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**, **August 20, 2025,** at 2:24 p.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Kristin Cassidy	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock *by Zoom*	District Counsel, Kilinski Van Wyk
Chace Arrington *by Zoom*	District Engineer, Dewberry
Rey Malave *by Zoom*	District Engineer, Dewberry
Joey Duncan *by Zoom*	District Engineer, Dewberry
Clayton Smith	Field Manager, GMS

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Burns called the meeting to order at 2:23 p.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 **Approval of Minutes of the June 18, 2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the June 18, 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. Shockley, with all in favor, the Minutes of the June 18, 2025, Board of Supervisors meeting, were approved.

FOURTH ORDER OF BUSINESS **Public Hearing**

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

Ms. Burns stated this public hearing has been advertised. She asked for a motion to open the public hearing.

> On MOTION by Ms. Shockley seconded by Ms. Spencer, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-08 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns stated there is a proposed increase of $151.01 and total gross per unit would be $945.58. Increases for the field line primarily were for water and sewer and increase to landscape maintenance. Amenity costs were included but are estimates as the facility is not yet open. She offered to take any questions.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2025-08 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

ii. Consideration of Resolution 2025-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this will certify assessments for collection on the Polk County tax bill based on the budget the Board just approved. The previously levied debt assessments are also included in collection.

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2025-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026**

Ms. Burns stated the proposed time is the third Wednesday of the month at 11:30 a.m. at the Holiday Inn.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2025-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-11 Spending Authorization Resolution**

Ms. Burns stated this resolution authorizes spending limits for the Chair and the District Manager outside of a meeting.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Resolution 2025-11 Spending Authorization Resolution, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-12 Adopting Amended Amenity Rules**

Ms. Burns stated two portions will be updated. The first is the lakes and ponds to include clarification on use of paddleboards, boats, and any kind of recreational watercrafts are prohibited. The second will be clarification of amenity access adding that residents need to register.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-12 Adopting Amended Amenity Rules, was approved.

EIGHTH ORDER OF BUSINESS **Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns stated on page 28 of the agenda package is the report to management that summarizes the audit. There are no instances of noncompliance and no findings. It was submitted to the state by the June 30th deadline. It is an independent audit.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

NINTH ORDER OF BUSINESS **Consideration of Audit Services Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns stated this is a NTE $6,000 which is in line with the previously awarded contract.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2025 Audit, was approved.

TENTH ORDER OF BUSINESS **Goals and Objectives**

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns stated the FY26 goals & objectives are the same as the FY25 goals and objectives that the Board has previously approved. Unless anyone wants to make any changes, is there a motion to approve?

> On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Adoption of Fiscal Year 2026 Goals & Objectives, were approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns stated the District is on track to meet the goals & objectives for the current year and are looking for authorization for the Chair to sign off and confirm those have been met when the fiscal year concludes in September.

> On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Proposal to Add Amenity Access Card Reader to Two (2) Additional Amenity Access Points**

Ms. Burns stated this was confirmed with the site contractor that there were no readers on those gates. There is a reader installed on the front gate. There are two additional gates on the pool deck that are currently open. The total is $4,830.02 for the two additional gates.

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Proposal to Add Amenity Access Card Reader to Two (2) Additional Amenity Access Points, was approved.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hammock reminded the Board of ethics training due at the end of the year.

B. Engineer

Mr. Malave stated relating to goals & objectives this year, they finished the field work and finalizing the letter of the engineers' findings of all the facilities of the CDD.

C. Field Manager's Report

Mr. Smith reviewed the Field Managers Report on page 118 of the agenda package.

i. Consideration of Proposals for Amenity Center Maintenance

a) Proposal for Pool Maintenance Services

Mr. Smith reviewed the Resort Pools proposal for 3 times a week service with chemicals for $2,000 per month and $24,000 for the year.

b) Proposal for Janitorial Maintenance Services

Mr. Smith reviewed the CSS janitorial maintenance proposal. Add trash can for gym station.

c) Proposal for Pest Control Services

Mr. Smith reviewed the Massey proposal for pest control services with a slight increase in the rodent stations cost. Servicing the stations is included.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Proposals for Pool Maintenance Services, Janitorial Maintenance Services & Pest Control Services, were approved.

D. District Manager's Report

i. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns stated this has already been covered.

ii. Approval of Check Register

Ms. Burns presented the check register which is included in the agenda package for review. She offered to answer any questions on the invoices.

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

iii. Balance Sheet & Income Statement

Ms. Burns noted the financial statements are included in the agenda package for review. There is no action necessary.

THIRTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

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

Jill Burns
Secretary/Assistant Secretary

Signed by:
Bobbie Shockley
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Chairman/Vice Chairman