

**MINUTES OF MEETING
PEACE CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Peace Creek Community Development District was held on Tuesday, **August 15, 2023** at 10:45a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chair
Steve Greene <i>by Zoom</i>	Assistant Secretary
Carrie Dazzo	Assistant Secretary
Kayla Word	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Grace Kobitter <i>by Zoom</i>	District Counsel, KVV Law Group
Jill Burns	District Manager, GMS
Allen Bailey	GMS, Field Services
Clayton Smith	GMS, Field Services

The following is a summary of the discussions and actions taken at the August 15, 2023 Peace Creek Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:45 a.m. Five Supervisors were present constituting a quorum. Mr. Green joined the meeting via Zoom after roll call.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public members present to provide comments.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the June 13, 2023
Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the June 13, 2023 Board of Supervisor's meeting minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Minutes of the June 13, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

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

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

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated that this public hearing was advertised in the paper and there were no members of the public present. She asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns presented the budget and noted the changes made from the preliminary version presented at the previous meeting. She added there were higher numbers including a reserve and more of a build out budget for notices. The per unit amount per platted lot is \$801.46, the unplatted direct bill is the townhome parcel and is within the District boundary and are assessed O&M. Amenity expenses are based on a full year of operation and is expected in the fall.

Mr. Morgan stated the amenity basis are based on 2024. He asked if all amenities would be open in 2024. Mr. Smith replied not all of it but the pool and cabana.

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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

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Ms. Burns stated this public hearing has been advertised in the paper and sent to all property owners within the District. Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated that there were no members of the public present. She asked for a motion to close the public hearing.

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-09 Imposing Special Assessments and Certifying on Assessment Roll

Ms. Burns stated this resolution will certify the assessment roll for collection and will be sent to Polk County. The direct bill will be collected on the schedule included.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Resolution 2023-09 Imposing Special Assessments and Certifying on Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024

Ms. Burns noted this is the same as the current schedule for the second Tuesday of the month at 10:30 a.m. in the same location.

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, Resolution 2023-10, Designation of a Regular Monthly Meeting Date, Time and Location, for Fiscal Year 2024 as the 2nd Tuesday of the Month at 10:30 a.m., was approved.

SIXTH ORDER OF BUSINESS

Consideration of Uniform Collection Agreement with Polk County Tax Collector

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Ms. Burns stated this is the annual renewal and will allow us to collect assessments on the tax bill.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was approved.

SEVENTH ORDER OF BUSINESS Acceptance of Fiscal Year 2022 Audit Report

Ms. Burns presented the Fiscal Year 2022 audit report to the Board and noted there were no findings, incidents of non-compliance, and the audit was submitted by the June 30th deadline.

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, the Fiscal Year 2022 Audit Report, was accepted.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Ms. Kobitter had nothing further to report.

B. Engineer

Mr. Hunter informed the Board that the full completion of Phase 3 improvements has been delayed due to moving poles at the entrance and installing power. The paving hasn't been completed and we are working on the close out of Phase 1 and Phase 2. He added because all Phases were approved together there are some administrative hoops to jump through in order for Polk County and the city of Winter Haven to proceed and let us close out Phase 1 and 2 independently of Phase 3. He added they have submitted an administrative amendment to our approval with Polk County to split the Phases, called a Revision After Approvals(RAA). He expected this approval any day and would call for an inspection for Phase 1 and 2 as soon as the approval.

It was asked if the Phase 3 storm inspections were completed successfully. Mr. Hunter replied they were, and videos have been reviewed. Mr. Bonin stated they are looking for building finals by the end of August.

Ms. Burns discussed the townhome parcel and the question if they were going to leave it, remove it, or if they would have access to the amenity. If they were not going to have access to

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amenities, they like to record something before the closings. Discussion ensued on the townhome section, if it would be pulled or staying, and amenity usage. Ms. Burns will follow-up on this issue.

C. Field Manager's Report

i. Presentation of Proposals for Landscaping Maintenance Services *(to be provided under separate cover)*

Mr. Smith introduced Allen Bailey as the on-site manager for the District to track contractors, oversee everything, and oversee landscaping. He added the access and control system will be up and running.

Mr. Smith presented the proposals for landscaping quotes from 3 bidders to include Floralawn, Weber, and Prince and Sons. He noted they reached out to another vendor, but they declined to bid. Prince and Sons came in with the lowest bid and all have the same scope.

It was asked who did the install of Peace Creek. Mr. Smith replied that the pond banks were the site contractor. Discussion ensued on landscaping packet enhancements, and areas to improve.

Mr. Bonin stated he would like to interview each vendor and explore the pricing, frequency, equipment used, and the exact scope of work. Ms. Burns noted for the budget adopted Prince is within budget, Floralawn is over, but we could make it work with contingencies, the Weber will not work with the budget. The Board agreed to have Mr. Bonin to interview and make the selection and authorize Counsel to Draft the agreement.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the Authorize Mr. Bonin to Interview the Vendors, make the Selection of the Proposals for Landscaping Maintenance Services, and Authorize Counsel to Draft the Agreement, was approved.

D. District Manager's Report

i. Presentation of Funding Requests #14, #15, and #16

Ms. Burns presented funding requests #14, #15, #16 which needed ratification from the Board.

On MOTION by Mr. Morgan, seconded by Ms. Dazzo, with all in favor, Funding Requests #14, #15, and #16, were ratified.

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ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements through the month of June were included in the agenda. There was no action required at this time. Mr. Morgan had a question on the balance on page 5. Ms. Burns clarified there were no construction funds.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Morgan commented on conveyances and was asked where the District stood with getting prepared to do the final certifications for the water management district and the transfer of that over to the CDD. Mr. Hunter replied he had noted some minor corrections to some structures that were conveyed to Blue Locks, and he will follow up to see if they were corrected. After that he could wrap up and send Lennar forms. He noted the owner out of New York and a transfer and signatures will be required. Mr. Bonin ask that these be copied over to him and Kathryn.

He asked that all agendas have land conveyances and water management issues.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Adam Morgan

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Chairman