

**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, **July 17, 2024** at 11:30 a.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Les Dunson  
Lee Moore  
Duane “Rocky” Owen  
Tom Franklin

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Grace Kobitter *by Zoom*  
Bryan Hunter *by Zoom*

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
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 May 15, 2024  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 15, 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. Franklin, seconded by Mr. Owen, with all in favor, the Minutes of the May 15, 2024, Board of Supervisors Meeting, was approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

July 17, 2024

Lake Mattie Preserve CDD

Ms. Burns stated this Public Hearing has been advertised in the paper.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there are no members of the public present.

On MOTION by Mr. Franklin seconded by Mr. Dunson, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-06 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds**

Ms. Burns stated the resolution is included in the package for review. The fiscal year starts on October 1, 2024, and runs through September 30 of the following year. The budget was sent to the city and county at least 60 days prior to this public hearing date. The Board reviewed the budget and the only change was updating the actuals in the "actual" column. The budget will be developer funded for the upcoming year.

Mr. Owen asked if the agreements are already in order. Ms. Burns stated we have it in place for the current year, then the agreement is on the agenda next.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, Resolution 2024-06 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2024/2025 Developer Funding Agreement**

Ms. Burns stated this is with Mattie Capital Partners LLC. The entity will fund all the operations and maintenance of the budget, based on the budget the Board just adopted.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07  
Designation of a Regular Monthly Meeting**

July 17, 2024

Lake Mattie Preserve CDD

**Date, Time, and Location for Fiscal Year  
2024/2025**

Ms. Burns stated it is included in the package and the schedule that we have is the same. The meeting is the third Wednesday of each month at 11:30 a.m. The Board decided to change this time to the first Tuesday of the month at 1:30 p.m.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, Resolution 2024-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025 on the first Tuesday of the month at 1:30 p.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of the Adoption of Goals  
and Objectives for the District**

Ms. Burns noted this is a new change to Florida Statute, that district must adopt goals and objectives each year. The requirement must be in place prior to October 1<sup>st</sup>. It is our recommendation that you adopt the goals and objectives to be compliant with the Statutes that are in place.

On MOTION by Mr. Franklin, seconded by Mr. Dunson, with all in favor, the Adoption of Goals and Objectives, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2023 Audit  
Report**

Ms. Burns stated the report to manage is on page 26 of the package. It was a clean audit. There were no instances of complaints or no findings that the district does not meet any of the conditions for a financial emergency. It was submitted to the city prior to the June 5<sup>th</sup> deadline.

On MOTION by Mr. Dunson, seconded by Mr. Franklin, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter reminded the Board of the four hours of ethics training that must be completed by December 31<sup>st</sup> of this year.

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**B. Engineer**

Mr. Hunter stated he had nothing further to provide but is happy to answer any questions. He reminded the Board that the construction of the project is underway.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register from May through July, totaling \$3,854.21.

On MOTION by Mr. Franklin, seconded by Mr. Dunson, with all in favor, the Check Register totaling \$3,854.21, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns noted the financial statements through May 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.

**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. Dunson, seconded by Mr. Franklin, with all in favor, the meeting was adjourned.

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
Wes Donley  
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Chairman/Vice Chairman