

**MINUTES OF MEETING  
LAKE DEER  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Deer Community Development District was held Wednesday, **November 15, 2023** at 2:47 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Daniel Arnette	Assistant Secretary
Chuck Cavaretta	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Chace Arrington	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present at roll call constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that no members of the public were in attendance or on Zoom.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members (Seat #3, Seat #4, and Seat #5)**

Ms. Burns administered the Oath of Office to Lauren Schwenk, Daniel Arnette, and Chuck Cavaretta. Ms. Hammock stated as a reminder, Florida Ethics Laws, Public Records Laws and Sunshine Law apply to your actions as Supervisors moving forward. She asked for any questions. Hearing none.

**B. Consideration of Resolution 2024-01 Canvassing and Certifying the Results of the Landowners' Election**

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Ms. Burns stated the results of the Landowners' Election are outlined in the resolution.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2024-02 Electing Officers**

Ms. Burns stated this is included in your package for review. After we hold a Landowners' Election, we re-elect officers. Previously Rennie was Chair, Lauren was Vice Chair, and the other three Supervisors were Assistant Secretaries, along with George Flint and I as Secretaries. Board consensus was to keep the officers the same.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2024-02 Electing Officers, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 19, 2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the July 19, 2023 Board of Supervisors meeting and asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Minutes of the July 19, 2023 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements**

Ms. Burns noted this will authorize them to sign off on those documents. She noted she would be happy to answer any questions, otherwise, looking for a motion to approve.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, Resolution 2024-03 Granting the Chairperson and Vice

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Chairperson the Authority to Execute Plats and Documents Related to the Development of the District’s Improvements, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Uniform Collection Agreement with Polk County Tax Collector**

Ms. Burns noted this is the annual renewal. It has already been signed by the Chair and just needs to be ratified.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2023 Audit Services Engagement Letter with Grau & Associates**

Ms. Burns noted this is one of the renewals for the three-year agreement. The cost is \$5,600.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, the Fiscal Year 2023 Audit Services Engagement Letter with Grau & Associates, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Encroachment Agreement and License for Installation Improvements**

Ms. Burns stated this is something that her and Roy worked on with Andrew when the builder was requesting that they would be able to connect the fence to the existing CDD perimeter wall. The perimeter wall where it was placed left a gap of maybe six to 12 inches between the back of the property and the wall which was a maintenance issue for us anyway so we allowed the builder to connect to the fence and they will maintain that. She stated she would answer any questions, it has already been approved so just looking for a motion to ratify.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Encroachment Agreement and License for Installation Improvements, was ratified.

**NINTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Report from AMTEC for Series 2022 Project Bonds**

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Ms. Burns stated under internal revenue code, the District has to demonstrate that they do not earn more interest on the bonds than they pay. She noted page four of the agenda shows the negative arbitrage amount listed.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Arbitrage Rebate Report from AMTEC for Series 2022 Project Bonds, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she did not have anything specific to report to the Board.

**B. Engineer**

**i. Ratification of Dewberry Work Authorization 2024-01 to Provide District Engineering Services**

Ms. Burns stated this is included in your package and has already been executed. It is just their annual work authorization.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Dewberry Work Authorization 2024-01 to Provide District Engineering Services, was ratified.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns noted the check register was included in the package. It is from July 8<sup>th</sup> through November 23<sup>rd</sup> totaling \$2,192,572.41. She asked for any questions, otherwise looking for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Check Register totaling \$2,192,572.41, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated the financial statements were included in the agenda package for review. These are through the month of September so are year-end financials. There is no action necessary from the Board.

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**iii. Ratification of Summary of Series 2022 Requisitions #57 to #60**

Ms. Burns noted that these requisitions have already been approved and just need to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Series 2022 Requisitions #57 to #60, were ratified.

**ELEVENTH ORDER OF BUSINESS Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Rennie Heath*

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Chairman/Vice Chairman