

**MINUTES OF MEETING  
NORTH BOULEVARD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the North Boulevard Community Development District was held Thursday, **August 17, 2023** at 10:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Adam Rhinehart  
Lindsey Roden  
Bobbie Henley  
Emily Cassidy  
Jessica Petrucci

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Tricia Adams  
Roy Van Wyk  
Chance Arrington *by Zoom*  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law  
District Engineer, Dewberry  
Field Services, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and called the roll. There were five Board members in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated there were no members of the public in attendance and no members of the public joining via Zoom.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 20, 2023  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the July 20, 2023 Board of Supervisor’s meeting. The meeting minutes have been reviewed by District Counsel and District Management Staff. The Board had no changes, corrections, or comments on the minutes.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the July 20, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Fiscal Year 2024 Budget**

Ms. Adams asked for a motion to open the public hearing.

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

Ms. Adams stated there were no members of the public present nor present via Zoom. She asked for a motion to close the public hearing.

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

**i. Public Comment**

There being no comments, the next item followed.

**ii. Consideration of Resolution 2023-06 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations**

Ms. Adams stated on page 15 of your agenda packet is Resolution 2023-06 approving and adopting this resolution will approve your Fiscal Year 2024 budget. She noted it also has provisions for appropriations as well as provisions for amending the budget. She stated included is an attached to Resolution 2023-06 on page 18 that is an updated draft of the proposed budget. The budget has been updated to include the actuals through June 2023. There have been no other substantive changes to the budget but as amenity expenses increased with the District that we share

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amenity expenses with that we made some minor adjustments. She noted on page 20 is the proposed budget as you will see that all of the assessments are on roll as all of the property in this District has been platted. She noted there are surplus funds in the carry forward in order to balance the budget. Ms. Adams stated the proposed revenue is \$386,030. We previously reviewed there have been no substantive changes to the administrative portion of the budget. She noted there are expenses for field and amenity and they are proposing a discrete transfer out to capital reserve of \$10,000. The proposed assessment level for FY2024 is the same amount per unit in your current adopted budget FY2023. You will see on page 2, there are 289 units and the gross per unit assessment for the maintenance fee is \$919.49. She noted the remainder is the debt service funds, scheduled interest and principal payments are based on the amortization schedules. There is the 2017 and 2019 debt.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-06 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

**iii. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams stated Resolution 2023-07 is a companion resolution to fund your budget. It is for the imposition of the assessments that are outlined in the proposed budget for the collection of debt service fees as well as the assessment and collections of operation and maintenance fees. She asked for any discussion on this, if not just looking for a motion to adopt Resolution 2023-07.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**B. Amending and Restating Parking Rules**

Ms. Adams stated all of the public hearings today have been noticed in accordance with Florida Statutes in a newspaper of general circulation in Polk County. She asked for a motion to open the public hearing.

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

Ms. Adams stated for the record there are no members of the public present and no members of the public attending via zoom, is there a motion to close the public hearing?

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

**i. Public Comments Regarding Proposed Parking Rules**

There being no comments, the next item followed.

**ii. Consideration of Resolution 2023-08 Adopting Revised Rules Relating to Overnight Parking and Parking Enforcement**

Ms. Adams stated included in the agenda packet is an amended copy of the parking map. This updated map is a result of feedback from the HOA in this District. There have been concerns about line of sight at the community entrance where there is a CDD open space parcel where vehicles were parking. She noted schools are close to this entrance with traffic getting congested and blocking the community entrances. By updating the parking zones we can communicate those no parking zones and ensure there is a free flow of traffic with fewer line of site issues. Resolution 2023-08 is simply amending and restating the parking rules. She asked if District Counsel had any comments regarding the resolution. Mr. Van Wyk stated no, it is pretty straight forward as you are just adopting the new maps. Ms. Adams stated on page 52 Board members can see the revised changes which are non-substantive changes updating language. She stated the real changes are on the parking maps. The parking map on page 57 has the areas that have been added as no parking zones. She noted they will email residents the updated rules with the updated map that is on page 56. She noted any vehicles found that are improperly parked are subject to immediate towing. Ms. Adams asked for a motion to approve Resolution 2023-08.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-08 Adopting Revised Rules Relating to Overnight Parking and Parking Enforcement, was approved.

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**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2023-09  
Approving the Fiscal Year 2024 Meeting  
Dates**

Ms. Adams stated this will be for the fiscal year starting October 1<sup>st</sup> and ending September 30<sup>th</sup>. She noted they are proposing moving a block of meetings to the third Tuesday monthly and North Blvd. and would fall at 11:30 a.m. She stated calendar invites will be sent once the meeting schedule is approved by the Board. She noted a copy of the meeting schedule is attached behind the resolution with the dates. The Chairman has discretion to cancel the meetings if there is lack of agenda items.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2023-09 Approving the Fiscal Year 2024 Meeting Dates, was approved.

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

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Mr. Arrington had nothing further to report.

**C. Field Manager's Report**

Ms. Adams stated on page 63 of the agenda packet is the field management report for August presented by Marshall Tindall. Mr. Tindall stated the landscapers have done a good job and everything looks neat. He stated he has noticed a significant difference since switching the landscaper. The entrances are consistently clean and grass is consistently mowed with no issues there. He noted there is some money left over in the landscape replacement budget. He stated he will be meeting with the landscaper to go through and do any replacement plantings along the exterior walls and entrances that need to be done. Playgrounds were reviewed and no issues found. They look clean. He noted some very minor side items, potable lines were buried in boxes. The approved storm water repair was completed. It was done last weekend so don't have any updated photos. He stated he would go by this afternoon to confirm that everything looks good. Mr. Tindall asked for any questions.

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**D. District Manager’s Report**

**i. Approval of Check Register**

Of t Ms. Adams presented the check register on page 70 of the agenda packet. The register is from July 7, 2023 to July 31, 2023. She noted the total amount is \$10,866.15 and included behind the register is a detailed run summary. She asked for a motion to approve the check register as presented.

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

**ii. Balance Sheet and Income Statement**

Ms. Adams reviewed the balance sheet and income statement with the Board. This is through the end of June. On page 1 is the combined balance sheet for the general fund. She noted they are keeping an eye on the unassigned balance and the prorated budget relative to actual spending. You will note as of the end of June, you were fully collected on your assessment roll. No Board action is required. This is provided for informational purposes.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams adjourned the meeting.

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

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*Tricia Adams*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Adam Rhinehart*  
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Chairman/Vice Chairman