

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held on **Wednesday, April 16, 2025**, at 2:45 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley
Lindsey Roden
Jessica Spencer
Kristin Cassidy

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Katie O'Rourke
Roy Van Wyk *by Zoom*
Chace Arrington *by Zoom*
Joey Duncan *by Zoom*
Joel Blanco

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. O'Rourke called the meeting to order at 2:45 PM and called roll. Four Supervisors were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes from March 19, 2025,
Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from March 19, 2025 Board of Supervisors meeting and asked for any questions, comments, or corrections. The Board made no changes to the minutes.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Minutes from the March 19, 2025, Board of Supervisors meeting were approved.

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FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-05 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 16, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. O'Rourke stated the next item was consideration of Resolution 2025-05 approving the proposed Fiscal Year 2026 budget and setting the public hearing on the budget's adoption. She suggested the date August 20, 2025 at 2:15 p.m. for the public hearing.

Ms. Burns stated that they had an amenity facility under construction. She added they had comparable costs and estimates based on similarly sized communities with similar amenities. Ms. Burns noted an increase, but not above the prior notice amount, to give flexibility until the amenity is opened. Ms. Burns noted that she included a reserve transfer to get them to the mailed notice with the prior notice for \$960.30. Based on the notice that was sent previously, they would be well within or under that number based on the actual. She added that they had looked at the contracts in place and would be able to lower those numbers. Ms. Burns stated that it was her suggestion to bring down the final budget adoption and they didn't need to send a mail notice because it was not being proposed over prior notice.

Ms. Burns added that no new items were included in the year's budget that were different from last year. There were new dollar amounts, but no new line items.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-05 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget for August 20, 2025 at 2:15 p.m., was approved.

FIFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Van Wyk had nothing to report.

B. Engineer

Mr. Arrington and Mr. Duncan had nothing to report.

C. Field Manager's Report

- i. Consideration of Landscape Maintenance Contract Amendment to Add Phase 2 – Tracts R-1 & R-2 to Current Contract *(to be provided under separate cover)***

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Ms. O' Rourke reviewed the field report. She stated that the landscaping looked suitable for the overall District review. She noted that with more rain and warmer weather, they would review anything that needed to be replaced that was not returning from the winter. Ms. Burns stated there was a proposal to add the walking trail park areas that had been recently completed. She said that now that the walking trail had been completely installed, they had a proposal to add to the contract, amenities that the pool had not been filled in yet, and the estimate that had been given to them was for early summer to mid-summer. She said they would start collecting amenity applications within the next few months. She added they would continue to monitor and maintain the dog and walking trails. She noted that the equipment should be there in May with some maintenance items in progress. She added that they would be pressure washing. They would be repairing a few of the concrete slabs. There was staining on the path from the irrigation and construction that would be pressure-washed. Some signs were missing or damaged. She added that the proposal for that area was the walking trail paths, and the landscaping in that area had not been installed. She stated that it was all within the budget. The amount for the area was \$18,240. \$1,520 a month was contemplated in the budget and approved.

Mr. Blanco reviewed the proposal for additional landscaping in the mailbox area and the dog park area in Phase 2. He noted that the total amount would be \$18,240, within budget. He added that the number would be part of the landscaping agreement budget line for the next fiscal year.

Ms. Burns added that for the current year they were not adding it for the whole year. She said it may be slightly over the budget, but it would not be an issue to approve.

Ms. Burns asked if the mulch had been included in that price. Mr. Blanco stated that he must ensure they insert that into the proposal. Ms. Burns noted that it would be 120 yards in May and then 60 yards in November. Mr. Blanco said he would ask for a revision to include the mulch. Ms. Burns added that they had the landscape improvement line item, that if they wanted to approve the original contract, they could pay for the mulching separately out to the landscaping improvement. Or, they could add the mulch to the amount to be included in the contract. Ms. Burns stated that for the proposed 2026 budget for the landscape replacement, they had \$20,000.00. This would be for plant replacements and for mulching the community.

Ms. Burns stated the motion would be to approve the Prince and Sons additional area for \$18,240, plus confirmation on the mulch. She noted that if the mulch needed to be added, they would authorize a Chair to approve that amount.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Authorizing Bobbie Henley to Approve Mulch, was approved.
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D. District Manager's Report

i. Approval of Check Register

Ms. Burns stated that a summary of checks written for March and April was included. She added that they had been reviewed for accuracy and was happy to answer any questions.

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

ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements are included in the agenda package for review. If anyone has any questions, she offered to answer those.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Bobbie Henley

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Chairman/Vice Chairman