

**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, **August 28, 2024** at 10:48 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Andrew Rhinehart	Assistant Secretary
Bobbie Henley	Appointed as Assistant Secretary
Lindsey Roden	Appointed as Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry
Joel Blanco	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 10:48am and called the roll. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignations of Andrew Rhinehart and Daniel Arnette**

Ms. Burns stated a letter has been received for the resignation of Daniel Arnette. She asked for a motion to accept the resignation letter.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Accepting the Letter of Resignation from Daniel Arnette was approved.
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**A. Appointment to Fill Vacant Board Seats #1 and #5**

Ms. Burns asked for a nomination to fill the vacancy. Ms. Lindsey Roden was nominated for office.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Nominating Lindsey Roden to Fill the Vacant Board Seat #1, was approved.

**B. Administration of Oaths to Newly Appointed Supervisors**

Ms. Burns provided the oath of office to Lindsey Roden.

**C. Acceptance of Resignation of Andrew Rhinehart**

Ms. Burns stated Mr. Andrew Rhinehart has resigned effective immediately. She asked for a motion to accept his resignation.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Accepting the Resignation from Andrew Rhinehart, was approved.

**D. Appointment to Fill Vacant Board Seat.**

Ms. Burns asked if there was a nomination to fill the seat. Ms. Bobbie Henley was nominated.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Nominating Bobbie Henley to Fill the Vacant Seat #5, was approved.

**E. Administration of Oaths to Newly Appointed Supervisors**

Ms. Burns provided the oath of office to Bobbie Henley.

**F. Consideration of Resolution 2024-06 Appointing Assistant Secretaries**

Ms. Burns stated this resolution will appoint Bobbie Henley and Lindsey Roden as Assistant Secretaries. Ms. Roden will fill Seat #1 and Ms. Henley will fill Seat #5

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-06, Appointment of Bobbie Henley and Lindsey Roden as Assistant Secretaries, was approved.

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**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 17, 2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 17, 2024 meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Minutes of the April 17, 2024 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

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

Ms. Burns stated this public hearing has been advertised. Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2024-07 Amending Resolution 2024-04 and Ratifying the Re-Scheduling and Re-Advertising of the Public Hearing on the Fiscal Year 2024/2025 Budget**

Ms. Burns stated the resolution was to amend 2024-04 and to ratify the re-scheduling and re-advertising of the public hearing for the fiscal year budget for 2024/2025. She noted that this was originally scheduled and there was not a quorum. She added this resolution needs ratification.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, Resolution, 2024-07 Amending Resolution 2024-04 and Ratifying the Re-Scheduling and Re-Advertising of the Public Hearing on the Fiscal Year 2024/2025 Budget, was approved.

**ii. Consideration of Resolution 2024-08 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds**

Ms. Burns stated there is an increase to this budget for the upcoming year mainly due to the amenities which should open soon. This is for \$264.63 for a total per unit assessment gross collected on the tax bill for a total of \$889.60. She asked for any questions.

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2024-08 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

**iii. Consideration of Resolution 2024-09 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated this resolution is for imposing special assessments and certifying the assessment roll. This will certify our assessments for the collection on the tax bill.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2024-09 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. Heath, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

**B. Public Hearing on the Adoption of Amenity Policies and Rates**

Ms. Burns stated this was for the adoption of the amenity policies and rates. She noted it had been advertised in the local paper. She asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Schwenk with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2024-10 Amending Resolution 2025-05 and Ratifying the Re-Scheduling and Re-Advertising of the Public Hearing on the Adoption of Amenity Policies and Rates**

Ms. Burns stated this resolution was advertised and there was not a quorum, and the re-schedule needs to be ratified.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2024-10 Amending the Resolution 2025-05 and Ratifying the Re-Scheduling and Re-Advertising of the Public Hearing on the Adoption of the Amenity Policies and Rates, was approved.

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**ii. Consideration of Resolution 2024-11 Adopting Amenity Policies and Rates for the District**

Ms. Burns stated this resolution is for adopting the amenity policies and rates and has not changed since the Board last reviewed when the hearing was set.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2024-11 Adopting Amenity Policies and Rates for the District, was approved.

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

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-12 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025**

Ms. Burns presented the resolution designating a regular monthly meeting date, time, and location for 2024/2025. This is the same scheduled day as the current year, but at 2:00 PM instead of 2:25 PM, and moving from Cassidy Offices to the Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880 .

On MOTION by Ms. Roden, seconded by Mr. Heath, with all in favor, Resolution 2024-12 Designation of a Regular Monthly Meeting Date, Time, and Location for the Fiscal Year 2024/2025, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Adoption of Goals and Objectives for the District**

Ms. Burns stated this is a new requirement from the state for Districts to have goals and objectives.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Adoption of the Goals and Objectives for the District, were approved.

**EIGHTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2023 Audit Report**

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Ms. Burns presented the Fiscal Year 2023 audit report. She noted it was a clean audit and there were no findings. It was submitted to the state by the June 30<sup>th</sup> deadline.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Accepting the Fiscal Year 2023 Audit Report, was approved.

**NINTH ORDER OF BUSINESS**

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

Ms. Burns this is an agreement developed at Andrew’s request due to a small gap where the fence was. This allows the builders to connect the gap to the fence. She noted it has been approved and just needs ratifying.

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

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Mr. Malave stated he had nothing further to report.

**C. Field Manager’s Report**

Mr. Blanco reviewed the Field Manager’s Report to include landscaping reviews, easement mowing, sign installation, landscaping on ponds, spraying and treatment, amenity reviews, clubhouse gate installation and concrete walkway, amenity fencing around the pool, dog park fencing, amenity opening, and amenity applications. Access and card reader system has been started.

**D. District Managers Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register that was included in the agenda package for Board’s review. She offered to answer any questions from the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Check Register, was approved.

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**ii. Balance Sheet & Income Statement**

Ms. Burns stated the financial statements were included in the agenda package for review.

There is no action necessary from the Board.

**iii. Presentation of Number of Registered Voters – 3**

Ms. Burns stated the number of registered voters in the district as of April 15, 2024 was 3.

**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 asked for a motion to adjourn the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:  
*Rennie Heath*  
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Chairman/Vice Chairman