

**MINUTES OF MEETING
LAKE MATTIE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Mattie Preserve Community Development District was held Wednesday, **April 19, 2023** at 11:30 a.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Wes Donley	Chairman
Les Dunson	Vice Chairman
Lee Moore	Assistant Secretary
Rocky Owen	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Bryan Hunter <i>by Zoom</i>	District Engineer, Hunter Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present and no members of the public joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 18,
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the January 18, 2023 Board of Supervisors meeting and asked for any questions, corrections or comments. There being none, there was a motion of approval.

On MOTION by Mr. Donley, seconded by Mr. Owen, with all in favor, the Minutes of the January 18, 2023 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-08
Approving the Proposed Fiscal Year
2023/2024 Budget (Suggested Date: July
19, 2023) and Setting the Public Hearing to
Adopt the Fiscal Year 2023/2024 Budget**

Ms. Burns stated there is a suggested date of July 19th listed in the resolution and that is the regular July meeting. This kicks off the budget process. The Board approves a preliminary budget which is then sent to either the city or the county at least 60 days prior to the public hearing date that the Board will set. She noted the budget is attached to the resolution and is substantially similar to the budget for the current year. Based on the development timeline, they are not anticipating field expenses like landscaping and amenity coming on in Fiscal Year 2024. It is contemplated that this budget will be developer funded just like the current year budget so the expenses are only billed as they are incurred. She noted there is a small field contingency line item in this year as well just in case there is any pond or bank mowing or anything that comes on a little earlier than contemplated.

Ms. Burns noted this is just for operations and maintenance so the only thing at this point until there is infrastructure that is being maintained are the administrative costs for legal, engineering, office advertisements, District insurance, and things like that. Ms. Burns noted once bonds are issued and it is constructed, everything is completed and turned over to the CDD then they will have line items in the budget for landscaping, pond maintenance, amenities, etc. She stated usually at that point there will be a hearing to levy assessments to the platted lots and those fees are paid by the residents in the District and when they do that, those assessments will be collected on the tax bill.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, Resolution 2023-08 Proposed Fiscal Year 2023/2024 Budget and Setting a Public Hearing to Adopt Fiscal Year 2023/2024 Budget on July 19, 2023, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09
Authorizing Bank Account Signatories**

**Mr. Hunter joined the meeting at this time via Zoom.*

Ms. Burns stated this appoints certain officers as the signer on the account. Previously the Board would have named people and instead, this will allow staff to give this resolution with the

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officer resolution to the bank in the event those people change. She noted it has been an issue lately so if they approve this, if the officers change two years down the road, they can provide both.

On MOTION by Mr. Moore, seconded by Mr. Dunson, with all in favor, Resolution 2023-09 Authorizing Bank Account Signatories, was approved.

SIXTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Burns stated that the Board can appoint themselves as the Audit Committee but it is a separate committee who reviews and ranks proposals outside of the Board and then makes a recommendation to the Board. She noted most Boards do appoint themselves and rank them as the Audit Committee then they make the recommendation to Board.

On MOTION by Mr. Moore, seconded by Mr. Dunson, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter stated that she had nothing additional to report unless there are any questions.

B. Engineer

Mr. Hunter stated that he had an update on permitting efforts which is what they are focused on right now with design and permitting. He stated that they did receive the ERP permit for the project. He noted they have had applications for the driveway connections and roadway improvements to Polk County and received one round of comments there. He noted that they have responded to those comments but everything so far is good. He stated he does not think there is anything significant there but he will keep the Board updated. He noted on Monday they received a final preliminary plat approval from the city of Auburndale which is a nice milestone because it opens up the door for them to submit their construction plans for review which they hope to do in the next couple of weeks.

C. District Manager’s Report

i. Approval of Check Register

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Ms. Burns noted that the check register was from December 1st through February 28th and the total amount was \$42,022.55. She asked if anyone had any questions on the invoices. Hearing none.

On MOTION by Mr. Dunson, seconded by Mr. Moore, with all in favor, the Check Register from December 1st through February 28th totaling \$42,022.55, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted the financial statements through February were included in the agenda package for review if anyone has questions on those. There was no action necessary from Board.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dunson, seconded by Mr. Donley, with all in favor, the meeting was adjourned.

Jill Burns
Secretary/Assistant Secretary

Wes Donley
Chairman/Vice Chairman