

**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, August 5, 2025**, at 1:32 p.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Bryan Hunter <i>by Zoom</i>	District Engineer, Hunter Engineering
Joel Blanco	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present, and none who joined via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 6, 2025,  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 6, 2025, 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. Owen, with all in favor, the Minutes of the May 6, 2025, Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns asked for a motion to open the public hearing.

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

**i. Consideration of Resolution 2025-09 Adopting the District’s Fiscal Year 2025/2026 Budget and Appropriating Funds**

Ms. Burns stated that the budget was attached to the resolution as Exhibit A. Ms. Burns reviewed the proposed operations and maintenance (O&M) budget, noting this was the first year with homeowner assessments instead of the budget being developer funding. She stated that administrative costs had decreased, while field expenses were based on estimates and vendor proposals. She noted that landscaping was budgeted at \$60,000 with an extra allowance for future amenity landscaping. Ms. Burns added that the aquatic maintenance had been raised from \$7,500 to \$10,800, offset by reducing the general contingency.

Ms. Burns noted that the assessments were \$1,106.08 for townhomes and \$1,478.78 for single-family homes. She stated that security services for the pool were discussed as a potential cost-saver. She added that the options included removing security entirely, scaling back to weekends only (about \$10,000), or seasonal coverage (about \$23,000). Ms. Burns stated that cameras and access control were considered as alternatives or supplements. After discussion, the Board reduced the security allocation from \$30,000 to \$15,000, with flexibility to adjust later if needed. The Board approved the budget as amended, with changes to aquatic maintenance and security, funded by adjustments to contingency and repairs.

On MOTION by Mr. Franklin, seconded by Mr. Donley, with all in favor, Resolution 2025-09 Adopting the District’s Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

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

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**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns asked for a motion to open the public hearing. She stated this was the District’s first time levying O&M assessments, so they had to hold a separate public hearing. She added that in prior years the developer had funded operations, but now costs were being shifted to the tax roll. She said that the law required a dedicated hearing for the first levy, giving residents a chance to comment directly on the new assessments. Ms. Burns noted that in future years, a separate hearing would only be required if assessments exceeded the amount noticed; otherwise, the adoption would be part of the regular budget hearing.

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

**i. Consideration of Resolution 2025-10 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated that this resolution was to certify the assessments so they could be collected on the Polk County tax bill based on the newly adopted budget. She added that since the Board had made changes to the budget from what was originally on the tax roll, they would need a motion to approve it as amended. Ms. Burns stated that the operations and maintenance rates had dropped slightly due to those budget changes.

On MOTION by Mr. Franklin, seconded by Mr. Moore, with all in favor, Resolution 2025-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-11  
Designation of a Regular Monthly Meeting**

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**Date, Time, and Location for Fiscal Year 2025/2026**

Ms. Burns stated that the meeting time was the same as the current year, the first Tuesday of each month at 1:30 p.m.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, Resolution 2025-11 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Uniform Method of Collection Agreement with Polk County Tax Collector**

Ms. Burns stated that Polk County required an annual renewal of the standard agreement to collect. She noted that this was just their renewal for the upcoming fiscal year.

On MOTION by Mr. Franklin, seconded by Mr. Donley, with all in favor, the Uniform Method of Collection Agreement with Polk County Tax Collector, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns reviewed the Fiscal Year 2024 independent audit report. She noted that the report to management on page 28 indicated no findings, instances of non-compliance, or conditions of financial emergency. The audit was considered clean and had been submitted to the state by the June 30<sup>th</sup> deadline.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Goals and Objectives**

**A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns stated that the Board had reviewed the Fiscal Year 2026 goals and objectives and noted that they were the same as the ones adopted the previous year. She added that approving them kept the District in compliance with the state’s requirement for annual goals and objectives.

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On MOTION by Mr. Donley, seconded by Mr. Owen, with all in favor, the Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

**B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute**

Ms. Burns reviewed the Fiscal Year 2025 goals and objectives and noted that everything was on track to be met. She added that since it was unlikely that they would need to hold a September meeting, they had asked the Board to authorize the Chair to sign off at the end of the year so the form could be submitted to the state without another meeting.

On MOTION by Mr. Owen, seconded by Mr. Franklin, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

**NINTH ORDER OF BUSINESS**

**Ratification of Amended and Restated Disclosure of Public Financing**

Ms. Burns stated that this was updated to include the most recent bond issuance, which had already been recorded and signed. She added that this notice just informed property owners of that update.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Amended and Restated Disclosure of Public Financing, was ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock reminded everyone of the ethics training. She stated that they would need to complete the 4 hours by December 31, 2025.

**B. Engineer**

Mr. Hunter stated he had nothing to report but could answer any questions.

**C. Field Manager's Report**

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**i. Consideration of Proposal for Landscaping Maintenance Services**

Ms. Burns stated that construction on the first phase was wrapping up with the improvements getting ready to be conveyed to the CDD for ownership and maintenance.

Mr. Blanco reviewed the landscaping report covering the frontage easement along 559, the entrance medians, common areas on Mattie Road, and the walkway by Lake Mattie. He said that they had also been monitoring the entrance monument construction, including plantings and landscape beds, which were reported to be doing well. He added that some extra detailing of landscape beds and trimming of dead palm fronds at the entrance was requested. A proposal for recurring landscaping services was attached for the Board to review.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Proposal for Landscaping Maintenance Services was approved.

**ii. Consideration of Proposal for Pond Discing**

Mr. Blanco reported that most of the landscaping beds and plants around the entrance and common areas were thriving. Mr. Blanco noted that toward the end of the report, they could cover the landscaping proposal. Mr. Blanco stated that pond reviews had been completed, with regular mowings around the ponds and along the Lake Mattie walkway. Some dry ponds were found with vegetation growing in the middle. He stated that there were two proposals presented for aquatic maintenance: spraying or discing. Spraying was effective at reducing vegetation but left a less tidy appearance, while discing with a tractor provided a cleaner look. Their recommendation was discing since it looked neater and was easier on the pond surface.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Proposal for Pond Discing totaling \$9,000 annually, was approved.

**iii. Consideration of Proposal for Aquatic Maintenance Services**

Ms. Burns stated that the Board decided not to move forward with the Aquatics contract. She said that they had agreed to bring back the lakefront proposal for review at the next meeting. If a one-time service was needed before then, the Chair could approve it outside of a meeting, with the option to bring it back later for consideration.

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**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register for \$25,068.18 from April 22, 2025, to July 21, 2025. There were no Board questions, and there was a motion of approval.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Check Register totaling \$25,068.1, was approved.

**ii. Balance Sheet and Income Statement**

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

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Owen, 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