

**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, March 3, 2026**, at 10:49 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk <i>by Zoom</i>	Vice Chairperson
Jessica Spencer	Assistant Secretary
Bobbie Shockley	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Megan Birnholz-Couture <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the March 3, 2026, Pollard Road Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. Three Supervisors were present in person 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

Approval of Minutes of the July 8, 2025 Board of Supervisors Meeting

Ms. Burns presented the minutes of the July 8, 2025 Board of Supervisors meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

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On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Minutes of the July 8, 2025 Board of Supervisors Meeting were approved.

FOURTH ORDER OF BUSINESS

**Presentation of Memo Regarding
Amendments to District Rules of Procedure**

**A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of
Amended and Restated Rules of Procedure for the District**

Ms. Burns suggested the public hearing on the adoption of the Amended and Restated Rules of Procedure for the District be held on June 2, 2026.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District on June 2, 2026, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-02
Spending Authorization Resolution**

Ms. Burns reviewed Resolution 2026-02 authorizing spending for the District manager, the Chair or Vice Chair, and both the District Manager and Chair or Vice Chair.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2026-02 Spending Authorization Resolution, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2026-03
Approving the Proposed Fiscal Year 2026-
2027 Budget and Setting the Public Hearing
on the Adoption of the Fiscal Year 2026-
2027 Budget (Suggested Date: June 2, 2026)**

Ms. Burns stated Resolution 2026-03 is approving the proposed Fiscal Year 2027 budget and setting a public hearing on the adoption of that budget for June 2, 2026. She noted that this budget is developer funded and is primarily administrative expenses. There is a field contingency and playground lease that would only be billed if it was incurred.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2026-03 Approving the Proposed Fiscal Year 2026-2027

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Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2026-2027 Budget on June 2, 2026, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of 2026 Contract Agreement
with Polk County Property Appraiser**

Ms. Burns stated this the annual renewal with the Polk Count Property Appraiser.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

**Ratification of 2026 Data Sharing and Usage
Agreement with Polk County Property
Appraiser**

Ms. Burns asked for a motion to ratify the Data Sharing and Usage Agreement with the Polk County Property Appraiser.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

**Ratification of Audit Engagement Letter for
Fiscal Year 2025 Audit**

Ms. Burns asked for a motion to ratify the Audit Engagement Letter for the Fiscal Year 2025 audit. She noted the Board previously awarded a multi-year contract for that service. The agreement for 2025 has already been signed.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Audit Engagement Letter for Fiscal Year 2025 Audit, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing to report.

B. Engineer

- i. Ratification of Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry**

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Mr. Arrington stated the annual work authorization covers all District services, includes a billing rate schedule available on page 107, and estimates a budget of \$10,000 plus additional direct costs.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry, was ratified.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns stated the check register is in the agenda package for review.

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 presented the balance sheet and stated they were in the package for review. There was no action necessary.

ELEVENTH ORDER OF BUSINESS

Other Business

There were being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There were being no comments, the next item followed.

THIRTEENTH 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