

**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 **Wednesday, October 15, 2025** at 1:45 p.m. at the Hampton Inn Plant City, 2702 Thonotosassa Rd, 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
Clayton Smith

District Manager, GMS
District Counsel, KVV Law
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 July 10, 2025 Board of Supervisors Meeting

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

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

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FOURTH ORDER OF BUSINESS

**Presentation of Memo Regarding
Amendments to District Rules of Procedure**

**A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of
Amended and Restated Rules of Procedure for the District**

Ms. Burns suggested that the Board set the public hearing on December 11, 2025.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District for December 11, 2025, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-02
Spending Authorization Resolution**

Ms. Burns reviewed the resolution for the Board which outlines spending thresholds for the Chair and District Manager.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2026-02 Spending Authorization Resolution, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report to the Board.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

Mr. Smith reviewed the field manager's report for the Board. He reviewed the new cloud-based map for the community. He noted that they were still 30 to 60 days out on the amenity center, but the pool would likely be ready to begin being maintained shortly.

D. District Manager's Report

i. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns reviewed updates to the amenity policy.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

ii. 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.

iii. Balance Sheet & income Statement

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

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. Andrade, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman