

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **August 28, 2024** at 10:26 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Andrew Rhinehart	Assistant Secretary (<i>resigned during the meeting</i>)
Bobbie Henley	Assistant Secretary (<i>appointed at meeting</i>)
Lindsey Roden	Assistant Secretary (<i>appointed at meeting</i>)

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry
Joel Blanco	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

Organizational Matters

A. Acceptance of Resignations of Daniel Arnette

Ms. Burns stated they had received resignation letter from Daniel Arnette and asked for a motion to accept the resignation.

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignation of Daniel Arnette, was approved.

B. Appointment to Fill Vacant Board Seat.

Ms. Burns asked if there was a motion to fill the vacancy. Bobbie Henley was nominated. Ms. Burns asked for a motion to accept the nomination to fill the seat.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Appointment of Bobbie Henley to Fill the Vacant Board Seat, was approved.

C. Administration of Oaths to Newly Appointed Supervisors

Ms. Burns administered the oath of office to Ms. Henley.

D. Acceptance of Resignation Announcement from Andrew Rhinehart.

Mr. Rhinehart announced he will resign effective immediately. Ms. Burns asked for acceptance of the resignation from Andrew Rhinehart.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignation of Andrew Rhinehart, was approved.

E. Appointment to Fill Vacant Board Seat.

Ms. Burns asked for a nomination to fill the vacancy. Lindsey Roden was nominated and Ms. Burns asked for a motion to accept.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Appointment of Lindsey Roden to Fill the Vacancy, was approved.

Ms. Burns noted that Ms. Roden will take Seat #5 and Ms. Henley will take Seat #3.

F. Oath of Office

Ms. Burns administered the oath of office to Ms. Roden.

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G. Consideration of Resolution 2024-03 Appointing Assistant Secretaries

Ms. Burns stated this resolution will appoint Ms. Roden and Ms. Henley as new secretaries.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2024-03 Appointing Ms. Roden and Ms. Henley as Assistant Secretaries, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes from the June 26, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes from the June 26, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Minutes of the June 26, 2024 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

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

Ms. Burns stated this hearing is for the approval of the Fiscal Year 2024/2025 budget. She noted the hearing had been advertised. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2024-04 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns reviewed the change to the Fiscal Year 2024/2025 budget. The change includes a reserve transfer and it was removed based on the stage of development of the District. This brings the cost to \$794.57 per unit.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Resolution 2024-04 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to open the public hearing. She noted the hearing had been advertised.

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

i. Consideration of Resolution 2024-05 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this resolution will be updated with the new budget. She asked for approval to impose assessments for collection based on the budget that was just approved.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Resolution 2024-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Burns asked for a motion to close the hearing.

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

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 presented the regular monthly meeting which is the same as the current year.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2024-06 Designation of a Regular Monthly Meeting Date, Time, and Location for the Fiscal Year 2024/2025, was approved.

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SEVENTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns presented the adoption of the goals and objectives for the District. She stated this will meet the statutory requirements.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Goals and Objectives for the District, were approved.

EIGHTH ORDER OF BUSINESS

Ratification of Uniform Collection Agreement with Polk County Tax Collector

Ms. Burns stated this is the renewal for the upcoming year.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated there was nothing further to report.

B. Engineer

Mr. Arrington had nothing new to report.

C. Field Manager's Report

i. Consideration of Proposal for Aquatic Maintenance Services from Aquatic Weed Management

Mr. Blanco presented the field manager's report to include review of landscaping of the different areas, landscaping beds reviewed and detailed in Phase 1 & 2, mowing will continue one time per month. He added all is in satisfactory condition in the district. He noted the ponds monitoring and monthly treatments will be completed. He added comments on landscaping around ponds.

Ms. Burns noted the aquatic proposal is for \$125/month. Discussion ensued on monthly treatment and trimming.

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On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Proposal for Aquatic Maintenance Services from Aquatic Weed Management, was approved.

D. 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.

On MOTION by Ms. Henley, seconded by Mr. Roden, 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.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman