

**MINUTES OF MEETING
BRADBURY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bradbury Community Development District was held Wednesday, **November 20, 2024** at 2:43 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley
Lindsey Roden
Kristin Cassidy
Jessica Spencer

Chairperson
Vice Chairperson
Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Roy Van Wyk
Joel Blanco *by Zoom*
Rey Malave *by Zoom*
Joey Duncan *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:43 a.m. and called roll. Three 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. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns stated the Landowners' election was held on November 5, 2024 and three Supervisors were elected. Ms. Henley was appointed to Seat #3 with 38 votes, Ms. Cassidy to Seat #4 with 30 votes, and Ms. Roden to Seat #5 with 38 votes. She performed the oath of office to the newly elected Board members.

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B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated this resolution was to certify the results of the Landowners' election. She noted Ms. Henley would be for a 4-year term, Ms. Roden would be for a 4-year term, and Ms. Cassidy would be for a 2-year term.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election with Ms. Henley to Seat #3, Ms. Cassidy to Seat #4 and Ms. Roden to Seat #5, was approved.

C. Acceptance of Letter of Resignation from Lauren Schwenk

Ms. Burns stated a letter of resignation was received from Lauren Schwenk.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Accepting the Letter of Resignation from Lauren Schwenk, was approved.

D. Designation of a Vacancy

Ms. Burns stated that the acceptance of the resignation letter creates a vacancy on the Board in Seat #2. She asked for a motion to accept the vacancy and a nomination to fill the vacancy. Ms. Henley nominated Jessica Spencer to Seat #2.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Filling the Vacancy on the Board in Seat #2 with Jessica Spencer, was approved.

E. Oath of Office to Newly Elected Board Member – Jessica Spencer

Ms. Burns performed the oath of office for Jessica Spencer.

F. Election of Officers

Ms. Burns stated the newly elected Board members are required to elect officers to the Board.

G. Consideration of Resolution 2025-02 Electing Officers

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Ms. Burns stated this resolution is for election of officers. She added the current list of officers was Rennie Heath as Chairman and Ms. Schwenk as Vice Chair. The Board decided to have the new officers as Ms. Henley as Chair, Ms. Roden as Vice Chair, and Ms. Cassidy and Ms. Spencer, and Mr. Flint in the GMS Office as Assistant Secretaries. It was noted Ms. Burns would serve as Secretary.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-02, Electing Officers with Ms. Henley as Chair, Mr. Roden as Vice-Chair, Ms. Cassidy, Ms. Spencer, Mr. Flint as Assistant Secretaries, and Ms. Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes from the September 25, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes from the September 25, 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. Henley, seconded by Ms. Roden, with all in favor, the Minutes from the September 25, 2024 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County

Ms. Burns stated this resolution will authorize the publication of legal advertisements and public notices on a public website in Polk County.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the Resolution 2025-03 Authorizing the Publication of the Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report.

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B. Engineer

Mr. Malave had nothing to report.

C. Field Manager's Report

Mr. Blanco updated with post hurricane reviews throughout the District to include trees found leaning and needed staking that were completed by the landscape vendor. He added the previously approved tree replacement project in Phase 1 common areas and front fence tract areas in Phase 2 has been started throughout the district and updates will be provided at the next meeting with pictures.

He noted the overall landscaping, and dry ponds are in satisfactory condition. He added the amenity review has been started with the dog park fencing is close to completion along with the landscaping. He noted the dog parks have the only remaining projects as the equipment and sod installation. He added the Phase 2 walking path and common area tract had mulching and is pending sod installation. He will continue to monitor all progress and update the Board.

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 and dog park fencing is close to completing with landscape planting and with remaining equipment and sod installation to be completed. The Phase 2 walking track did have palm mulching and pending sod installation.

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.

iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24

Ms. Burns reminded the Board members of the ethics training that must be completed by December 31, 2024.

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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. Henley, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Bobbie Henley

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Chairman/Vice Chairman