

**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 **Wednesday, October 15, 2025**, at 11:00 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Vice Chairman
Kristen Cassidy	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joel Blanco <i>by Zoom</i>	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 11:00 a.m. and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present and none joining by Zoom.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 20, 2025, Board of Supervisors Meeting

Ms. Burns presented the minutes from the August 20, 2025, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Minutes of August 20, 2025, Board of Supervisors Meeting were approved.
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FOURTH ORDER OF BUSINESS**Consideration of Resolution 2026-01
Amending the Fiscal Year 2025 Budget**

Ms. Burns stated that any time they go over their budgeted amount for a fiscal year they are required to approve an amended budget. She explained that the increase in the budget was mostly related to the playground, but they have the revenue to fund those costs. She noted that they also had damage from the storm which will be reimbursed through insurance.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-01 Amending the Fiscal Year 2025 Budget, was approved.

FIFTH ORDER OF BUSINESS**Presentation of Memo Regarding
Amendments to District Rules of
Procedure****A. Consideration of Resolution 2026-02 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns explained that the updates were based on recent legislative changes from the last Florida legislative session and included some general clean-up items. She noted that the suggested date in Resolution 2026-02 to set the public hearing was December 17th. Ms. Burns offered to answer any questions.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-02 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District for December 17, 2025, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2026-03
Spending Authorization Resolution**

Ms. Burns stated that this resolution authorizes the District Manager, Chair, and jointly the Chair and District Manager to approve certain amounts outside of a meeting.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-03 Spending Authorization Resolution, was approved.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2026-04
Amending the Meeting Location for Fiscal
Year 2026 Board Meetings**

Ms. Burns reviewed Resolution 2026-03, which updated the meeting location for Fiscal Year 2026. They initially set the meetings at the Holiday Inn, then they decided to move them to the PRIME office. The resolution was adjusted to reflect that change.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-04 Amending the Meeting Location for Fiscal Year 2026 Board Meetings, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2026-05
Amending the Meeting Location for
November 2025 Landowners' Election**

Ms. Burns stated that this resolution would update the meeting location for the Landowners' election to the PRIME office.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-05 Amending the Meeting Location for November 2025 Landowners' Election, was approved.

NINTH ORDER OF BUSINESS

**Ratification of Holiday Lighting
Agreement**

Ms. Burns asked that the Board ratify the holiday lighting agreement, which had already been signed. The total cost of the proposal for lighting was \$7,460.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Holiday Lighting Agreement, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing additional to report to the Board.

B. Engineer

**i. Consideration of Work Authorization 2026-1 for Fiscal Year 2026 District
Engineering Services from Dewberry**

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Mr. Arrington presented the annual work authorization, noting it was based on time and materials with an estimated budget of \$15,000 plus other direct costs, and said they were available to answer any questions from the Board.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Work Authorization 2026-1 for Fiscal Year 2026 District Engineering Services from Dewberry, was approved.

C. Field Manager's Report

Mr. Blanco reviewed the Field Manager's report for the Board and offered to answer any questions.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register included in the agenda package for review. She offered to take any questions.

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

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financial statements were included in the package for review. These are for informational purposes. No action was needed.

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.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Bobbie Shockley

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Chairman/Vice Chairman