

**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, **July 26, 2023** at 9:33 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Bobbie Henley	Assistant Secretary
Chuck Cavaretta	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel. Kilinski Van Wyk
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry
Lisa Kelly <i>via Zoom</i>	District Engineer, Dewberry

*The following is a summary of the discussions and actions taken at the July 26, 2023 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.

**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 26, 2023  
Board of Supervisors Meetings**

Ms. Burns asked for changes or corrections to the April 26, 2023 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

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On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, the Minutes of the April 26, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS                      Public Hearing**

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

Ms. Burns stated that this public hearing was advertised in the paper. She asked for a motion to open the public hearing.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated that there were no members of the public present at this time and no members of the public joining via Zoom. She asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2023-04 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds**

Ms. Burns stated that this resolution was in the agenda package for review. She noted that there were no changes to this budget since the Board saw it last time. It’s primarily admin and they have some field contingencies listed as well based on the development plans. She explained that it was developer funding and would only be billed as incurred.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-04 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2023/2024 Developer Funding Agreement**

Ms. Burns stated that this Funding Agreement was with Highland Cassidy, LLC and this entity would fund the operations and maintenance of the District based on the budget just adopted.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, the Fiscal Year 2023/2024 Developer Funding Agreement, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05  
Designation of a Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year 2024**

Ms. Burns presented Resolution 2023-05 to the Board. She stated that they were proposing to keep the schedule the same.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-05 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06  
Appointing an Assistant Treasurer**

Ms. Burns stated that this resolution would appoint Darrin Mossing, Sr. as an Assistant Treasurer of the District.

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-06 Appointing Darrin Mossing, Sr. as an Assistant Treasurer of the District, was approved.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2022 Audit  
Report**

Ms. Burns stated that on page 24 of the agenda package was the report to management, which summarizes the report. She noted that this was a clean audit and was submitted to the state prior to the June 30<sup>th</sup> deadline.

On MOTION by Mr. Cavaretta, seconded by Ms. Henley, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Memo Regarding Ethics Training for Elected Officials**

Mr. Van Wyk stated that the memorandum regarding the training for conflict of interest was in the agenda package for review.

**B. Engineer**

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Mr. Arrington stated that the Annual Engineering Report should have been submitted. He offered to take any questions from the Board. Hearing no comments, the next item followed.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register totaling \$18,211.49 from April through July.

On MOTION by Ms. Henley, seconded by Mr. Cavaretta, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

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

**iii. Presentation of Number of Registered Voters - 0**

Ms. Burns stated that there were no registered voters within the community.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Heath, seconded by Mr. Cavaretta, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Rennie Heath*

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Chairman/Vice Chairman