

**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, October 15, 2025**, at 9:30 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Bobbie Shockley
Lindsey Roden

Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Meredith Hammock
Joey Duncan *by Zoom*
Chace Arrington *by Zoom*
Joel Blanco *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:30 a.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 August 20, 2025, Board of Supervisors Meeting

Ms. Burns presented the minutes from the August 20, 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. Shockley, seconded by Ms. Schwenk, with all in favor, the Minutes of August 20, 2025, Board of Supervisors Meeting were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2026-01
Amending the Fiscal Year 2025 Budget**

Ms. Burns stated that any time they go over their budgeted amount for a fiscal year they are required to approve an amended budget. She explained that the increase in the budget was mostly related to storm damage, but they will get insurance money back to reimburse those costs.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-01 Amending the Fiscal Year 2025 Budget, was approved.

FIFTH ORDER OF BUSINESS

**Presentation of Memo Regarding
Amendments to District Rules of
Procedure**

**A. Consideration of Resolution 2026-02 Setting a Public Hearing on the Adoption of
Amended and Restated Rules of Procedure for the District**

Ms. Burns explained that the updates were based on recent legislative changes from the last Florida legislative session and included some general clean-up items. She noted that the suggested date in Resolution 2026-02 to set the public hearing was December 17th. Ms. Burns offered to answer any questions.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2026-02 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District for December 17, 2025, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2026-03
Amending the Meeting Location for Fiscal
Year 2026 Board Meetings**

Ms. Burns reviewed Resolution 2026-03, which updated the meeting location for Fiscal Year 2026. They initially set the meetings at the Holiday Inn, then they decided to move them to the PRIME office. The resolution was adjusted to reflect that change.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Resolution 2026-03 Amending the Meeting Location for Fiscal Year 2026 Board Meetings, was approved.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2026-04
Amending the Meeting Location for
November 2025 Landowners' Election**

Ms. Burns stated that this resolution would update the meeting location for the Landowners' election to the PRIME office.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-04 Amending the Meeting Location for November 2025 Landowners' Election, was approved.

EIGHTH ORDER OF BUSINESS

**Ratification of Holiday Lighting
Agreement**

Ms. Burns asked that the Board ratify the holiday lighting agreement, which had already been signed. The total cost of the proposal for lighting was \$9,920.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Holiday Lighting Agreement, was ratified.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing additional to report to the Board.

B. Engineer

**i. Consideration of Work Authorization 2026-1 for Fiscal Year 2026 District
Engineering Services from Dewberry**

Mr. Arrington presented the annual work authorization, noting it was based on time and materials with an estimated budget of \$15,000 plus other direct costs, and said they were available to answer any questions from the Board.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Work Authorization 2026-1 for Fiscal Year 2026 District Engineering Services from Dewberry, was approved.

ii. Presentation of Annual Goals & Objectives Review for Fiscal Year 2025

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Mr. Arrington reviewed the District’s annual goals and objectives and said that an inspection of CDD-owned facilities had been completed. The inspection showed that everything already built was being properly maintained and in good condition. They also reviewed the FY2026 budget and felt it was sufficient for ongoing operations and maintenance.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Annual Goals & Objectives Review for Fiscal Year 2026 from Dewberry, was approved.

C. Field Manager’s Report

Mr. Blanco reviewed the Field Manager’s report for the Board and offered to answer any questions.

D. District Manager’s Report

i. Approval of Check Register

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

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

ii. 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.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

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Laura O. Schuck

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Chairman/Vice Chairman