

**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 on **Tuesday, July 8, 2025**, at 11:31 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley	Assistant Secretary
Lindsey Roden	Assistant Secretary
Kristen Cassidy	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Savannah Hancock	District Counsel, Kilinski Van Wyk
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Joey Duncan <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 and called the roll. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the public comment period. Hearing no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 16, 2025  
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 16, 2025, Board of Supervisors meeting and asked for any questions, comments, or corrections. The Board had one change to the minutes to add Roy Van Wyk, District Counsel, to the list of attendees as he was present for the April 16, 2025 Board of Supervisor's meeting.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the April 16, 2025, Board of Supervisors Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS****Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns asked 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 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds**

Ms. Burns presented Resolution 2025-04 to the Board and noted there were increases to a few of the line items including landscape maintenance, lake maintenance, and water and sewer. These three line items were the biggest increases in the field portion. She pointed out that for the amenity portion, they were able to lower the security line item based on the actual seasonal contract that was awarded. She stated they increased the pool maintenance scope based on usage and more cleans in the summer. She also stated they added a line item for holiday decorations based on resident feedback. She explained that the increase amount annually per lot is \$140.45, so the per lot assessment would be \$1,030.11.

Ms. Burns opened the public comment period. Hearing no public comments, Ms. Burns turned it over to the Board for any comments or questions on the budget. No Board comments or questions were heard.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-04 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

Ms. Burns asked to close the public hearing.

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

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**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns asked to open the public hearing. She stated this is a separate hearing levying the assessment that was approved based on the budget that was just adopted.

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

**i. Consideration of Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns presented Resolution 2025-05 to the Board and staff. She noted that this resolution is included in the agenda package for review as well as the assessment roll that will be certified for collection with the Polk County tax collector.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns asked to close the public hearing.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06  
Designation of a Regular Monthly Meeting  
Date, Time, and Location of Fiscal Year  
2025/2026**

Ms. Burns presented Resolution 2025-06 to the Board and staff. The Board agreed with the third Wednesday at 11:00 a.m. for the designated regular monthly meeting date and time.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Resolution 2025-06 Designation of a Regular Monthly Meeting Date, Time and Location of Fiscal Year 2025/2026, was approved.

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**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-07  
Designating a Date, Time, and Location for a  
Landowners' Meeting and Election  
(Wednesday, November 19, 2025 – Regular  
Meeting Date)(Seat #1, Seat #2 & Seat #5)**

Ms. Burns presented Resolution 2025-07 stating they are required to hold a Landowners' Election every two years in November, and they have one this November. The Board agreed to the suggested date, Wednesday, November 19, 2025 at 11:00 a.m. She explained that there are three seats up for election, Seat #1, Seat #2, and Seat #5.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-07 Designating a Date, Time and Location for a Landowners' Meeting and Election (Wednesday, November 19, 2025 - Regular Meeting Date)(Seat #1, Seat #2, Seat #5), was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2025-08  
Adopting Amended Amenity Rules**

Ms. Hammock presented Resolution 2025-08. She clarified the change to the lake and pond policies as it relates to no recreational water activity or water sports.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-08 Adopting Amended Amenity Rules, was approved.

**EIGHTH ORDER OF BUSINESS****Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns presented the Fiscal Year 2024 Audit Report, which was included in the agenda package for Board review. She noted there were no instances of noncompliance, no findings listed, and the District does not meet any of the conditions for a financial emergency. It is considered a clean audit. She explained that this was submitted to the state by the June 30<sup>th</sup> deadline, as required. She pointed out that they are required to get an independent audit, and this is an independent audit report.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2024 Audit Report, was approved.

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**NINTH ORDER OF BUSINESS****Goals and Objectives****A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns stated there was a change in Florida statutes that now requires Districts to adopt goals and objectives annually. She noted Fiscal Year 2026 starts October 1, 2025 and runs through September 30, 2026. She pointed out that these goals are the same as the goals that they adopted in 2025. The Board agreed to keep the goals the same.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Adopting the Fiscal Year 2026 Goals & Objectives, was approved.

**B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute**

Ms. Burns explained that part of the statute is that the review the goals at the end of the year. She explained that they are on track to meet all of the goals. She noted they are looking to authorize the Chair to sign the form and confirm that the goals were met.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

**TENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hammock had nothing additional to report.

**B. Engineer****i. Presentation of 2025 Annual District Engineer's Report**

Mr. Duncan stated the submittal of their annual report went to staff on June 30<sup>th</sup> and they found that everything is in good repair with a few items turned in for maintenance. He pointed out that they reviewed the operations and maintenance budget, and it is all fine. He also noted that they went back and looked at their insurance coverage and found their limits are adequate for their community. Mr. Duncan concluded his report. Mr. Malave noted that there was a noticeable amount of young alligators in the lakes.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Accepting the 2025 Annual District Engineer's Report, was approved.

### **C. Field Manager's Report**

#### **i. Consideration of Proposal for Purchase and Installation of Wildlife Caution Signs Around District Ponds**

Mr. Blanco reviewed the Field Managers' Report. He noted field staff has continued reviewing the landscaping throughout the District, which remains in satisfactory conditions including all pond tracts. He noted landscaping beds have been detailed at both entrances, median on Cottontail Boulevard and around the amenity. He pointed out that the Sabal at both entrances, median on Cottontail, and the amenity all remain neat in appearance after previously being trimmed before the start of summer. He noted the flax lilies and entrance median plantings continue to thrive in the summer season. He also pointed out that there is a leaning tree in the amenity area that is scheduled to be strapped. Mr. Blanco's report also included that field staff continued reviewing the ponds throughout the District and the ponds were found in excellent conditions, field staff noted high midge activity and pond vendor was notified with proposal for midge treatment, alligator warning signs throughout the District, pool motor given out, under warranty and scheduled for replacement prior to the long weekend, pool area remains in satisfactory conditions, crotons at the front of the amenity have been trimmed, playground area remains consistently clean, dog parks were free of trash with waste stations serviced and the dog park holes were filled with rocks to prevent digging.

Mr. Blanco presented a proposal for the purchase and installation of wildlife caution signs around District ponds.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the proposal for Purchase and Installation of Wildlife Caution Signs Around District Ponds, was approved.

Mr. Blanco will have midge treatment quote for the next meeting.

### **C. District Managers Report**

#### **i. Approval of the Check Register**

Ms. Burns presented the check register totaling \$66,730.36. It's included in the agenda package for review. She offered to answer any questions the Board may have.

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On MOTION by Ms. Roden, seconded by Ms. Cassidy, 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.

**iii. Presentation of Number of Registers Voters – 147**

Ms. Burns stated there are 147 registered voters in the District.

**ELEVENTH ORDER OF BUSINESS Other Business**

There being no comments, the next item followed.

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

There was a question from an audience member about the Landowners' Election. Ms. Burns explained and discussed the Landowners' Election process.

**THIRTEENTH ORDER OF BUSINESS Adjournment**

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

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

  
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Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman