

**MINUTES OF MEETING
POLLARD ROAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Pollard Road Community Development District was held on Tuesday, **April 27, 2022** at 9:48 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk	Vice Chair
Justin Frye	Assistant Secretary
Patrick Marone	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock <i>by Zoom</i>	KE Law
Rey Malave <i>by Zoom</i>	Dewberry
Lisa Kelley <i>by Zoom</i>	Dewberry
Jessica Kowalski	Appointed as Supervisor

The following is a summary of the discussions and actions taken at the April 27, 2022 Pollard Road Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:48 a.m. Four Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns swore in the four Supervisors in attendance. Mr. Marone submitted his letter of resignation.

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On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, Accepting the Resignation of Patrick Marone, was approved.

Ms. Schwenk nominated Ms. Jessica Kowalski to fill the open seat on the Board created by Mr. Marone’s vacancy.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Nomination of Jessica Kowalski to the Board of Supervisors, was approved.

Ms. Kowalski was sworn in at this time.

B. Consideration of Resolution 2022-33 Canvassing and Certifying the Results of the Landowners’ Election

Ms. Burns stated that this resolution is to certify the results of the Landowners’ election.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-33 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

C. Election of Officers

1. Resolution 2022-34 Electing Officers

Ms. Burns stated that previously Mr. Heath was the Chairman and Ms. Schwenk was the Vice Chairperson and the remaining Supervisors were Assistant Secretaries along with George Flint from GMS, and Ms. Burns was Secretary. The Board voted to keep this slate the same.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-34 Electing Officers with Mr. Heath as Chair and Ms. Schwenk as Vice Chair, Mr. Frye, and Ms. Henley and Ms. Kowalski as Assistant Secretaries, George Flint as Assistant Secretary and Jill Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 8, 2022 Organizational Meeting

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assessment report will be supplemented with one or more Supplemental Assessment Methodology reports that reflect the actual terms and conditions for each series of bonds at the time of issuance.

Ms. Burns reviewed the tables included in the methodology for the Board and offered to answer any questions. She stated that there is a single landowner for the District, Highland Cassidy, LLC, and they own all 111.94 acres.

Ms. Burns stated that all assessments are fairly and reasonably apportioned across the product types and the benefit to the lots is equal to or in excess of the burden placed on the by the debt that will be assigned.

Ms. Hammock asked Ms. Burns if it was in her opinion that it is in the best interest of the District that the Master Assessment be paid and collected in accordance with the methodology. Ms. Burns stated yes.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Assessment Methodology, was approved.

iii. Consideration of Resolution 2022-35 Levying Special Assessments

Ms. Burns stated that this will levy assessments across the District.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-35 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments

Ms. Burns stated that this will be recorded to put potential property owners on notice of the assessment.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Notice of Special Assessments and Authorizing Counsel to Record, was approved.

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

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B. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

Ms. Burns stated that the public hearing had been advertised in the paper.

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

i. Consideration of Resolution 2022-36 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Burns stated that this is the resolution they will send to the Property Appraiser and Tax Collector so that they can utilize the Polk County tax bill to collect their assessments when they are ready to do so.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-36 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

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

C. Public Hearing on the Adoption of District Rules of Procedure

Ms. Burns stated that the public hearing had been advertised in the paper.

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

1. Consideration of Resolution 2022-37 Adopting the Rules of Procedure

Ms. Burns stated that these are the standard set of rules that will govern the District. She stated that these had not changed since the last meeting. She offered to answer any questions from the Board.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-37 Adopting the Rules of Procedure, was approved.

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

SIXTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns reviewed the two proposals for District engineering services that were received. One was from the current Interim District Engineer, Dewberry. The other proposal was from Lighthouse Engineering. Mr. Frye reviewed the proposals and provided rankings. Mr. Frye stated that Dewberry had 98 points and Lighthouse had 88 points. He said he deducted from Lighthouse for location, and for their CDD experience not being as strong as Dewberry. The Board agreed and accepted Mr. Frye’s rankings.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Ranking Dewberry as #1 Proposal for District Engineering Services and Allowing Staff to Send Notice of Intent to Award to Dewberry, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that they had filed the bond validation complaint and the hearing was scheduled for May 16, 2022 at 3:15 p.m. She also offered to answer any questions from the Board.

B. Engineer

Ms. Kelley stated that they had prepared the Engineer’s Report that they went over earlier in the meeting, and offered to answer any questions.

C. District Manager’s Report

Ms. Burns noted she had nothing further.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman