for solar lighting at the mailboxes. He added that the site was described as windy, with some oak trees that had been blown down but were reset and re-staked, and a few of which had been replaced. Mr. Smith noted that some painting issues were also reported. He said that overall, the landscaping was in good shape, and pond repairs had been finished with photos included. Mr. Smith noted that the amenity lighting had been reviewed, and troubleshooting was in progress at the amenity building. He added that the pool was cleaned and maintained, the playground was serviced, and the dog park was taken care of by the janitorial vendor. He noted that overall, the amenities were in good condition with no significant issues reported. Mr. Smith added that erosion had been pointed out in a couple of areas, including one caused by a blocked drain inlet. He said that repairs had been made, and the drain sock had been removed.

Mr. Smith stated that the onsite contractor also repaired another erosion area and addressed some maintenance items, including the repair of 22 shingles on the roof and scheduling three more for replacement. Mr. Smith had a proposal for solar lights at mailbox locations in phases one through four, which was approved. Eight lights were to be installed for $2,480.00 to address resident concerns about poor lighting. Mr. Smith clarified that the amenity lights were not broken but instead designed to operate half of the day and half at night, although follow-up was planned to confirm the setup.

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| On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Proposal for Installation of Solar Lights at Mailbox Areas was approved. |

**D. District Manager's Report**

**i. Approval of Amenity Policy Clarification Regarding Access Card Issuance**

Ms. Burns stated that the clarification about access cards was that residents needed to register for access before the cards were issued.

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| On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Approval of Amenity Policy Clarification Regarding Access Card Issuance was approved. |

**ii. Approval of Check Register**

Ms. Burns presented the check register included in the agenda package for review. She offered to take any questions.

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| On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Check Register was approved. |

**iii. Balance Sheet & Income Statement**

Ms. Burns stated that the financial statements were included in the package for review. These are for informational purposes. No action was needed.

**THIRTEENTH ORDER OF BUSINESS** **Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS** **Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

**FIFTEENTH ORDER OF BUSINESS** **Adjournment**

Ms. Burns adjourned the meeting.

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

Jill Burns
Secretary/Assistant Secretary

Signed by:
Rennie Heath
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Chairman/Vice Chairman