

**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, **July 11, 2024** at 3:05 p.m. at the Holiday Inn Express & Suites 2102 N. Park Rd., Plant City, Florida.

Present and constituting a quorum:

Milton Andrade
Garret Parkinson
Brian Walsh
Kareyann Ellison

Chairman
Vice Chairman
Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Rich McGrath
Joel Blanco

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 3:07 p.m. and called the roll. Four Supervisors 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 April 11, 2024
Audit Committee and Board of Supervisor's
Meeting**

Ms. Burns presented the minutes of the April 11, 2024 Audit Committee Meeting and Board of Supervisors meeting. She asked if there were any questions, comments, or corrections. Hearing no changes from the Board, she asked for a motion to approve both sets of minutes.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Minutes of the April 11, 2024 Audit Committee Meeting and the Board of Supervisor's Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns stated that the Audit Committee ranked DiBartolomeo, McBee, Hartley, & Barns 1 and Grau & Associates as 2 and asked for a motion to accept the rankings and authorize staff to send the notice of intent to award to DiBartolomeo and authorize Counsel to draft the agreement.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-05 Appointing an Assistant Secretary

Ms. Burns noted that this resolution appoints Kareyann Ellison as Assistant Secretary and asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-05 Appointing an Assistant Secretary, was approved.

SIXTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated that the public hearing had been advertised in the paper per Florida statute requirement and asked for a motion to open the hearing.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there were no members of the public present for comment and asked for a motion to close the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns presented the resolution and noted that it is developer funded and all expenses will be billed as they are incurred. She highlighted a small field contingency as they anticipate having some

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landscaping costs before offering to answer and Board questions. There being none she asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2024/2025 Developer Funding Agreement

Ms. Burns presented the agreement with Clayton Properties Group and stated that it is included in the agenda package. She asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement, was approved.

iii. Consideration of Resolution 2024-08 Debt Assessment (Provided Under Separate Cover)

Ms. Hancock summarized the resolution stating that they have to collect the debt assessment on the issued bonds and this resolution certifies that previous assessment lean for collection for this year. She noted that the underline language for the collection schedule will be adjusted based on the collection needed for the debt service. The resolution is to be amended to state October 1, 2024 and April 1, 2025 with discretion for the District management company to set those percentages as needed for collection.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2024-08 Debt Assessment, was approved as amended.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

Ms. Burns asked the Board if they would like to keep the same meeting time. They agreed ad there was a motion of approval.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2027-07 Designation of a Regular Monthly Meeting Date, Time, and Location, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

NINTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns presented the audit report to the Board and noted that it was a clean audit with no instances of noncompliance and no findings. It was not submitted by the June deadline but has been submitted. She offered to answer any Board questions. Hearing no questions, there was a motion of approval.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock stated that she had nothing to report.

B. Engineer

There being no comments, the next item followed.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register for approval and noted it is included in the agenda package for Board review. She offered to answer any questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Check Register totaling, was approved.

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ii. Balance Sheet & income Statement

Ms. Burns noted financial statements were included in their package and asked for any Board questions. She stated there was no action necessary.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns presented the number of registered voters living within the boundaries of the District to be zero.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman