

**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, **May 15, 2024** at 11:30 a.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Wes Donley	Chairman
Lee Moore	Assistant Secretary
Rocky Owen	Assistant Secretary
Tom Franklin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
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.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 21,  
2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the February 21, 2024 Board of Supervisors meeting and asked for any questions, corrections or comments. The Board had no changes to the minutes.

On MOTION by Mr. Moore seconded by Mr. Franklin, with all in favor, the Minutes of the February 21, 2024 Board of Supervisors Meeting, was approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03  
Ratifying the Series 2024 Bonds**

May 15, 2024

Lake Mattie Preserve CDD

Ms. Burns stated the District closed on the Series 2024 bonds on March 22<sup>nd</sup>. This resolution ratifies, confirms, and approves all actions taken by District officers and staff in coordination with the closing of those bonds.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, Resolution 2024-03 Ratifying the Series 2024 Bonds, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Disclosure of Public Financing**

Ms. Burns stated this document is recorded in the public record to put property owners in the assessment area on notice of the bonds that have been issued.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, the Disclosure of Public Financing, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 17, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

Ms. Burns noted this resolution kicks off the budget process. A public hearing date needs to be set at least 60 days out from now. The date in the resolution is July 17<sup>th</sup> which is the regular July meeting. For the upcoming year the property is not platted so it is developer contribution for expenses as incurred. There are primarily administrative expenses but a lump sum field contingency was included as some mowing expenses are anticipated toward the end of the fiscal year.

On MOTION by Mr. Moore, seconded by Mr. Donley, with all in favor, Resolution 2024-04 Approving the Proposed Fiscal Year 2024-2025 Budget (Suggested Date: July 17, 2024) and Setting a Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05 Designating a Date, Time, and Location for a Landowners' Meeting and Election (November 5, 2024)**

Ms. Burns stated by Statute this has to be held by November 5 at 1:15 p.m., the first Tuesday of the month. This will be at the Winter Haven Holiday Inn. She noted only one person with a proxy is needed or it can be handled without the Board.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, Resolution 2024-05 Designating November 5<sup>th</sup> at 1:15 p.m. at Winter Haven Holiday Inn for Landowner's Meeting and Election, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter reminded the Board of the four hours of ethics training required to be completed by December of this year.

**B. Engineer**

Mr. Hunter provided an update on some permitting efforts. They had to go back to the county and update plans to reflect some minor changes. Those changes are in house with them but have not received any response yet. Plans to go back to the city with some minor mods on the size of the townhome lots because the new buyers wanted a different unit size changed. Those changes have been made and will be uploaded to the city's website probably next week.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register from February 8, 2024 through May 1, 2024 totaling \$19,398.29.

On MOTION by Mr. Franklin, seconded by Mr. Donley, with all in favor, the Check Register totaling \$19,398.29, was approved.

**ii. Balance Sheet and Income Statement**

May 15, 2024

Lake Mattie Preserve CDD

Ms. Burns noted the financial statements through March were included in the agenda package for review if anyone has questions. These are for informational purposes only. There is no action necessary from the Board on those.

**iii. Presentation of Number of Registered Voters – 0**

Ms. Burns noted there are currently no registered voters within the District.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Wes Donley*  
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Chairman/Vice Chairman