

**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, **February 20, 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	Vice Chairperson
Bobbie Henley	Assistant Secretary
Emily Cassidy	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Molly Maggiano	District Counsel, KVV Law
Chase Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen 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. Virgen 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 January 16, 2024 Board of Supervisors Meeting

Ms. Virgen presented the minutes from the January 16, 2024 Board of Supervisor’s meeting. She noted that the meeting minutes have been reviewed by District Counsel as well as District Management Staff. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the January 16, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Polk County Contract Agreement

Ms. Virgen presented the contract agreement to the Board and stated that this is the non-ad valorem contract agreement with the property appraiser which is an annual agreement that allows the CDD to collect assessments on the property tax bill. She offered to answer any Board questions.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Polk County Contract Agreement, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02 Relating to the General Election Seats and Qualifying Period Notice of Procedure

Ms. Virgen stated that this resolution identifies that Seats 4 and 5 are transitioning to the general election process beginning in November of this year. The District is required to report the qualifying period on the record and the qualifying period with the Polk County Elections Office is from noon on June 10, 2024 through noon June 14, 2024. Seat number 4 is currently held by Ms. Henley and Seat 5 is held by Jessica Petrucci. She offered to answer any questions the Board may have. Hearing none she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Petrucci, with all in favor, Resolution 2024-02 Relating to the General Election Seats and Qualifying Period Notice of Procedure, was approved.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-03
Authorizing the Investment of Surplus and
Reserve Funds**

Ms. Adams noted that this resolution will provide framework for investment guidelines that gives the Board all options that are consistent with Florida statutes: local government surplus trust fund, money market funds, certificates of deposit or U.S. Treasury notes. If approved this resolution will also authorize the District Manager to open an account with the State Board of Administration or a money market account depending on which one has better interest earnings. She offered to answer any Board questions. Hearing no questions, there was a motion of approval.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Resolution 2024-03 Authorizing the Investment of Surplus and Reserve Funds, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of License Agreement with
HOA for Cookies and Music Event**

Ms. Virgen noted the event was held on February 17th and offered to answer any Board questions.

On MOTION by Ms. Henley, seconded by Ms. Petrucci, with all in favor, License Agreement with HOA for Cookies and Music Event, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that her firm is putting together workshops for the required ethics training that will consist of two days of two-hour sessions. She will bring back date options for the board once those are available.

B. Engineer

Mr. Arrington gave the Board a brief update of the intersection improvements. A map was provided in the agenda packet. Ms. Adams added that the Board had previously authorized staff to submit an application to the city and wanted to share the diagram with the Board for their awareness of the status of the project. She asked if the Board had any questions and stated that the Board was happy with the form of the diagram and that they are ready to submit the application.

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C. Field Manager’s Report

Mr. Tindall gave a summary of the field manager’s report to the Board. Things are fairly quiet due to the winter season. Landscape is being maintained and kept up as spring is around the corner. Cleanup and minor repairs on the playground have been taken care of. There have been complaints of the vendors placing unauthorized signage and staff has been instructed to pick them all up. Mr. Tindall offered to answer any Board questions. There being none, the next item followed.

D. District Manager’s Report

i. Approval of Check Register

Ms. Virgen presented the check to the Board from December 1st through December 31st totaling \$16,958.11. She asked if the Board had any questions. Hearing none she asked for a motion to approve the check register.

On MOTION by Ms. Henley, seconded by Ms. Roden with all in favor, the Check Register totaling \$16,958.11, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen 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 was a Board request to adjust the meeting time and schedule. Ms. Adams stated that they will look at the meeting schedule for the third Tuesday of the month and bring back a consideration of revised meeting schedule for the remainder of the fiscal year.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Virgen adjourned the meeting.

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

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Tricia Adams
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Secretary/Assistant Secretary

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Adam Klinehart
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Chairman/Vice Chairman