

**MINUTES OF MEETING
CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cypress Ridge Community Development District was held Thursday, **April 14, 2022** at 2:05 p.m. at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh	Chairman
Jeff Shenefield	Assistant Secretary
Milton Andrade	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, KE Law

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present at the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the December 9,
2021 Board of Supervisors Meeting and
Audit Committee Meeting**

Ms. Burns presented the meeting minutes of the December 9, 2021 Board of Supervisors meeting. She asked if there were any questions, comments or corrections. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the Minutes of the December 9, 2021 Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Authorizing the Use of Electronic
Documents and Signatures**

Ms. Burns stated that this resolution would allow them to use DocuSign for the majority of the District’s documents.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Resolution 2022-04 Authorizing the Use of Electronic Documents and Signatures, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-05
Approving the Proposed Fiscal Year
2022/2023 Budget and Setting the Public
Hearing to Adopt the Budget (Suggested
Date: July 14, 2022)**

Ms. Burns stated that the suggested date for the budget hearing in the resolution is July 14, 2022 at 2:00 p.m. at their current location. She noted that the proposed budget was attached to the resolution as well. The field expenses for amenity and landscaping were estimated to come on September 2023, only one month of the fiscal year. She stated that given the fact that most of the fiscal year they will not have field expenses, they went ahead and did a small general field contingency for any of the landscaping maintenance or amenity costs that may come on before the end of the year. She stated that other than that it is predominately administrative expenses as they have it and it will be part of the developer funding agreement that is directly billed as it occurred.

Mr. Shenefield asked if the developer would pay all of it. Ms. Burns answered that they would do it how they are doing it currently. They would send a funding request for \$20,000/\$25,000 every couple of months. Mr. Shenefield asked if they were sharing any of it. Ms. Burns answered that if they have an estoppel for finished lots that they would sell them and then when they reach out to their office for an estoppel, they will put the debt assessments on there, then they would put that the District did not levy an O&M assessment for the current year subject to the attached funding agreement which basically said that they are funding the expenses. She asked for any other questions on the budget or any changes, hearing none.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2022-05 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget for July 14, 2022, was approved.

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SIXTH ORDER OF BUSINESS

Acceptance of Ranking of Audit Committee and Authorization to Send Notice of Intent to Award

Ms. Burns stated that the audit committee met just prior to this meeting and ranked DiBartolomeo, McBee, Hartley & Barnes #1.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Ranking of Audit Committee with DiBartolomeo, McBee, Hartley, & Barnes #1 and Authorization to Send Notice of Intent to Award, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock did not have anything further to report.

B. Engineer

There being none, the next item followed.

C. District Manager’s Report

Ratification of Funding Request #6

Ms. Burns noted that these had already been funded and just needed to be ratified.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Funding Request #6, was ratified.

i. Balance Sheet & income Statement

Ms. Burns noted that the financials were included in the packet for review. There was no action necessary. She stated that they were through March.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

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TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Brian Walsh

Chairman/Vice Chairman