

*Pollard Road
Community Development District*

Meeting Agenda

July 27, 2022

AGENDA

Pollard Road

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 20, 2022

Board of Supervisors
Pollard Road
Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the **Pollard Road Community Development District** will be held on **Wednesday, July 27, 2022, at 9:30 AM at 346 E. Central Ave., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/85070779512>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 850 7077 9512

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
 - A. Acceptance of Resignation from Justin Frye
 - B. Appointment to Fill the Vacant Board Seat
 - C. Administration of Oath to Newly Appointed Supervisor
 - D. Consideration of Resolution 2022-39 Appointing Assistant Secretary
4. Approval of Minutes of the May 25, 2022 Board of Supervisors Meeting
5. Public Hearing
 - A. Public Hearing on the Adoption of the Fiscal Year 2022/2023 Budget (Continued from May 25, 2022 Board of Supervisors Meeting)
 - i. Consideration of Resolution 2022-40 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds
6. Staff Reports
 - A. Attorney
 - B. Engineer

¹ Comments will be limited to three (3) minutes

- C. District Manager's Report
 - i. Check Register
 - ii. Balance Sheet & Income Statement
- 7. Other Business
- 8. Supervisors Requests and Audience Comments
- 9. Adjournment

SECTION III

SECTION A

All,

Please consider this notice of my, Justin Frye, resignation from all CDD Boards in which I currently hold a position.

Thanks,
Justin K. Frye

SECTION D

RESOLUTION 2022-39

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT
ELECTING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Pollard Road Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. DISTRICT OFFICERS. The following persons are elected to the offices shown:

Assistant Secretary _____

SECTION 2. CONFLICTS. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 27th day of July 2022

ATTEST:

**POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**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 Wednesday, **May 25, 2022** at 2:00 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk <i>by Zoom</i>	Vice Chair
Justin Frye	Assistant Secretary
Jessica Kowalski	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	KE Law
Rey Malave <i>by Zoom</i>	Dewberry
Lisa Kelley <i>by Zoom</i>	Dewberry

The following is a summary of the discussions and actions taken at the May 25, 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 2:00 p.m. Three Supervisors were in attendance at the meeting constituting a quorum and one Supervisor joined via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 27, 2022
Landowners' and Board of Supervisors
Meetings**

Ms. Burns asked for changes or corrections to the April 27, 2022 Landowners' or Board of Supervisors meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Minutes from the April 27, 2022 Landowners' and Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets

Ms. Burns stated that this public hearing was advertised in the paper.

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

i. Consideration of Resolution 2022-38 Adopting the District's Fiscal Year 2021/2022 Budget and Appropriating Funds

Ms. Burns stated that this was included in the package. She stated that they were still gathering some of the development timelines. She noted that instead of adopting 2022 and 2023 today, they would just adopt 2022 and continue the public hearing. She suggested to continue the meeting to July and to line it up with the final budgets so that they would have a better idea on what amenities might open, landscaping turnover, etc. She noted that the budget listed for Fiscal Year 2022 was just administrative prorated from the time the District was established in March through September 30th. She noted that it would be developer funded as incurred. She asked if anyone had any questions. Hearing none,

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-38 Adopting the District's Fiscal Year 2021/2022 Budget and Appropriating Funds, was approved.

ii. Continuation of Public Hearing on Fiscal Year 2022/2023 Budget to Wednesday July 27, 2022

Ms. Burns stated that the continuation of the public hearing would be held on July 27, 2022 at 9:30 a.m.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Continuation of Public Hearing on Fiscal Year 2022/2023 Budget to Wednesday July 27, 2022 at 9:30 a.m., was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing to report.

B. Engineer

Mr. Malave and Ms. Kelley had nothing to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Ms. Burns noted that the financial statements were included in the package for review and that there was no action necessary.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns noted that they were required to determine the number of registered voters within the District as of April 15th of each year and there were zero registered voters.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Chairman/Vice Chairman

SECTION V

SECTION A

SECTION 1

RESOLUTION 2022-40

THE ANNUAL APPROPRIATION RESOLUTION OF THE POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Pollard Road Community Development District (the “**District**”) was established by Ordinance No. O-22-16, adopted by the City Commission of the City of Winter Haven, Florida, effective as of February 28, 2022; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the Pollard Road Community Development District (the “**Board**”) the proposed budget for the Fiscal Year 2022-2023, which concludes September 30, 2023 (the “**Proposed Budget**”); and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared the Proposed Budget, whereby the Proposed Budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (together, the “**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Pollard Road Community Development District for the Fiscal Year Ending September 30, 2023."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of _____ to be raised by the levy of assessments and/or otherwise.

Which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion;

TOTAL GENERAL FUND (Fiscal Year 2022/2023) _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 (the "**Fiscal Year**"), or within 60 days following the end of the Fiscal Year may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 27TH DAY OF JULY, 2022.

ATTEST:

**POLLARD ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

*Budget to be
provided under
separate cover.*

SECTION VI

SECTION C

SECTION 1

Pollard Road

Community Development District

Summary of Checks

May 18, 2022 to June 30, 2022

Bank	Date	Check No.'s	Amount	
General Fund	5/18/22	1 - 11	\$	9,054.83
	5/24/22	12 - 14	\$	9,917.01
	6/10/22	15 - 18	\$	800.00
	6/15/22	19 - 21	\$	12,304.11
	6/29/22	22 - 23	\$	1,114.76
			\$	33,190.71
			\$	33,190.71

*** CHECK DATES 05/18/2022 - 06/30/2022 ***
 POLLARD ROAD GENERAL FUND
 BANK A GENERAL FUND

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
5/18/22	00003	3/14/22 85631	202203 310-51300-54000		*	125.00	
			SPECIAL DISTRICT FEE FY22				
				DEPARTMENT OF ECONOMIC OPPORTUNITY			125.00 000011
5/24/22	99999	5/24/22 VOID	202205 000-00000-00000		C	.00	
			VOID CHECK				
				*****INVALID VENDOR NUMBER*****			.00 000012
5/24/22	00002	3/15/22 1	202203 310-51300-34000		*	2,258.16	
			MANAGEMENT FEES - MAR 22				
		3/15/22 1	202203 310-51300-35200		*	77.52	
			WEBSITE MANAGEMENT-MAR 22				
		3/15/22 1	202203 310-51300-35100		*	116.16	
			INFORMATION TECH - MAR 22				
		4/01/22 2	202204 310-51300-34000		*	2,916.67	
			MANAGEMENT FEES - APR 22				
		4/01/22 2	202204 310-51300-35200		*	100.00	
			WEBSITE MANAGEMENT-APR 22				
		4/01/22 2	202204 310-51300-35100		*	150.00	
			INFORMATION TECH - APR 22				
		4/01/22 2	202204 310-51300-51000		*	2.59	
			OFFICE SUPPLIES				
		4/01/22 2	202204 310-51300-42000		*	6.65	
			POSTAGE				
		4/01/22 2	202204 310-51300-42500		*	.60	
			COPIES				
		5/01/22 3	202205 310-51300-34000		*	2,916.67	
			MANAGEMENT FEES - MAY 22				
		5/01/22 3	202205 310-51300-35200		*	100.00	
			WEBSITE MANAGEMENT-MAY 22				
		5/01/22 3	202205 310-51300-35100		*	150.00	
			INFORMATION TECH - MAY 22				
		5/01/22 3	202205 310-51300-51000		*	2.56	
			OFFICE SUPPLIES				
		5/01/22 3	202205 310-51300-42000		*	7.93	
			POSTAGE				
				GOVERNMENTAL MANAGEMENT SERVICES			8,805.51 000013
5/24/22	00005	5/17/22 2391	202204 310-51300-31500		*	1,111.50	
			GENERAL COUNSEL 2/22-4/22				
				KE LAW GROUP, PLLC			1,111.50 000014
6/10/22	00012	5/25/22 BH052520	202205 310-51300-11000		*	200.00	
			SUPERVISOR FEES 05/25/22				
				BOBBIE HENLEY			200.00 000015
				POLL POLLARD ROAD MBYINGTON			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						33,190.71	

POLL POLLARD ROAD MBYINGTON

SECTION 2

Pollard Road
Community Development District

Unaudited Financial Reporting
June 30, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Pollard Road
Community Development District
Combined Balance Sheet
June 30, 2022

	<i>General Fund</i>	<i>Totals Governmental Funds</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$ 21,809	\$ 21,809
Total Assets	\$ 21,809	\$ 21,809
Liabilities:		
Accounts Payable	\$ 86	\$ 86
Total Liabilites	\$ 86	\$ 86
Fund Balance:		
Unassigned	\$ 21,724	\$ 21,724
Total Fund Balances	\$ 21,724	\$ 21,724
Total Liabilities & Fund Balance	\$ 21,809	\$ 21,809

Pollard Road
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2022

	Proposed	Prorated Budget	Actual	
	Budget	Thru 06/30/22	Thru 06/30/22	Variance
<u>Revenues:</u>				
Developer Contributions	\$ 75,516	\$ 55,000	\$ 55,000	\$ -
Total Revenues	\$ 75,516	\$ 55,000	\$ 55,000	\$ -
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 7,000	\$ 4,000	\$ 2,400	\$ 1,600
Engineering	\$ 8,750	\$ 5,000	\$ 425	\$ 4,575
Attorney	\$ 14,583	\$ 8,333	\$ 3,093	\$ 5,240
Management Fees	\$ 20,417	\$ 11,667	\$ 11,008	\$ 658
Information Technology	\$ 1,050	\$ 600	\$ 566	\$ 34
Website Maintenance	\$ 2,450	\$ 2,150	\$ 2,128	\$ 22
Telephone	\$ 175	\$ 100	\$ -	\$ 100
Postage & Delivery	\$ 583	\$ 333	\$ 47	\$ 286
Insurance	\$ 5,000	\$ 5,000	\$ 2,836	\$ 2,164
Printing & Binding	\$ 583	\$ 333	\$ 1	\$ 333
Legal Advertising	\$ 10,000	\$ 10,000	\$ 10,639	\$ (639)
Other Current Charges	\$ 4,000	\$ 2,286	\$ -	\$ 2,286
Office Supplies	\$ 365	\$ 208	\$ 8	\$ 200
Travel Per Diem	\$ 385	\$ 220	\$ -	\$ 220
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 125	\$ 50
Total Expenditures	\$ 75,516	\$ 50,406	\$ 33,276	\$ 17,130
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 21,724	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 21,724	

Pollard Road
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 55,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 55,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 2,400
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425	\$ -	\$ -	\$ -	\$ -	\$ 425
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,609	\$ 1,112	\$ 288	\$ 86	\$ -	\$ -	\$ -	\$ 3,093
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,258	\$ 2,917	\$ 2,917	\$ 2,917	\$ -	\$ -	\$ -	\$ 11,008
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ 566
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78	\$ 1,850	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ 2,128
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ 8	\$ 32	\$ -	\$ -	\$ -	\$ 47
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,836
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,135	\$ 8,814	\$ 690	\$ -	\$ -	\$ -	\$ -	\$ 10,639
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ 8
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,957	\$ 15,652	\$ 5,380	\$ 3,287	\$ -	\$ -	\$ -	\$ 33,276
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,043	\$ (15,652)	\$ (5,380)	\$ 16,713	\$ -	\$ -	\$ -	\$ 21,724