

**MINUTES OF MEETING  
BRADBURY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **April 26, 2023** at 10:15 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Chuck Cavaretta  
Daniel Arnette

Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Jennifer Kilinski  
Rey Malave *via Zoom*  
Molly Banfield *via Zoom*

District Manager, GMS  
District Counsel, KVV Law  
District Engineer, Dewberry  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present and no members joining us via Zoom for the meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the March 22, 2023  
Board of Supervisors Meeting and the April  
12, 2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from March 22, 2023 Board of Supervisors meeting and the April 12, 2023 Board of Supervisors meeting, asked for any questions, comments, or corrections to those minutes. Hearing none.

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On MOTION by Mr. Cavaretta, seconded by Mr. Arnette with all in favor, the Minutes from the March 22, 2023 Board of Supervisors Meeting and April 12, 2023 Board of Supervisors Meeting, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-11 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 26, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget**

Ms. Burns stated the budget was included with the resolution. Based on the development timelines that they discussed, there is no amenity anticipated before October 1, 2024 and landscaping estimates for turnover was May or June of 2024 so they are only looking at a couple of months of landscape maintenance on this one. She stated that is when they thought it would be completed with all of the landscaping installed and turned over to the CDD to maintain. She noted there is a field contingency and a playground lease. Ms. Burns stated they will increase this contingency for now and get those plans and when the Board comes back to do the final budget, they will break out this field contingency into the landscaping and plant enhancements.

Ms. Schwenk stated the amenity is correct. Ms. Burns stated it will not open before October 1, 2024. Ms. Burns stated the \$200,000 field contingency will be bumped up to \$250,000. They will leave the playground lease of \$50,000 in there. Ms. Schwenk stated she thought it would be more than \$50,000. Ms. Burns decided to do \$75,000 for the playground which should be more than enough and they hopefully will have an estimate on the cost by the time this is adopted a couple of months from now. Ms. Burns asked when the lot closings would be. Mr. Cavaretta stated Phase 1, 456 lots will close in October and probably the rest in December. Ms. Burns asked if it should be put on roll or direct billed. She noted if they put it on roll and they are still the landowner then they would have to make the payment. If the Board developer funds, the fund is incurred and whatever you put into the contract. Ms. Burns stated that the roll has to be certified by September 15<sup>th</sup> so the bill will come out in November. Ms. Schwenk stated they would own a couple hundred lots for sure. Ms. Burns stated the debt would have to go on roll. Ms. Burns asked when this would be platted. Mr. Cavaretta stated it would be platted probably in August to September. Ms. Burns stated it would not be able to be put on roll and will have to direct bill. Ms. Burns noted that the deadline for having it platted is really July so if it is not platted by July it will have to be direct

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billed which means they probably don't want to levy an O&M assessment that you are going to direct bill. She noted that you should probably developer fund and then collect from the builders. Ms. Burns stated that this will be updated before the final as well and will plan to developer fund.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-11 Approving the Proposed Fiscal Year 2023/2024 Budget and Setting the Public Hearing to Adopt the FY2023/2024 Budget, was approved as amended.

**FIFTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Ms. Burns asked for a motion to have the Board appoint themselves as the Audit Committee.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, Appointment of Audit Committee, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kilinski noted the only thing she had to say was congratulations on successfully closing the bonds yesterday.

**B. Engineer**

Ms. Banfield had nothing new to report.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns noted that the next item was approval of the check register, which is in the agenda package for review, asked for any questions otherwise looking for a motion to approve.

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

**ii. Balance Sheet & Income Statement**

Ms. Burns noted that financial statements were included in the agenda packets for review, if anyone has any questions.

