

**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 1, 2025**, at 9:30 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk <i>via Zoom</i>	Vice Chair
Jessica Spencer	Assistant Secretary
Bobbie Henley	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Meredith Hammock	District Counsel, Kilinski Van Wyk
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <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 April 1, 2025 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 one joined via Zoom.

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. Administration of Oaths of Office to Newly Elected Board Members Elected at the November 5, 2024, Landowners' Meeting**

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Ms. Burns administered the oath of office to Jessica Spencer in Seat 3, Lindsey Roden in Seat 4, and Bobbie Henley in Seat 5.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated the results of the landowners' election are in the agenda package for review. She asked for a motion to approve.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

D. Consideration of Resolution 2025-02 Election of Officers

Ms. Burns stated previously Rennie Heath was Chair and Lauren Schwenk was Vice Chair. She asked if the Board wanted to keep the officers the same. The Board made no changes.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-02 Election of Officers with Rennie Heath as Chairman and Lauren Schwenk as Vice Chairperson, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 24, 2024, Board of Supervisors Meeting and November 5, 2024, Landowners' Meeting

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

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Minutes for the July 24, 2024, Board of Supervisors' Meeting and November 5, 2024 Landowners' Meeting, were approved.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03
approving the Proposed Fiscal Year
2024/2025 Budget (suggested date: July 8,
2025) and Setting the Public Hearing on the
Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns presented Resolution 2025-03 approving the proposed Fiscal Year 2024/2025 budget and setting the public hearing on the adoption of the Fiscal Year 2025/2026 budget. She stated these are primarily admin expenses with a contingency that would only be billed if incurred. She suggested the Board set the public hearing date for July 8, 2025.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-03 Approving the Proposed Fiscal Year 2024/2025 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget on July 8, 2025, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04
Authorizing the Publication of Legal
Advertisements and Public Notices on a
Publicly Accessible Website in Polk County**

Ms. Burns stated this resolution will allow the Board to use the county's website for posting the notices.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-04 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of 2025 Data Sharing and Usage
Agreement With Polk County Property
Appraiser**

EIGHTH ORDER OF BUSINESS

**Ratification of 2025 Contract Agreement with
Polk County Property Appraiser**

Ms. Burns reviewed the agreements with the Polk County property appraiser.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the 2025 Data Sharing and Usage Agreement and the 2025 Contract Agreement with the Polk County Property Appraiser, were ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk reminded the Board of the ethics training that is due by the end of the year and of their goals and objectives. He asked for an update on Creek View.

B. Engineer

i. Ratification of Work Authorization 2025-01 for District Engineering Services from Dewberry

Mr. Malave stated this is a yearly work order authorization that started when the fiscal year started.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Work Authorization 2025-01 for District Engineering Services from Dewberry, was ratified.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register. She asked for any questions. Hearing no questions, she asked for a motion to approve.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

ii. Balance Sheet& Income Statement

Ms. Burns stated there was no action necessary.

TENTH ORDER OF BUSINESS

Other Business

There were being no comments, the next item followed.

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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. Spencer, seconded by Ms. Roden, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman