

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **September 25, 2024** at 10:00 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Lindsey Roden
Bobbie Henley
Kristin Cassidy

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Jill Burns
Patrick Collins *by Zoom*
Joel Blanco

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:16 a.m. 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

Organizational Matters

A. Acceptance of Resignation of Chuck Cavaretta

Ms. Burns presented the resignation of Chuck Cavaretta.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Accepting the Resignation of Chuck Cavaretta, was approved.

B. Appointment to Fill Vacant Board Seat #4

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Ms. Burns asked for a nomination to fill seat #4. Ms. Henley nominated Kristen Cassidy to fill the Board vacancy.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Appointment of Kristen Cassidy to seat #4, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath of office to Kristen Cassidy.

D. Consideration of Resolution 2024-07 Appointing an Assistant Secretary

Ms. Burns stated this will appoint Kristen Cassidy as an Assistant Secretary of the District.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-07 Appointing Kristen Cassidy as an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes from the August 28, 2024
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the August 28, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Minutes from the August 28, 2024 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Audit Services Engagement
Letter for Fiscal Year 2024 Audit from Grau
& Associates**

Ms. Burns stated that \$5,900 is the renewal price for the upcoming year for Grau & Associates to perform the audit report.

On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit from Grau & Associates NTE \$5,900, was approved.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report.

B. Engineer

i. Consideration of Work Authorization 2025-01 for District Engineering Services

Mr. Malave submitted a work authorization for the next fiscal year for District Engineering Services.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Work Authorization 2025-01 for District Engineering Services, was approved.

C. Field Manager's Report

i. Consideration of Proposal to Add Phase 2 & Additional Sections to Landscape Agreement

Mr. Blanco presented a proposal to add Phase 2 as well as the pocket parks in Phase 1 to the landscape agreement. The total is \$126,528 for the entire District, not an addendum.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Proposal from Prince & Sons to Add Phase 2 & Additional Sections to Landscape Agreement, was approved.

ii. Consideration of Proposal for to Replace Dead Trees in Common Areas

Mr. Blanco presented a proposal from Prince & Sons to replace the dead trees in the common areas for \$13,244.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal from Prince & Sons to Replace Dead Trees in Common Areas, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns asked for approval of the check register, which is in the agenda package for Board review.

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

ii. Balance Sheet & Income Statement

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

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Roden, 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