

**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 **Tuesday, January 7, 2025** at 1:30 p.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Wes Donley	Chairman
Les Dunson	Vice Chairman
Lee Moore	Assistant Secretary
Duane “Rocky” Owen	Assistant Secretary
Tom Franklin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Bryan Hunter	District Engineer, Hunter Engineering
Cynthia Wilhelm	Bond Counsel, Nabors, Giblin & Nickerson
Sete Zare	Underwriter, MBS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oath to Newly Elected Board Members from Landowners’ Election Duane “Rocky” Owen (Seat #3), Thomas Franklin (Seat #4) and Lee Moore (Seat#5)**

Ms. Burns swore in Duane “Rocky” Owen, Thomas Franklin, and Lee Moore.

January 7, 2025

Lake Mattie Preserve CDD

**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burn presented the results outlined in Resolution 2025-01 to the Board. She noted that she was happy to answer any questions.

On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2025-02 Electing Officers**

Ms. Burns presented Resolution 2025-02. She reviewed the previous slate of officers and asked the Board of Supervisors if they would like to keep the slate of officers the same. The Board agreed to keep the slate of officers the same. Supervisor Donley will continue to be Chairman, Supervisor Dunson will continue to be Vice Chairman, the other three Supervisors will be Assistant Secretaries along with George Flint, and Jill Burns will be Secretary.

On MOTION by Mr. Moore, seconded by Mr. Donley, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 17, 2024 Board of Supervisors Meeting and November 5, 2024 Landowners' Meeting**

Ms. Burns presented the minutes of the July 17, 2024 Board of Supervisors meeting and the November 5, 2024 Landowners' meeting. She asked for any questions, corrections or comments. The Board had no changes to the minutes.

On MOTION by Mr. Moore, seconded by Mr. Dunson, with all in favor, the Minutes of the July 17, 2024 Board of Supervisors Meeting and November 5, 2024 Landowners' Meeting, was approved.

**FIFTH ORDER OF BUSINESS**

**Presentation and Approval of Supplemental Engineer's Report for Phase 2 Project Infrastructure Improvements dated December 3, 2024**

January 7, 2025

Lake Mattie Preserve CDD

Mr. Hunter stated back in September 2022 they prepared the original engineer's report for the Lake Mattie Preserve CDD. He explained that the original report described the scope of the District's entire capital improvement plan and it provided estimates of the overall capital improvement plan cost estimates. He further explained that after the original report was completed, the phasing plan for the projects capital improvements was more fully developed and determined. He continued to explain that in February of 2024, a supplemental engineer's report for the Phase 1 project was prepared and presented to the Board, which provided details regarding the project phasing that had been developed and separated the original cost estimate into phases including, at that time, the cost estimate for Phase 1.

Mr. Hunter explained that to assist with the financing and construction of the Phase 2 project, this new supplemental engineer's report provides updated information related to construction and the platting of Phase 2 and that infrastructure, provides the status of all the permits required to construct Phase 2 and provides the current cost estimate, which includes the cost allocable of Phase 2. He stated that Section 1 of the engineer's report provides background information, details and a summary of the purpose of the report. Section 2 of this supplemental report provides an updated summary of the projects phasing with acreages and unit types for each phase. Section 3 provides a summary of the project permitting. He noted that all required permits are in place for the construction of Phase 2. Section 4 summarizes the status of the ongoing construction and platting for Phase 1 of which Phase 2 construction is dependent. He stated Section 5 provides a summary of the proposed Phase 2 infrastructure. Section 6 provides a brief summary of the entire report and sets forth, in their opinion as the engineer, that the estimated cost of Phase 2 infrastructure is reasonable, that the Phase 2 infrastructure will be feasible to construct and that the assessable property within the District who will receive a special benefit from the Phase 2 project.

Mr. Hunter pointed out that there are three exhibits included in the report. Exhibit A is the phasing map for the entire project. Exhibit B is an updated cost estimate for the capital improvement plan. Exhibit C is an updated summary for Phase 2 District facilities and who will own what when the project is complete. Mr. Hunter stated that he was happy to answer any questions.

January 7, 2025

Lake Mattie Preserve CDD

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Supplemental Engineer's Report for Phase 2 Project Infrastructure Improvements dated December 3, 2024, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Presentation and Approval of Preliminary Second Supplemental Assessment Methodology for the Phase 2 Project dated January 7, 2025**

Ms. Burns stated this assessment report allocates the Series 2025 bond debt to properties based on the special benefits that each receives from the District's Phase 2 project. This report will be updated one more time at final pricing when they get final numbers and also once they have the personal IDs for the platted properties. Ms. Burns briefly reviewed the tables for the Board of Supervisors. Table 1 shows their development program. Table 2 shows the infrastructure cost estimates that came from the engineer's report that Mr. Hunter reviewed for the Board. Table 3 shows their estimated bond sizing of \$4,030,000. Table 4 outlines the improvement costs per unit for the Phase 2 project. Table 5 outlines the par debt per unit. Table 6 breaks down the net and gross annual debt assessment per unit that takes in account the collection fees and the early payment discounts when collected on the Polk County tax bill. Table 7 is the preliminary assessment roll, which is currently blank because they are waiting on the parcel IDs from the property appraiser. After review of the tables, Ms. Burns noted that she was happy to answer any questions.

On MOTION by Mr. Moore, seconded by Mr. Dunson, with all in favor, the Preliminary Second Supplemental Assessment Methodology for the Phase 2 Project dated January 7, 2025, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-03 Delegation Resolution (Series 2025 – Phase 2 Project Bonds)**

Ms. Wilhelm presented Resolution 2025-03 to the Board of Supervisors. She explained that this resolution serves two main purposes. The first purpose is to delegate to the Chair of the Board the authority to enter into a Bond Purchase Agreement so long as the terms of the purchase agreement are within certain parameters that the Board is going to approve today. The second purchase of the resolution is to approve in substantial form certain of the documents that are needed

January 7, 2025

Lake Mattie Preserve CDD

in order to market price and sell the bonds including the Purchase Agreement, the Supplemental Trust Indenture, the Preliminary Limited Offering Memorandum, and the Continuing Disclosure Agreement. She noted that the resolution delegates to the Chairman the authority to enter into the purchase agreement within certain parameters and those are attached as Schedule I to the resolution. Ms. Wilhelm reviewed the parameters. She noted that she was happy to answer any questions on the resolution or any of the documents that they are approving in standard form.

On MOTION by Mr. Franklin, seconded by Mr. Dunson, with all in favor, Resolution 2025-03 Delegation Resolution (Series 2025-Phase 2 Project Bonds), was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Series 2025 – Phase 2 Project Bonds Ancillary Financing Documents**

- A. True-Up Agreement**
- B. Collateral Assignment Agreement**
- C. Acquisition Agreement**
- D. Completion Agreement**
- E. Declaration of Consent**
- F. Tri-Party Mortgage Agreement (NVR)**
- G. Tri-Party Mortgage Agreement (Bank of Central Florida)**
- H. Consideration of Resolution 2025-04 Supplemental Delegation Assessment Resolution**

Ms. Hancock provided a brief overview of all the items listed above. She explained that these documents are substantially the same form as Phase 1 assessments and bond issuance. It will only cover the Phase 2 area. After her brief overview, Ms. Hancock stated that she was happy to answer any questions.

On MOTION by Mr. Dunson, seconded by Mr. Moore, with all in favor, the Series 2025 – Phase 2 Project Bonds Ancillary Financing Documents, were approved in substantial form.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-05 Authorizing the Publication of Legal Advertisements and Public Notices on a**

January 7, 2025

Lake Mattie Preserve CDD

**Publicly Accessible Website in Polk County**

Ms. Burns presented Resolution 2025-05 to the Board of Supervisors.

On MOTION by Mr. Donley, seconded by Mr. Dunson, with all in favor, Resolution 2025-05 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates**

Ms. Burns stated this is the renewal for 2024 and it's not to exceed amount of \$5,000.

On MOTION by Mr. Donley, seconded by Mr. Moore, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates Not to Exceed \$5,000, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing to report to the Board.

**B. Engineer**

Mr. Hunter stated he had nothing further to provide. He was happy to answer any questions.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register to the Board of Supervisors. She noted the total is \$2,919,550.04.

On MOTION by Mr. Moore, seconded by Mr. Dunson, with all in favor, the Check Register totaling \$2,919,550.04, was approved.

**ii. Balance Sheet and Income Statement**

January 7, 2025

Lake Mattie Preserve CDD

Ms. Burns noted the financial statements through November are included in the agenda package for review. These are for informational purposes only. There is no action necessary from the Board.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Wes Donley*

3C39A8AB8DF44D0

Chairman/Vice Chairman