

**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, **January 16, 2024** at 11:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Lindsey Roden
Bobbie Henley
Emily Cassidy
Jessica Petrucci

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Meredith Hammock
Rey Malave *by Zoom*
Chace Arrington *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, KVW Law
District Engineer, Dewberry
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 four 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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North Boulevard CDD

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 17, 2023 Board of Supervisors Meeting

Ms. Adams presented the minutes from the October 17, 2023 Board of Supervisor’s meeting. The meeting minutes have been reviewed by District Counsel as well as District Management Staff. The Board had no changes, corrections, or comments on the minutes and Ms. Adams asked for a motion of approval.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the Minutes of the October 17, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Agreement for Holiday Event with HOA

Ms. Adams stated they did reach out to the Chairman of the Board to determine if he wanted to approve this event request from the Home Owner’s Association because they did not have a Board meeting scheduled and it was a time sensitive matter. He did approve the event and they entered into an agreement with all the protections and indemnifications for the District.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Agreement for Holiday Event with HOA, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Update to Towing Agreement

Ms. Adams stated the parking rules were recently amended to include no parking on a stormwater parcel near the community entrance. Cars were backing up there and creating a hazard when entering or exiting the community so ultimately the Board did approve the amended restated parking rules. As a result of that, we did an agreement amendment with S&S Towing that was executed by the Chair. We are seeking a motion to ratify the updated towing agreement.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Update to Towing Agreement, was ratified.

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SIXTH ORDER OF BUSINESS

Ratification of Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Adams stated the agreement was effective January 1st so the Chair had this agreement executed. It is the agreement where the District agrees to abide by the records exemption policies implemented in Polk County.

On MOTION by Ms. Petrucci, seconded by Ms. Henley, with all in favor, the Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Stop Sign Installation at the Intersection of Taft and Jefferson

Ms. Adams stated on page 33 of the agenda packet is an electronic mail message to the District from the North Ridge Reserve HOA Vice President on behalf of the HOA. They are requesting the intersection of Taft Drive and Jefferson Street which is nearby the entrance to the community be a four way stop. This is an area with a lot of vehicle and pedestrian traffic. She noted she reached out to the engineer to determine feasibility of the request. Chase with Dewberry researched this matter and he stated the intersection can be improved to be a four way stop and they would want to participate in the exact location of the stop sign and marker. There is an application process with the city to submit for approval. The approval process would require engineer drawings to be submitted to the city.

**Mr. Arrington joined the meeting at this time.*

Mr. Arrington noted he reviewed this with Ray and it is something that is not necessarily required but can be put in. There are some reservations about where it needs to go as there is an ADA ramp there and certain things have to be followed. He noted all it would take is he make a drawing to submit to the city for them to approve then they would go forward with it if that is what the Board wants to do. Ms. Roden asked how many vehicles could fit in the entrance. Mr. Arrington stated he would have to consult traffic for that information.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Authorize Staff to Prepare Documents for Permit Application with the City, was approved.

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Ms. Adams asked any further discussion regarding the intersection improvement at Taft Drive and Jefferson Street? Hearing none,

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Authorize Intersection Improvement at Taft Dr. And Jefferson Street, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board of the ethics training requirement this year which is four hours of training to be completed by the end of this calendar year. Also, Form 1 will now be electronically submitted directly to the Commission on Ethics.

B. Engineer

There being no comments, the next item followed.

C. Field Manager’s Report

Mr. Tindall stated the report is on page 36 of the agenda and consists mostly of routine updates on maintenance items. He noted the landscapers have done a good job with everything looking consistent. Some hedges will be replaced further out in the year. Minor repairs to irrigation. Minor cleaning scheduled for playground equipment. Stormwater modifications helped with recurring washouts and erosion. Damaged fence panel repair is scheduled. Forest Lake Dr. remains closed due to utility work by county and city. Sod is being installed to repair areas with rutting.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register to the Board on page 43 of the agenda packet. It is from October 1st through November 30th totaling \$27,400.30. Immediately following the register is the detailed run summary. She noted she would be happy to answer any questions.

On MOTION by Ms. Petrucci, seconded by Ms. Henley with all in favor, the Check Register totaling \$27,400.30, was approved.

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ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through the end of November. No action was required.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

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Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
Adam Klinehart
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Chairman/Vice Chairman