

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **June 5, 2024** at 11:37 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
Roy Van Wyk
Patrick Collins
Rey Malave *via Zoom*
Joel Blanco

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes from the July 26, 2023
Board of Supervisors and Audit Committee
Meetings**

Ms. Burns presented the minutes from July 26, 2023 Board of Supervisors and Audit Committee meetings and asked for any questions, comments, or corrections to those minutes. The board had no changes to the minutes.

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On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Minutes from the July 26, 2023 Board of Supervisors and Audit Committee Meetings, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 24, 2024) Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments

Ms. Burns reviewed the proposed Fiscal Year 2025 budget for the Board, and noted that it was mostly a build out budget to set the cap. She noted that this would be a first time O&M levy for this District. The gross per unit assessment would be \$960.30.

Mr. Van Wyk asked Ms. Burns if it was her opinion that the assessments are fairly and reasonably apportioned across the product types, and Ms. Burns answered yes. Mr. Van Wyk asked if these are all necessary services, and Ms. Burns answered yes.

Ms. Burns stated that the date for the public hearing would be at their Wednesday, August 28, 2024 meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-01 Approving the Proposed Fiscal Year 2024/2025 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments for August 28, 2024, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02 Designating a Date, Time, and Location for a Landowners' Meeting and Election (November 5, 2024)

Ms. Burns suggested the Board set November 5, 2024 at 9:00 a.m. as the Landowners' election date. She noted that the whole Board did not need to attend, just one representative of the landowner.

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On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-02 Designating a Date, Time, and Location for a Landowners' Meeting and Election (November 5, 2024), was approved.

SIXTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns presented the Fiscal Year 2023 Audit report to the Board and pointed out that page 27 contains a report to management that shows there were no findings or instances of non-compliance. This was a clean audit and it is being sent to the state prior to the June 30th deadline.

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

SEVENTH ORDER OF BUSINESS

Ratification of Arbitrage Rebate Services Proposal from AMTEC for Series 2023 Bonds

Ms. Burns noted that this proposal had previously been executed by Rennie Heath and it just needed to be ratified by the Board at this time.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Arbitrage Rebate Services Proposal from AMTEC for Series 2023 Bonds, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns reviewed the agreement with the Polk County property appraiser. She noted that this agreement had been previously approved and she was seeking ratification.

NINTH ORDER OF BUSINESS

Ratification of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns noted that this agreement with Polk County had been previously approved and she was seeking ratification from the Board.

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On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser and the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, were ratified.

TENTH ORDER OF BUSINESS

Ratification of Revised Audit Services Engagement Letter with Grau & Associates

Ms. Burns noted this was previously executed and is for the Fiscal Year 2023 audit report.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Revised Audit Services Engagement Letter with Grau & Associates, was ratified.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted for the record that the ballot proxy was attached to the landowners’ meeting resolution. Ms. Burns confirmed and also noted that the proxy forms are available online or via request from her office.

B. Engineer

Mr. Malave had nothing new to report.

C. Field Manager’s Report

Mr. Blanco reviewed his report and noted that they have been conducting landscape reviews and completed a conveyance walk. He noted that a lot of the phases have been fully completed. They are missing sod around some of the monuments. The only tract that is missing sod is the large walking trail in Phase 2, and some small tracts along the east side of Phase 2. Mr. Blanco noted that there was an irrigation issue, someone had been turning off the valves. Prince reviewed the irrigation prior to the Board meeting and he said everything is working well and they will continue to monitor it weekly.

Mr. Blanco noted that they have been spraying the dry pond as they’ve had issues with weeds growing along the sandbag, concrete bag area.

i. Presentation of Landscaping Services Proposal

a) Duval

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b) Prince & Sons

Mr. Blanco reviewed the proposals for landscaping services. The Duval proposal totaled \$95,478. The Prince & Sons proposal totaled \$86,520. Ms. Burns confirmed they had \$130,000 in the budget for this item.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Prince & Sons Landscaping Services Proposal, was approved.

D. District Manager's Report

Ms. Burns noted that she had spoken prior to the meeting with Mr. Arnette about conveyance of the common area tracts and the roadways which were nearing completion. Ms. Burns noted that aside from a few areas of sodding the project was substantially complete. Mr. Van Wyk suggested making a motion authorizing staff to execute the conveyance documents for the common areas for Phases 1 and 2.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, Authorizing Staff to Execute Conveyance Documents for Common Areas for Phases 1 and 2, was approved.

i. Approval of Check Register

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

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, 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, she offered to answer those. There was no action necessary.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns stated that the number of registered voters in the District was zero.

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TWELFTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS Adjournment

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Rennie Heath

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Chairman/Vice Chairman