

*Pollard Road  
Community Development District*

*Meeting Agenda*

*April 26, 2023*

# AGENDA

# MINUTES

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

The Audit Committee meeting of the Pollard Road Community Development District was held on Wednesday, **December 21, 2022** at 1:36 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present as the Audit Committee were:

Rennie Heath  
Lauren Schwenk *via Zoom*  
Jessica Kowalski  
Bobbie Henley  
Chuck Cavaretta *via Zoom*

Also, present were:

Jill Burns (GMS)  
Lisa Kelley *via Zoom* (Dewberry Engineers)  
Lauren Gentry (KVW Law)

*The following is a summary of the discussions and actions taken at the December 21, 2022 Pollard Road Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Review of Proposals and Tally of Audit Committee Members Rankings**

- A. Carr, Riggs & Ingram (CRI)**
- B. DiBartolomeo, McBee, Hartley & Barnes**
- C. Grau & Associates**

Ms. Burns noted that they received three proposals. Mr. Heath reviewed and ranked the three proposals stating that of all three of the auditors received 20 points all the way across the

Board on all four of the areas. He noted the only difference that they had was on price in which Carr, Riggs & Ingram (CRI) scored 18 points out 20 points because their cost was \$5,000 for the auditor, DiBartolomeo, McBee, Hartley & Barnes scored 20 points with their price being \$2,850, and Grau & Associates scored 19 points because their price for the audit was \$3,000. He stated that the total points for DiBartolomeo, McBee, Hartley & Barnes was 100 points, Grau & Associates was 99 points, and Carr, Riggs & Ingram was 98 points. He further explained that DiBartolomeo, McBee, Hartley & Barnes ranked #1, Grau & Associates ranked #2, and Carr, Riggs & Ingram ranked #3. Ms. Burns stated that the Audit Committee had the ability to do their own rankings, or they could accept the rankings that Mr. Heath just reviewed. The Audit Committee decided to accept the rankings that Mr. Heath reviewed.

<p>On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Tally of the Audit Committee Members Rankings with DiBartolomeo, McBee, Hartley &amp; Barnes ranked #1 with 100 points, Grau &amp; Associates ranked #2 with 99 points, and Carr, Riggs &amp; Ingram ranked #3 with 98 points, was approved.</p>
---

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

<p>On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the meeting was adjourned.</p>
--

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

**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, **December 21, 2022** at 1:38 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Lauren Schwenk <i>via Zoom</i>	Vice Chairperson
Jessica Kowalski	Assistant Secretary
Bobbie Henley	Assistant Secretary
Chuck Cavaretta <i>via Zoom</i>	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lisa Kelley <i>via Zoom</i>	District Engineer, Dewberry
Lauren Gentry	District Counsel, KVV Law

*The following is a summary of the discussions and actions taken at the December 21, 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. Three Supervisors were in attendance at the meeting constituting a quorum and two Supervisors 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 October 26, 2022 Board of Supervisors Meeting and Audit Committee Meeting**

Ms. Burns asked for changes or corrections to the October 26, 2022 Board of Supervisors meeting and Audit Committee meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Minutes of the October 26, 2022 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award**

Ms. Burns explained that they held the Audit Committee meeting just prior to the start of this Board meeting at which time the Board adopted the rankings of DiBartolomeo, McBee, Hartley & Barnes as #1, Grau & Associates as #2, and Carr, Riggs & Ingram as #3.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award DiBartolomeo, McBee, Hartley & Barnes, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Contract Agreement Polk County Property Appraiser**

Ms. Burns explained that this was just their annual renewal that would allow them to send them the parcels that they use to collect their assessments on roll.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated that this was an administrative agreement that discussed that they would not turn over any exempt parcels for a records request.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Contract Agreement Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

District counsel had nothing further to report.

**B. Engineer**

Ms. Kelley had nothing to report.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register totaled \$17,183.97.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the Check Register for \$17,183.97, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns noted these were the unaudited financials and no action was required by the Board.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**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. Heath, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman



# SECTION IV

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Pollard Road Community Development District (“**District**”) prior to June 15, 2023, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	Wednesday, July 26, 2023
HOUR:	9:30 AM
LOCATION:	346 E. Central Ave. Winter Haven, Florida 33880

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Winter Haven and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and to ensure that it remains on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF APRIL 2023.**

ATTEST:

**POLLARD ROAD COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

# SECTION V

**RESOLUTION 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF POLLARD ROAD COMMUNITY DEVELOPMENT DISTRICT APPOINTING THE DISTRICT'S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE DISTRICT'S LOCAL BANK ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, 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 situated within the City of Winter Haven, Polk County, Florida; and

**WHEREAS**, the District's Board of Supervisors desires to appoint the District's appointed Treasurer, Assistant Treasurer, and Secretary as signors on the District's local bank account.

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

**SECTION 1.** The District's appointed Treasurer, Assistant Treasurer, and Secretary shall be appointed as signors on the District's local bank account.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 26th day of April 2023.

ATTEST:

**POLLARD ROAD COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# SECTION VI

# SECTION C

# SECTION 1



# Pollard Road Community Development District

## Summary of Check Register

December 1, 2022 to March 31, 2023

Bank	Date	Check No.'s	Amount
General Fund	12/13/22	47 - 48	\$ 3,519.94
	1/5/23	49 - 54	\$ 1,301.77
	1/25/23	55 - 57	\$ 3,958.19
	2/17/23	58	\$ 3,187.17
	3/17/23	59 - 60	\$ 3,319.93
			<hr/>
			\$ 15,287.00
<b>Total Amount</b>			<b>\$ 15,287.00</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/13/22	00006	11/30/22	00509533	202211 310-51300-48000		RFP AUDIT SVCS - 11/1 CA FLORIDA HOLDINGS, LLC	*	349.67	349.67	000047
12/13/22	00002	12/01/22	10	202212 310-51300-34000		MANAGEMENT FEES - DEC 22	*	2,916.67		
		12/01/22	10	202212 310-51300-35200		WEBSITE ADMIN - DEC 22	*	100.00		
		12/01/22	10	202212 310-51300-35100		INFO TECHNOLOGY - DEC 22	*	150.00		
		12/01/22	10	202212 310-51300-51000		OFFICE SUPPLIES	*	.18		
		12/01/22	10	202212 310-51300-42000		POSTAGE	*	3.42		
						GOVERNMENTAL MANAGEMENT SERVICES			3,170.27	000048
1/05/23	00012	12/21/22	BH122120	202212 310-51300-11000		SUPERVISOR FEES 12/21/22 BOBBIE HENLEY	*	200.00	200.00	000049
1/05/23	00006	12/31/22	00051783	202212 310-51300-48000		AUDIT MTG/BOS NOT - 12/14 CA FLORIDA HOLDINGS, LLC	*	301.77	301.77	000050
1/05/23	00014	12/21/22	CC122120	202212 310-51300-11000		SUPERVISOR FEES 12/21/22 CHARLES F. CAVARETTA	*	200.00	200.00	000051
1/05/23	00011	12/21/22	JK122120	202212 310-51300-11000		SUPERVISOR FEES 12/21/22 JESSICA KOWALSKI	*	200.00	200.00	000052
1/05/23	00008	12/21/22	LS122120	202212 310-51300-11000		SUPERVISOR FEES 12/21/22 LAUREN SCHWENK	*	200.00	200.00	000053
1/05/23	00010	12/21/22	RH122120	202212 310-51300-11000		SUPERVISOR FEES 12/21/22 RENNIE HEATH	*	200.00	200.00	000054
1/25/23	00013	1/16/23	2228444	202212 310-51300-31100		GENERAL ENGINEER - DEC 22 DEWBERRY ENGINEERS INC.	*	240.00	240.00	000055
1/25/23	00002	1/01/23	11	202301 310-51300-34000		MANAGEMENT FEES - JAN 23	*	2,916.67		

POLL POLLARD ROAD MBYINGTON

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/01/23	11	11	202301 310-51300-35200	WEBSITE ADMIN - JAN 23		*	100.00		
1/01/23	11	11	202301 310-51300-35100	INFO TECHNOLOGY - JAN 23		*	150.00		
1/01/23	11	11	202301 310-51300-51000	OFFICE SUPPLIES		*	2.59		
1/01/23	11	11	202301 310-51300-42500	COPIES		*	1.43		
GOVERNMENTAL MANAGEMENT SERVICES								3,170.69	000056
1/25/23	00005	1/12/23	5417	202212 310-51300-31500	GENERAL COUNSEL - DEC 22	*	547.50		
KILINSKI / VAN WYK, PLLC								547.50	000057
2/17/23	00002	2/01/23	12	202302 310-51300-34000	MANAGEMENT - FEB 23	*	2,916.67		
2/01/23	12	2/01/23	12	202302 310-51300-35200	WEBSITE ADMIN - FEB 23	*	100.00		
2/01/23	12	2/01/23	12	202302 310-51300-35100	INFOR TECHNOLOGY - FEB 23	*	150.00		
2/01/23	12	2/01/23	12	202302 310-51300-51000	OFFICE SUPPLIES	*	.45		
2/01/23	12	2/01/23	12	202302 310-51300-42000	POSTAGE	*	20.05		
GOVERNMENTAL MANAGEMENT SERVICES								3,187.17	000058
3/17/23	00002	3/01/23	13	202303 310-51300-34000	MANAGEMENT FEES - MAR 23	*	2,916.67		
3/01/23	13	3/01/23	13	202303 310-51300-35200	WEBSITE MANAGEMENT-MAR 23	*	100.00		
3/01/23	13	3/01/23	13	202303 310-51300-35100	INFORMATION TECH - MAR 23	*	150.00		
3/01/23	13	3/01/23	13	202303 310-51300-51000	OFFICE SUPPLIES	*	.06		
3/01/23	13	3/01/23	13	202303 310-51300-42000	POSTAGE	*	1.20		
GOVERNMENTAL MANAGEMENT SERVICES								3,167.93	000059
3/17/23	00005	2/21/23	5792	202301 310-51300-31500	GEN.COUNSEL/REVIEW	*	152.00		
KILINSKI / VAN WYK, PLLC								152.00	000060

TOTAL FOR BANK A 15,287.00

TOTAL FOR REGISTER 15,287.00

POLL POLLARD ROAD MBYINGTON

# SECTION 2