

**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 10, 2025** at 1:53 p.m. at the Fairfield Inn & Suites Lakeland Plant City, 4307 Sterling Commerce Drive, Plant City, Florida.

Present and constituting a quorum:

Milton Andrade
Garret Parkinson
Brian Walsh
Kareyann Ellison
Brent Elliott

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Patrick Collins
Lauren Gentry *by Zoom*
Clayton Smith

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:53 p.m. and called the roll. Five 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 and none joining by Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of April 10, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 10, 2025 Board of Supervisors meeting and asked for any comments, corrections, or questions. There being none, there was a motion of approval.

July 10, 2025

Cypress Ridge CDD

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Minutes of the April 10, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns stated that the public hearing had been advertised and asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns noted that the resolution was included in the agenda package for Board review and summarized its line items for the Board. Board discussion followed. Mr. Smith broke down some of the contract information for the Board for budgeting purposes that included, pond maintenance, landscaping, and upcoming projects.

On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, the Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved, as amended.

Ms. Burns noted that the budget allocated for the amenity is based on the December 2025 opening that was given to staff, so the amounts are prorated for ten months instead of twelve. She offered to answer and questions the Board may have on the budget. There being no questions, there was a motion of approval for the budget with the amended changes noted to landscaping, general field contingency, and lake maintenance.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved as amended.

July 10, 2025

Cypress Ridge CDD

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

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

B. Imposition of Operations and Maintenance Special Assessments

i. Consideration of Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns noted this public hearing was advertised for and mailed notice was sent to all property owners. She then asked for a motion to open the public hearing.

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

Ms. Burns stated that this is the District's first time levying an operations and management assessment and presented the resolution to the Board. She offered to answer any questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

C. Public Hearing on the Adoption of Amenity Rules and Rates for the District

i. Consideration of Resolution 2025-06 Adopting Amenity Rules and Rates for the District

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

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

July 10, 2025

Cypress Ridge CDD

Ms. Burns presented the resolution which was included in the agenda package for review. She noted the only change was an update to the lakes and ponds policy that was previously approved by the Board and other than that change they are the standard set of rules set forth for an amenity center.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2025-06 Adopting Amenity Rules and Rates for the District, was approved.

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

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026

Ms. Burns asked for authority to delegate to the Chair to select a new location for the upcoming fiscal year including August and September. She noted that there may need to be an adjustment later in the year if any residents begin to attend in-person.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-08 Designating a Date, Time, and Location for a Landowners' Meeting and Election (Thursday, November 13, 2025 – Regular Meeting Date) (Seat #1, Seat #2 & Seat #4)

Ms. Burns noted the date chosen for the Landowners Election is the regularly scheduled November Meeting, which is Thursday, November 13, 2025 at 1:45 p.m. This will be updated based on the location selected for regular meetings.

July 10, 2025

Cypress Ridge CDD

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-08 Designating a Date, Time and Location for a Landowners' Meeting and Election (Thursday, November 13, 2025 – Regular Meeting Date) (Seat #1, Seat #2 & Seat #4), was approved.

SEVENTH ORDER OF BUSINESS**Goals and Objectives****A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns presented the goals and objectives for Fiscal Year 2026 and stated that they are the same goals as the current year.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

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

Ms. Burns noted that the District is on track to meet all the goals and objectives for the current year and asked for a motion to authorize the Chair to execute these at the end of the fiscal year.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Collins had nothing further for the Board and offered to answer any questions. There being no comments, the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

July 10, 2025

Cypress Ridge CDD

Mr. Smith presented landscaping maintenance proposals from three vendors. The Board made a motion to approve the proposal from Cardinal who is the current vendor for the District. They have committed to hold the current cost for the next year and then they will re-assess for the following budget years.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Proposal from Cardinal for Landscape Maintenance, was approved.

Mr. Smith presented a proposal from Remson Aquatics for aquatic maintenance in the District. The Board made a motion to approve the Remson proposal for aquatic maintenance totaling \$20,340.

On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, the Proposal from Remson for aquatic Maintenance, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns stated the check register is in the agenda package for review. She offered to take questions on any of the invoices.

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

ii. Balance Sheet & income Statement

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

iii. Presentation of Number of Registered Voters – 0

Ms. Burns presented the number of registered voters to be zero.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

July 10, 2025

Cypress Ridge CDD

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. Andrade, seconded by Mr. Parkinson, with all in favor, the meeting was adjourned.
--

Jill Burns

Secretary/Assistant Secretary

Signed by:

Milton Andrade

05F2744F40FE41E...

Chairman/Vice Chairman