

**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, July 7, 2026**, at 1:30 p.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Wes Donley	Chairman
Duane “Rocky” Owen	Assistant Secretary
Tom Franklin	Assistant Secretary
Lee Moore	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
Matt Fisher	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:34 p.m. 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 5, 2026
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 5, 2026, Board of Supervisors meeting and asked for any questions, corrections, or comments. The Board had no changes to the minutes.

On MOTION by Mr. Owen, seconded by Mr. Moore, with all in favor, the Minutes of the May 5, 2025, Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Consideration of Items Related to Amenity Access & Security (*provided to Board & Staff separately due to confidentiality purposes*)

A. Proposal for Guard Services at the Amenity Center from Nation Security

B. Proposals from Current Demands

- i. Access Card Reader Installation**
- ii. Cameras and Overnight Monitoring Services Installation**
- iii. Continuing Monthly Overnight Monitoring Services**

Ms. Burns noted the amenity is near completion so they would like to get cameras there. This is a camera package that would allow staff to review the cameras remotely. These are also motion detected so can be monitored overnight remotely 8 PM to 8 AM when the facility is closed. It also has a card access controller. She recommended the option with the key card reader. That would be \$12,198.03 for the cameras with the key card. This does not include the monitoring.

Another option is manned security patrols, and she recommended using this on the weekends seasonally for an 8-hour shift on Saturday and Sunday. An 8-hour shift is \$479.20. Weekends only and the week of Spring Break would be \$9,300. Daily seasonally 8 hours a day 7 days a week during the summer and Spring Break. She suggested holding the security guard and plan to put this into place seasonally for the following year as well as recommending the security cameras and access cards now.

On MOTION by Mr. Donley, seconded by Mr. Owen, with all in favor, Authorizing Staff to Key Card Readers and Cameras for \$12,198, and hold off on remote monitoring security for now, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Acquisition of Amenity Center Improvements and Transfer of Real Property

Ms. Burns stated this will be contingent on getting issued the CO and closing out. Ms. Hancock recommended approving in substantial form and once everything is wrapped up with construction, they will execute everything and get it conveyed over. Ms. Burns noted it will be transferred from the developer to the CDD upon completion.

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On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, the Acquisition of Amenity Center Improvements and Transfer of Real Property, was approved in substantial form.

SIXTH ORDER OF BUSINESS

Presentation of Fiscal Year 2025 Audit Report

Ms. Burns stated on page 28 of the agenda package is a report to management which summarizes the audit. It was a clean audit with no instances of noncompliance. There were no findings. It has been submitted to the state by the June 30th deadline. It is an independent audit. She offered to take any questions.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, Accepting the Fiscal Year 2025 audit report, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Conveyance Documents for Phase 1

Ms. Burns noted all of the Phase 1 improvements were completed and signed off as complete from the District Engineer. These have already been executed and conveyed over to the District.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Conveyance Documents for Phase 1, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report but offered to take questions from the Board.

B. Engineer

Mr. Hunter had nothing to add but offered to take questions.

C. Field Manager's Report

Mr. Fisher reviewed the field management report on page 158 of the agenda package.

i. Amenity Center Maintenance Contract Proposals

a) Proposal for Pool Maintenance Services

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Mr. Fisher reviewed the Resort Pools proposal for \$1,800 per month and noted that it comes with the automated system for dispensing chemicals, chlorine and acids. This is three times per week.

On MOTION by Mr. Donley, seconded by Mr. Owen, with all in favor, the Resort Pools Proposal for Pool Maintenance Services for \$1,800 per month, was approved

b) Proposals for Janitorial Maintenance Services

1. CSS

2. Mops and Rags Cleaning Services

Mr. Fisher reviewed the two janitorial maintenance proposals. He noted CSS does a fantastic job at other communities. The proposal is for \$1,350 per month which takes care of the pet playpark, trash and cleaning the restrooms three times a week. He noted Mops and Rags were a little cheaper but he has never personally worked with them.

c) Proposals for Pest Control Services

1. All American Lawn and Tree Solutions

2. Massey Services

Mr. Fisher received proposals from All American and Massey for pest control services. All American tailored their quote to accommodate Lake Mattie Preserve. Massey's quote is cheaper by \$1,000. They are used in other communities and responsive.

On MOTION by Mr. Donley, seconded by Mr. Owen, with all in favor, the Massey & CSS Proposals for Pest Control Services and Janitorial Maintenance respectively, were approved.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register that is included in the agenda package for review.

On MOTION by Mr. Moore, seconded by Mr. Donley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

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Ms. Burns noted the financial statements are included in the agenda package for review.
There is no action necessary.

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

Ms. Burns asked for a motion to adjourn the meeting.

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

Secretary/Assistant Secretary

Signed by:

Wes Donley

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Chairman/Vice Chairman