

**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, **February 13, 2024** at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida and via Zoom Webinar.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chair
Steve Greene	Assistant Secretary
Kayla Word	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Jill Burns <i>by Zoom</i>	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law Group
Bryan Hunter	District Engineer, Hunter Engineering
Allen Bailey	Field Services Manager, GMS
Michelle Dudley	Lennar

*The following is a summary of the discussions and actions taken at the February 13, 2024 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 10:31 a.m. Four Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public members present nor any members of the public joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 10, 2023  
Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the October 10, 2023 Board of Supervisor's meeting minutes.

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On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Minutes of the October 10, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01  
Ratifying the Publishing of Advertisements  
Setting the Public Hearing on Amenity  
Policies and Rates**

Ms. Adams stated that this is to notice and set a public hearing to adopt amenity policies and rates. The resolution identifies March 12, 2024 the regular Board meeting as the rule hearing. This is an opportunity for Board members to review the proposed amenity policies. The draft of the amenity policy rules and rates is in the agenda packet on page 13. These can be amended all the way up through your rule hearing and adoption. Ms. Adams asked the Chairman if he wanted to go through any of these. She noted these are set up based on the best practices for other CDDs in Central Florida. Mr. Morgan noted it looks pretty standard.

Ms. Dudley asked how the District enforces only four guests and things like that. Ms. Adams noted there is an access control system installed at the pools which is monitored and each user has an independent card to get in. They do recommend during peak pool hours to staff the pool with security. She noted on page 31 of the agenda is the proposed amenity rates. Mr. Morgan asked if they have to allow nonresidents to use it. Ms. Kobitter stated it is required they set this rate so that people who are not residents of the District are able to use the public improvements and amenities. Mr. Morgan asked how that works in a gated community. Ms. Adams noted they hand out brochures regarding public access user fees. Once the public sees the annual user fee, it is sometimes a deterrent because they have other commercial options that are less expensive. Ms. Dudley asked if the rate varies. Ms. Adams noted that was noticed to give the Board flexibility and the rates will be confirmed at the rule hearing in March.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2024-01 Ratifying the Publishing of Advertisements and Setting the Public Hearing on Amenity Policies and Rates, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Adams noted this is an agreement between Peace Creek CDD and the Polk County Property Appraisers office in order to collect CDD fees in the non-ad valorem section of the tax bill. There are some important dates that the assessment team is aware of. It is an annual agreement.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter reminded the Supervisors of the four hours of ethics training annually. The deadline to achieve that requirement is December 31, 2024. She noted her office sent out a memo that had a link to the Florida Commission on Ethics that has training videos that are available. She asked for any questions. Mr. Morgan noted he received an email from the Florida Commission on Ethics that wanted him to register and to fill out Form 1. He thought Form 1 had to be sent to the county a person lived in and not state. Ms. Kobitter noted that is another change and now Form 1 will be filed electronically with the Commission on Ethics.

Ms. Kobitter noted the only other update is that she has been working with Bryan tracking the completion of the remaining Phase 3 improvements. Once they get the okay from him, they will have that acquisition package prepared and ready for the Board to review and approve to have the rest of those improvements conveyed.

**B. Engineer**

Mr. Hunter noted the Board may be interested in the status of the project closeouts. The closeouts were structured to be two separate closeouts for Phase 1 and Phase 2. This is a reminder that they are all closed out with the city. He noted they are still waiting on final closeout on Phase 1 and 2 with Polk County. There were some contractor mistakes that they have been negotiating. A couple of repairs have been made and even a bond was required as a means of mitigating a dispute over. Mr. Hunter noted the big item was a section of a turn lane in Phase 2 that was paved and they say the asphalt went down too thick. The remedy there instead of removing all of the

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asphalt that is very thick and stable, they agreed to accept a bond for two years. That has to come from the developer which was the problem because it is not the developer's issue but the contractor's issue. They worked that out.

Mr. Bonin asked if CenterState is posting that bond. Mr. Hunter noted he doesn't know the details of that arrangement but they are posting it to make it all go through. Mr. Morgan noted he has never heard of a problem with asphalt being too thick. Mr. Hunter noted there was another minor issue north of the roundabout which has been fixed and waiting on a couple of as-built shots and that should take care of that. The big hold up shifting to Phase 3 was the lift station startup. The holdup was due to getting power to the whole site. He noted startup was a week ago but there was a faulty transformer. They replaced it within a couple of days and that lift station startup is scheduled for next Wednesday the 21<sup>st</sup>. There are some minor as-built deviations that are being worked on. Once lift station startup is complete assuming all goes well then, they will continue submitting closeout documents to both the city and Polk County. They have requested final walkthrough with Polk County on off-site but have yet to receive a date.

Ms. Adams noted a lot of the field issues that will be presented today are related to the imminent opening of the amenity center. She noted they would like to have the amenity center open by Spring Break with March 5 being discussed. Mr. Morgan stated it looks ready. Ms. Adams noted temporary signage has been installed by the amenity center promoting to property owners and residents that the amenity center will be opening and they will insert March 5<sup>th</sup> to allow residents to contact the office for amenity access cards.

Ms. Adams stated there are agenda items for Board action. These are all items that have been accounted for in the annual budget.

### **C. Field Manager's Report**

Mr. Bailey presented the Field Manager's report. The boulders at the entrance of Phase 1 have been installed. They hope these will prevent cars from parking along the road while waiting for students from the nearby school. Leaning signage in Phase 1 & 2 have been straightened. The amenity is ready to go. The access system and internet have been installed. The playground builder has addressed all punch items brought to them and ready to go. The ponds have been disced making sure to keep vegetation off the bottoms.

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**i. Consideration of Landscape Services Addendum to Add Amenity Center to Current Contract with Prince and Sons, Inc.**

Mr. Bailey noted Prince and Sons amended the current contract to add the Amenity Center. This would cost \$1,507 monthly totaling \$18,080 yearly. Mr. Bonin asked if the amenity was included in the initial proposal from them. Mr. Bailey stated no because it was not complete. Mr. Bonin asked the price tag? Mr. Adams answered \$1,507. Ms. Adams noted on page 44 is a summary of the proposals being presented.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the Landscape Services Addendum to Add Amenity Center to Current Contract with Prince & Sons, Inc., was approved.

**ii. Consideration of Proposals for Pool Maintenance Services**

**a) Arinton**

**b) Resort Pool Services**

Ms. Adams noted the detailed proposals for this item are included in the agenda packet. Mr. Bailey noted Resort Pools works at a lot of Districts and do great work. They are also the lower bid of the two. This is currently for cleaning the pool three times a week. If this needs to be increased for some reason, adjustments can be made. Mr. Morgan noted pool cleaning would vary depending on time of year. Ms. Adams noted as the bather load increases that requires an increased number of service stops for the pool vendor. This would be budgeted in advance.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Proposal for Pool Maintenance Services extended with Resort Pools, was approved.

**iii. Consideration of Proposals for Janitorial Maintenance Services at Amenity**

**a) Clean Star Services for Central Florida, Inc.**

**b) E & A Cleaning, Inc.**

Mr. Bailey stated both companies will clean under the shaded structures, the four pool deck trash cans, and two outside trash cans. This will happen three times a week. The only difference between the two is that E&A Cleaning does not give supplies. The District would have to pay for the supplies. Both came in at the same price. He recommended Clean Star because of the supply issue.

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On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Proposal from Clean Star Services for Central Florida, Inc. for Janitorial Maintenance Services at Amenity, was approved.

**iv. Consideration of Proposals for Pest Control Services at Amenity**

**a) All American Lawn & Tree Specialist**

**b) Massey Commercial Services**

Mr. Bailey received quotes from Massey and All-American Lawn. This will cover the inside and outside of the amenity center, playground, and mail kiosk. The treatment is once per month. Both offered to do the same scope however Massey was the significantly lower bid.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Proposal from Massey Commercial Services for Pest Control Services at Amenity, was approved.

**v. Consideration of Security Services Proposals**

**a) Current Demands**

**b) Securitas (*to be provided under separate cover*)**

Ms. Adams noted there are two security options. Securitas does provide a very lengthy and detailed description of their services, their references, and technical specifications for what they are proposing to provide. The program that is being recommended by Securitas is a hybrid program with two components. The dynamic staffing of a guard during peak hours at the pool typically Saturday and Sundays and additional staffing for holiday weekends. The part-time 16 hours per weekend 8-hour day time shifts Saturday and Sunday, the hourly rate is proposed at \$28.98 for an annual estimated cost of \$24,111. The other part of this program deals with accessing amenities after hours. This is a remote guarding system with motion activated cameras staged on the pool deck and entrances. Motion detected after pool closing triggers an interactive speaker that alerts the person the facility is closed, asks them to leave, and cautions police will be contacted.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, the Proposals from Securitas for Security Services, was approved.

**vi. Consideration of Proposal from GMS for Amenity Opening Preparation Items**

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Mr. Bailey noted this proposal is from GMS for signage and trash cans for the amenity center to open up. It will include four trash cans for the pool deck, four trash cans for the bathrooms, no lifeguard sign, not allowed rule sign, and a playground rule sign. The total is \$1,918 which is a one-time fee.

Ms. Adams noted they are comfortable with opening the amenity center and having the rule hearing on March 12<sup>th</sup>. Technically they will not be able to assess any fees up until March 12<sup>th</sup>.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the Proposal from GMS for Amenity Opening Preparation Items, was approved.

#### **D. District Manager's Report**

##### **i. Ratification of Funding Request #20 and #21**

Ms. Adams presented funding requests #20 and #21 included in the agenda package. On page 81 is funding request #20 for \$29,510.11 and on page 82 is funding request #21 for \$26,722.15.

On MOTION by Mr. Morgan, seconded by Ms. Word, with all in favor, Funding Requests #20 and #21, were ratified.

##### **ii. Approval of Check Register**

Ms. Adams presented the check register from October 1 through December 31, 2023 totaling \$92,970.57 on page 84 of the agenda. The register is immediately following with details.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the Check Register totaling \$92,970.57, was approved.

##### **iii. Balance Sheet & Income Statement**

Ms. Burns noted that the financial statements through December 31st were included in the agenda. There is no action required at this time. Mr. Morgan noted \$11,000 is left in the Capital Projects Fund and asked Rob if there is anything to charge that off to.

#### **E. Project Development Update**

##### **i. Status of Property Conveyance**

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**ii. Status of Permit Transfers**

Ms. Adams noted these were covered under the Engineer’s Report. She asked for any discussion on these at this time. Mr. Morgan stated they are good.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**NINTH 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/Vice Chairman