

**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, December 11, 2025** at 1:52 p.m. at the Hampton Inn Plant City, 2702 Thonotosassa Rd, Plant City, Florida.

Present and constituting a quorum:

Milton Andrade
Brian Walsh
Kareyann Ellison

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Patrick Collins
Clayton Smith

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:52 p.m. and called the roll. Three 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

Organizational Matters

- A. Administration of Oaths of Office to Newly Elected Board Members after November 19, 2025 Landowners' Election – Kareyann Ellison (Seat #1) & Garret Parkinson (Seat #4)(*Brian Walsh (Seat #2) was sworn in prior to the meeting*)**

Ms. Burns stated that Mr. Walsh had previously mailed his in and that Mr. Parkinson was absent. She stated that she would swear in Ms. Ellison. Ms. Burns administered the oath of office to Ms. Ellison.

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B. Consideration of Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns reviewed the results of the landowner election held in November 2025 and noted that staff were available to answer any questions.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated that, since they have a landowner selection, they would proceed to re-elect officers.

D. Consideration of Resolution 2026-04 Electing Officers

Ms. Burns stated that three Supervisors and Mr. George Flint with GMS's office were Assistant Secretaries. Ms. Burns was serving as the Secretary. Board consensus was to keep the Supervisor positions the same.

On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, Resolution 2026-04 Electing Officers as slated above, was approved.

E. Consideration of Resolution 2026-05 Extending Board Seat Terms to Coincide with Election Years

Ms. Burns stated that Resolution 2026-05 extended the terms of specific Board seats to align with even year general elections. Ms. Burns explained that the affected seats currently expire in odd numbered years, and the adjustment was made to ensure the District is aligned adequately as it transitions to the standard election process.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2026-05 Extending Board Seat Terms to Coincide with Election Years, was approved.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of October 15, 2025 Board of Supervisors Meeting and November 19, 2025 Landowners' Meeting

Ms. Burns presented the minutes from the October 15, 2025 Board of Supervisors meeting and the November 19, 2025 Landowners' meeting. She asked for any comments, corrections, or questions. There being no changes, she asked the Board for a motion to approve the minutes.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Minutes of October 15, 2025 Board of Supervisors Meeting and November 19, 2025 Landowners' Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District

Ms. Burns 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.

i. Consideration of Resolution 2026-06 Adopting Amended and Restated Rules of Procedure for the District

Ms. Burns stated that Resolution 2026-06 was included in the package for review. She added that this was updating their Rules of Procedure to reflect recent statutory changes and minor updates.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Resolution 2026-06 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2026-07
Adopting Amended Amenity Policies to
Include Sports Court & Field Policies**

Ms. Burns reviewed Resolution 2026-07, which adopts amended amenity policies, including sports courts and field policies. It was noted that the amenity policies had been adopted previously, but at that time, the District was not aware that soccer and pickleball would be added. The resolution updated the existing rules to include those amenities, using the same policies already in place at Crossings. Ms. Burns indicated that the guidelines had been incorporated into the current regulations and that she was available to answer any questions.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2026-07 Adopting Amended Amenity Policies to include Sports Court & Field Policies, was approved.

SEVENTH 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 reported that additional landscape areas had been added to the maintenance scope and that coordination was ongoing for future turnovers once the well was operational. Additional areas were expected to be turned over to the District at that time. Mr. Smith noted that the pond edges had been treated due to vegetation buildup. Although dead material remained after spraying, much of it had been mowed and cleared, and the remaining areas were scheduled for ongoing maintenance. The drainage ditch had also been cleared, and the vendor indicated it would remain in place. A walkthrough of the amenity center was completed. Mr. Smith said that the facility was in good condition and nearing readiness for turnover. An action item list was being finalized, with completion anticipated the following week. One remaining issue involved the pool fill line plumbing, which was being adjusted to avoid impact and sewage fees by utilizing an existing backflow connection. It was noted that the soccer field and pickleball courts lacked access

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control and were freely accessible. This was not included in the original scope, and staff indicated they would seek quotes to add access control.

The possibility of adding cameras was discussed, but no decision was made. Board members discussed access, enforcement, and accountability concerns, noting that the pool already had access control in place. Mr. Smith added that sod conditions had improved since earlier photos were taken and that remaining cleanup items would be addressed before a reinspection. Installation of the pool lift was identified as the primary remaining item, with infrastructure already in place. Mr. Smith estimated a late January opening for the amenity. The playground was unfenced but in good condition. Staff advised that, while the developer was completing the remaining items, the District intended to begin maintaining the facilities.

i. Consideration of Proposals for Pool Maintenance Services

1. West Coast Aquatics

2. *Additional Proposal to be Provided Under Separate Cover*

Mr. Smith stated that the pool maintenance proposals were received from West Coast Aquatics, Bamboo, and ASP. ASP submitted the lowest proposal at approximately \$1,400 per month, while Bamboo submitted the highest at approximately \$2,000 per month. Mr. Smith said that based on prior experience, West Coast Aquatics provided the highest quality service. He also noted he had limited direct experience with ASP, although other team members had previously worked with them.

ii. Consideration of Proposals for Janitorial Maintenance Services

1. JNJ Amenity Services

2. *Additional Proposal to be Provided Under Separate Cover*

Mr. Smith reviewed multiple janitorial service proposals, including JNJ Cleaning, Bandu, Perfect Clean, and a combined janitorial and pool maintenance proposal from H2 Pool Services. JNJ proposed \$630 per month for three visits per week, including materials. Bandu proposed \$750 per month for only two trips per week and did not include materials, even though we had asked for the same scope. Perfect Clean proposed \$210 per week, totaling approximately \$10,920 annually for three visits per week, with materials included. Also discussed was bundling janitorial and pool maintenance services with H2 Pool Services, resulting in the lowest overall cost and an estimated \$500 in savings compared to using separate vendors.

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On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the H2 Proposal for Janitorial Maintenance Services, was approved.

iii. Consideration of Proposal for Wildlife Signage

Mr. Smith discussed the first round of wildlife signage to be installed throughout the community, with a focus on areas behind the amenity center and along walking and back-trail areas near ponds. A total of nine signs were proposed, and a map was provided showing the general locations. The intent was to prioritize areas adjacent to amenities and pedestrian traffic rather than more remote pond locations. Mr. Smith stated that the signage options were reviewed. One option included more detailed pond and fishing language, such as catch-and-release only, no net fishing, no swimming, and no feeding wildlife. The second option was more concise and focused on safety messaging, including “Beware of Alligator,” “No Swimming,” and “Do not feed wildlife.” An additional wording option, noting that ponds are for CDD residents and patrons only, was also discussed.

Mr. Smith discussed using a mix of both sign types and agreed that rotating the messages would be effective. Direction was given to proceed with four signs of one kind and five of the other, ensuring the signs remain cohesive in appearance and are not placed side by side. Mr. Smith noted that additional wildlife signage may be needed in the future and could follow the same approach.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, the Proposal for Wildlife Signage, 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

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Ms. Burns noted that financial statements are included in the package for review. No action is required from the Board.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Milton Andrade

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Chairman/Vice Chairman