

**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 24, 2024** at 9:40 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk	Vice Chair
Bobbie Henley	Assistant Secretary
Chuck Cavaretta	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Patrick Collins <i>via Zoom</i>	District Counsel, Kilinski Van Wyk
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Lisa Kelley <i>via Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>via Zoom</i>	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the July 24, 2024 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. 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 or joining via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Jessica Kowalski

Ms. Burns asked for a motion to accept Ms. Kowalski's resignation.

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On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Accepting the Resignation of Jessica Kowalski, was approved.

B. Appointment to Fill Vacant Board Seat #4

Ms. Burns asked for a motion to fill the vacant seat. Ms. Henley appoint Lindsey Roden.

On MOTION by Ms. Henley, seconded by Mr. Cavaretta, with all in favor, Appointment to Fill Vacant Board Seat #4 with Lindsey Roden, was approved.

C. Administration of Oath to Newly Appointed Supervisors Meeting

Ms. Burns swore in Ms. Roden.

D. Consideration of Resolution 2024-04 Appointing an Assistant Secretary

Ms. Burns stated that this resolution will appoint Lindsey Roden as an Assistant Secretary.

On MOTION by Ms. Henley, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-04 Appointing an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the April 24, 2024
Board of Supervisors Meeting**

Ms. Burns asked for any comments or corrections to the April 24, 2024 meeting minutes.
The Board had no changes.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, the Minutes for the April 24, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

Ms. Burns stated this public hearing has been advertised in the paper.

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

Ms. Burns stated there were no members of the public present.

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

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

i. Consideration of Resolution 2024-05 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns stated that the budget was included in the agenda package for Board review. She noted that the budget will be primarily Developer funded in the upcoming year.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-05 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2024/2025 Developer Funding Agreement

Ms. Burns stated this was with GLK. GLK will fund the operations and maintenance of the District for the upcoming year. Ms. Burns asked for a motion to approve as amended.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement, was approved as amended.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024/2025**

Ms. Burns stated the meeting will be held on the first Tuesday of the month at 9:30 a.m. at the same location.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2024-06 Designation of a Regular Monthly Meeting Date, Time, and Location, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of the Adoption of Goals and
Objectives for the District**

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Ms. Burns stated there was a change in Florida statute that requires all Districts to adopt annual goals and objectives. She noted that staff reviewed and put together a template of goals that would satisfy the statutory requirement.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

EIGHTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns presented the Audit Report found on page 24. It was a clean audit. There were no instances of noncompliance and no findings. This is an independent audit.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated Polk County approved the use of a website for publication of legal notices. There is an issue that allows other local governments to join in. He has drafted a resolution to present at the next meeting that would allow for access to the website at zero cost. This is a county website.

B. Engineer

Mr. Malave did not have anything further to report.

C. District Manager's Report

i. Approval of Check Register

On MOTION by Mr. Cavaretta, seconded by Ms. Henley, with all in favor, the Construction Funding Agreement, was approved.

ii. Balance Sheet& Income Statement

Ms. Burns stated there was no action necessary.

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TENTH ORDER OF BUSINESS

Other Business

There were being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There were being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman