

**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, **October 17, 2023** 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:

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  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law  
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 August 17, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the August 17, 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 and Ms. Adams asked for a motion of approval.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Dewberry Work Authorization for Fiscal Year 2024 Engineering Services**

Ms. Adams presented the work authorization with Dewberry. She stated that it is a standard form of agreement for general district engineering services. Because there were no representatives from Dewberry attending the meeting, Ms. Adams offered to answer any questions for the Board. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, Dewberry Work Authorization for Fiscal Year 2024 Engineering Services, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023 Audit Engagement Letter from Grau & Associates**

Ms. Adams noted that the engagement letter for auditing services from Grau & Associates can be found in the agenda package. She added that the district is required to undergo an annual independent audit and the fee schedule could be found in the engagement letter on pages 18 and 19 totaling \$4,800. The amount is in accordance with the original agreement and within the budgeted amount. There being no discussion from the Board, there was a motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Fiscal Year 2023 Audit Engagement Letter from Grau & Associates, was approved.

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**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2024-01  
Amending the Fiscal Year 2023 Budget**

Ms. Adams stated that this resolution amends the Fiscal Year 2023 budget. Anytime there is a substantive change in the budget, Florida statutes require a budget amendment be presented to the Board for approval. This will be balanced out, so the revenues match the expenses. There will be in some cases that the amended budget and the actuals do not line up, but it is for the purposes of balancing the budget. District counsel offered to answer any questions the Board had regarding the resolution and the Board is required to act within 60-days of the end of the fiscal year.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Resolution 204-01 Amending the Fiscal Year 2023 Budget, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of License Agreement with  
Northridge Reserve HOA for Holiday  
Lights – ADDED**

Ms. Adams stated that the Northridge Reserve HOA is requesting permission to install holiday lights at the Northridge entrance during the holiday season. Ms. Adams added that in situations like these in the past, they have suggested a license agreement that establishes that the property is owned by the District, and they are giving permission to the HOA to install and uninstall lights. The HOA is in charge of storing them when they are not in use and this standard form of agreement comes with protections for the District regarding indemnification. District counsel offered to answer any questions the Board may have on the item. There being none, there was a motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, the License Agreement with Northridge Reserve HOA for Holiday Lights, was approved.

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

Mr. Van Wyk had nothing further for the Board and offered to answer any questions. There being no comments, the next item followed.

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**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager's Report**

Mr. Tindall presented the field manager's report which was provided in the agenda package. Completed items include:

- Landscaper has kept the District tracts clean and well maintained.
- Playground review was completed with no issues to report.
- Minor fence repairs have been completed due to summer storms.
- Perimeter walls and entrance signs were cleaned.

In progress items include:

- MES – 2-01 repair was completed by approved vendor.
- All drains noted in engineer's report were cleared sufficiently to ensure no obstructions.
- Energy damping protrusions were removed from the MES flumes as they were diverting water out and to the side of the flume.
- Final backfills and grading is being coordinated where needed.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Adams presented the check register to the Board from August 1<sup>st</sup> – September 30<sup>th</sup> totaling \$54,537.58.

On MOTION by Mr. Rhinehart, seconded by Ms. Petrucci with all in favor, the Check Register, was approved.
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**ii. Balance Sheet and Income Statement**

Ms. Adams reviewed the balance sheet and income statement with the Board. No action was required.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

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**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.

DocuSigned by:  
*Tricia Adams*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Adam Klinehart*  
DBA5CD3E7A0C4DE  
Chairman/Vice Chairman