

**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, **September 18, 2024** at 2:20 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Bobbie Henley	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 2:20 p.m. 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 Resignation of Chuck Cavaretta

Ms. Burns stated that a letter of resignation for Chuck Cavaretta had been received. She asked for a motion to accept the resignation letter.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, Accepting the Letter of Resignation from Chuck Cavaretta was approved.
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B. Appointment to Fill Vacant Board Seat #5

Ms. Burns asked for a nomination to fill the vacancy in Seat #5. Ms. Emily Cassidy was nominated to fill the vacancy.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Appointing Emily Cassidy to Fill the Vacant Board Seat #5 was approved.

C. Administration of Oaths to Newly Appointed Supervisor

Ms. Burns provided the oath of office to Emily Cassidy.

D. Consideration of Resolution 2024-13 Appointing Assistant Secretary

Ms. Burns stated that this resolution will appoint Emily Cassidy as an Assistant Secretary of the District, filling Seat #5.

On MOTION by Ms. Henley, seconded by Ms. Roden with all in favor, Resolution 2024-06, Appointment of Emily Cassidy as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 28, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes from the August 28, 2024, Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Cassidy with all in favor, the Minutes of the August 28, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2024 Audit Services Engagement Letter with Grau & Associates

Ms. Burns reviewed the Fiscal Year 2024 audit services engagement letter with Grau & Associates. She noted that the renewal of the contract with Grau & Associates is, at most, \$5,800, which was in line with the original contract.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2024 Audit Services Engagement Letter with Grau & Associates, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Conveyance Documents

Ms. Burns states that the Conveyance Documents had already been executed and recorded, and they were looking for a motion to ratify those actions.

On MOTION by Ms. Henley, seconded by Ms. Cassidy with all in favor, the Conveyance Documents, were ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report but asked that anyone with any questions or concerns please reach out.

B. Engineer

i. Consideration of Work Authorization 2025-1 for District Engineering Services

Mr. Malave stated he had nothing further to report unless there were any questions. Ms. Burns mentioned to Mr. Malave that they will do the work authorization for 2025 for engineering services and asked Mr. Malave if it was just the general fees for the upcoming year. Mr. Malave agreed, saying the new year starts October 1, 2024.

On MOTION by Ms. Roden, seconded by Ms. Cassidy with all in favor, Work Authorization 2025-1 for District Engineering Services, was approved.

C. Field Manager's Report

i. Consideration of Proposal for Pool Maintenance Services from Resort Pool Services

Mr. Blanco reported that they've done landscaping reviews throughout the District. Due to strong winds, they tied up a couple of crape myrtles that have bent a bit, but they're tied and staked. The Amenity sign remains installed on that common area road at the second entrance in anticipation for the Amenity opening. We've also conducted pond reviews throughout the District.

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A lot of it looks neat. Any algae present is treated algae, and any invasive weeds present have been sprayed. We'll continue to monitor the progress of Amenity construction. About 90% of that Amenity is ready to go, there are just some minor details that are pending. A lot of the landscaping has been completed. The pool is filled, and the playground has been constructed. The dog park as well. We're only missing the construction of the small dog park equipment. Some of the fountains need to be adjusted. I believe a bike rack is also required, and we're also waiting for the pool permit to pass with Polk County. Aside from that, we have everything ready to go. For the Amenity, he noted that he included some proposals for pool maintenance, janitorial services, and pest control for the Board to consider. The pool service proposal is from Resort Pool Services. This is the same vendor that they use at Scenic Terrace. The proposal is for three times a week for \$2,600 a month and this is already in the budget.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Proposal for Pool Maintenance Services from Resort Pool Services was approved.

ii. Consideration of Proposal for Janitorial Services at Amenity from CSS

Mr. Blanco presented a proposal for janitorial services from CSS, also used at Scenic Terrace. The service is \$500 a month, and they also service pet waste stations when installed at the dog parks for \$10 per station. The janitorial services are three times a week. The \$500 per month fee includes all the janitorial services. There is an additional \$50 for trash bins at the playground area and \$10 per pet waste station. Mr. Blanco stated he is anticipating one for the small dog park and one for the large dog park.

Ms. Burns stated that the waste stations will cost \$100. She clarified that the dog waste stations and playgrounds have not yet been installed. Ms. Burns also indicated that she is unsure how many there will be. The amount for approval will be \$600 plus \$50, totaling \$650. It is possible that it could be \$750 per month if there are extra trash cans or pet waste stations. Ms. Burns proposed they finalize the contract amount when the playground is fully installed.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Proposal for Janitorial Services at Amenity from CSS NTE \$750, was approved.

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iii. Consideration of Proposal for Pest Control Services at Amenity from Massey Commercial Services

Mr. Blanco stated that the pest control from Massey is an annual fee of \$1,182.50 that is in the budget.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Proposal for Pest Control Services at Amenity from Massey Commercial Services was approved.

iv. Consideration of Addendum to Landscape Maintenance Services Contract to Add Additional Tracts from Prince & Sons

Mr. Blanco stated that the Amenity tracts were installed, and the amount with everything included was \$84,380. He said that was the total amount for the entire community, amenities, and easement.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Proposal of the Addendum to Landscape Maintenance Services Contract to Add Additional Tracts from Prince & Sons was approved.

D. District Managers Report

i. Approval of the Check Register

Ms. Burns presented the check register included in the agenda package for the Board’s review and offered to answer any questions the Board had about the invoices totaling \$232,557.26 from August 17, 2024, to September 6, 2024.

On MOTION by Ms. Cassidy, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

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.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn the meeting.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman