

**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 Tuesday, **April 15, 2025**, 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:

Andres Romero  
Ron Orenstein  
Adam Rhinehart  
Rheah Bridges  
Emily Cassidy

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Monica Virgen  
Savannah Hancock *by Zoom*  
Meredith Hammock *by Zoom*  
Marshall Tindall  
Joey Duncan *by Zoom*

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Counsel, Kilinski Van Wyk  
Field Manager, GMS  
District Engineer, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order and called the roll. Five Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen stated there were no members of the public present to provide comment.

**THIRD ORDER OF BUSINESS**

**Public Hearing for Easement Variance Policy**

**A. Consideration of Resolution 2025-07 Adopting a Policy Related to Improvements Within District Easements**

Ms. Virgen asked for a motion to open the public hearing on the Easement Variance Policy.

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

Ms. Virgen stated that the Board set the public hearing for today's date to consider a policy whereby if residents wanted to change their fences to impede on an easement in favor of the District, the District could review those applications and then either approve or deny that. Resolution 2025-07 provides for the expenses associated with reviewing and processing the applications for the easement variances. On page nine of the agenda, you'll see the actual variance policy. We are proposing that the resident would submit the application form to the District management team, pay a \$75 fee to offset the cost of reviewing, and then management would then provide the requester with approval or denial. If the request is denied, the requester may appeal the denial at the next Board of Supervisors meeting, and the Board's decision is the final decision after that.

Ms. Hancock stated this policy would basically allow residents to apply to either construct a fence across one of our easements, maybe in their backyard, or potentially tie into any District fences or walls that are at the back of their property. We heard there was a concern about this, that people were building fences and basically creating two back walls and then there was the little strip of grass that nobody could really get in to mow. We are hoping this alleviates that problem. The \$75 fee will cover any costs that are required for engineering or legal to review it and draft any documents because this would require an agreement to be drafted and recorded in the public record.

Ms. Virgen stated that there were no public comments at this time and asked for a motion to close the public hearing.

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

Ms. Virgen stated this item was ready for Board discussion or approval.

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On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Resolution 2025-07 Adopting a Policy Related to Improvements withing District Easements, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of March 18, 2025  
Board of Supervisors Meeting**

Ms. Virgen presented the minutes of March 18, 2025 Board of Supervisors meeting. District staff has reviewed the minutes. She offered to take comments or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Rhinehart, seconded by Mr. Romero, with all in favor, the Minutes of the March 18, 2025 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08  
Approving the Fiscal Year 2026 Proposed  
Budget and Setting a Public Hearing to  
Adopt**

Ms. Virgen stated that approval of this resolution will approve the proposed budget that is attached to the resolution as Exhibit A. It will also set your public hearing for July 15, 2025, at 11:30 a.m. at this location here at the Holiday Inn Winter Haven, 200 Cypress Gardens Blvd. Winter Haven, Florida, 33880. We will need to confirm a quorum for this date, we need to have three Board members in person.

Ms. Virgen stated approval of this resolution would also direct District staff to transmit the proposed budget to Polk County at least 60 days prior to the date of the public hearing that is set. This also allows District staff to post the proposed budget on the District website and to publish a notice of the public hearing in a newspaper of general circulation.

Ms. Virgen stated this budget approval just sets the cap for assessments. If the Board approves the budgeted amount, the individual line items can change, can go up or down. The assessment level for residents cannot be increased beyond what is noticed in this budget if approved.

Ms. Virgen stated at the last Board meeting, the Board asked for two options to present. We have option A and option B. Option A is on page 18 of the agenda package and option B starts on page 32. She noted the difference will just be the improvements that we have been discussing in the past

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in previous meetings, which are to add fences around the playgrounds and or a sidewalk on the Northridge Estates playground to match the Northridge Reserve side.

Ms. Virgen stated in Option A for Fiscal Year 2026 we are proposing a budget of \$431,702. This is the exact number that is listed on the Fiscal Year 2025 column that was adopted so we are proposing no increase to the assessments for this year. Ms. Virgen stated they are proposing a 3% increase to the field management. The landscape maintenance contract has increased based on estimates from the vendor. Other than that, for the most part, the field expenditures are remaining pretty much the same.

Ms. Virgen pointed out the playground improvement line item. She stated that is an item that is going to be the difference between Option A and B for Fiscal Year 2026. In Option A we have set \$5,000 and Marshall has also provided a summary of fencing and sidewalk expenditures that the Board can use as a guide for placing numbers into the budget. This would cover one fence. If the Board wanted to adopt Option A, it would cover one fence in Fiscal Year 2026. Then we balance the budget with a capital reserve fund to ensure that there's no increase to resident assessments.

Ms. Virgen stated when the Board is considering increasing assessments to residents, generally, what management advises is to make the increase sustainable for at least three to four years. This is because there are costs to increasing assessments. A mailed notice is required to go out, mailed notice is only required if assessments are being increased. Then there are separate notices for public hearings.

Ms. Virgen stated if the Board wanted to increase the assessments, they can certainly do that today. The resolution that is in the budget would just need to be slightly changed. They would approve it as amended to note the increase in assessments. The resolution would also direct staff to send the mailed notice in accordance with Florida Statutes. We just need to get the exact number that the Board is wanting to increase. So we want to do at least three to four years to sustain that one mailed notice. Typically, if you do that one larger increase, you can put any other excess funds into the Capital Reserve transfer. Board discussion ensued on amount of the increase.

Ms. Virgen stated that she will revise the resolution to include all the information for an increase. Ms. Hancock stated she will have to read the entire new resolution into the record.

Ms. Virgen asked for a motion from the Board to approve an increase to the Fiscal Year 2026 proposed budget and amend the resolution.

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| On MOTION by Mr. Romero, seconded by Mr. Orenstein, with all in favor, Resolution 2025-08 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt, was approved as amended for the increase. |
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Ms. Hancock stated this is a resolution of the Board of Supervisors of the North Boulevard Community Development District approving the proposed budget for Fiscal Year 2026, declaring special assessments to fund the proposed budget pursuant to Chapters 170, 190, and 197 of the Florida statutes, setting public hearings, addressing publication, addressing severability and providing an effective date. Whereas the District manager has heretofore prepared and submitted to the Board of Supervisors of the North Boulevard Community Development District prior to June 15<sup>th</sup> of 2025, proposed budgets for the fiscal year beginning October 1<sup>st</sup>, 2025 and ending September 30<sup>th</sup>, 2026. Whereas it is in the best interest of the District to fund the administrative and operations services set forth in the proposed budget by levy of special assessments pursuant to Chapters 170, 190, and 197 Florida statutes as set forth in the preliminary assessment roll included within the proposed budget and whereas the District hereby determines that benefits would accrue to the properties within the District as outlined within the proposed budget in an amount equal to or in excess of the assessments and that such assessments would be fairly and reasonably allocated as set forth in the proposed budget and whereas the Board has considered the proposed budget, including the assessments, and now desires to set the required public hearings thereon. Now, therefore, be it resolved by the Board of Supervisors of the North Boulevard Community Development District; first the proposed budget is approved. The proposed budget prepared by the District manager for Fiscal Year 26 attached to this resolution is Exhibit A hereby approved. It's the basis for conducting a public hearing to adopt set of proposed budget declaring assessments pursuant to Chapters 170, 190, and 197 of the Florida Statutes. The assessment shall defray the cost of services and the total estimated amount set forth in the proposed budget. The nature of and plans and specifications for the services to be funded by the assessments are described in the proposed budget and in any reports of the District engineer, all of which are on file and available for public inspection at the District's office which is Governmental Management Services of Central Florida, at 219 East Livingston Street, Orlando, Florida 32801. The assessments shall be levied within the District on all benefited lots and lands and shall be

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apportioned all as described in the proposed budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available public inspection at the District's office. The assessment shall be paid in one or more installment installments pursuant to a bill issued by the District in November of 2025 and pursuant to Chapter 170 Florida statutes or alternatively pursuant to the uniform method as set forth in Chapter 197 of Florida statutes. Setting of the public Hearing pursuant to Chapters 170, 190 and 197 of Florida Statutes; public hearings on the proposed budget and the assessments are hereby declared and set forth on the following date, time, hour and location, July 15<sup>th</sup>, 2025 at 11:30 a.m. at Holiday in Winter Haven, 200 Cypress Gardens Blvd. Winter Haven, Florida. Transmittal of Proposed budget to local general-purpose governments, the District Manager is hereby directed to submit a copy of the proposed budget to the City of Haines City and Polk County at least 60 days prior to the hearings and above. The posting of the proposed budget in accordance with Section 189.016 Florida statutes, the District Secretary is further hereby directed to post the approved proposed budget on the District's website at least two days before the budget hearing is set forth. and shall remain on the website for at least 45 days. Publication of the Notice; the District shall cause this resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Polk County. Additionally, a notice of the public hearing shall be published in the manner prescribed in Florida law. Severability the invalidity or unenforceability of any one or more provisions of this resolution shall not affect the validity or enforceability of the remaining portions of this resolution, and this resolution shall take effect immediately upon adoption. That is the new resolution for the increase in assessments for Fiscal Year of 2026.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-09 Removing Tow Away Zone Designation for Certain Areas in the District**

Ms. Virgen stated she provided a handout to all the Board members. This is a map that was provided by Supervisor Bridges last meeting. It shows the highlighted portions of the parking map that are in question. We discussed with a District engineer and he has no objections to revising the parking map as outlined. Approval of this resolution would allow District staff to modify this parking map to include parking on those two yellow highlighted areas and then we would just update the maps that are posted on the District website and update that agreement with the towing vendor as well.

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On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Resolution 2025-09 Removing Tow Away Zone Designation for Certain Areas in the District, was approved.

Ms. Virgen stated that she provided the agreement to the current towing company as soon as our District council gave it to us. Unfortunately, they have had issues with their insurance provider allowing them to add us as an additional insured, which is required by the District. They have been trying to find another insurance vendor that wouldn't give them issues. Unfortunately, they were not able to get that agreement signed.

Ms. Virgen stated we had also discussed Anytime Towing. We have worked with them. They are familiar with our insurance requirements. I don't think that would be an issue with getting signs installed as soon as possible. If the Board is amenable and would like for me to go ahead and proceed with the Anytime Towing services and we would send them the updated map with the new areas that are allowed.

Ms. Hancock stated the statute doesn't have any minimum size requirements for those signs, District staff can reach out and request a larger one than was there but there's not a statute requiring a certain size. Ms. Virgen stated this may incur more charges to the District if they have to go out and purchase more signs that they don't normally have.

On MOTION by Mr. Rhinehart, seconded by Mr. Romero, with all in favor, Directing Staff to Engage in Towing Agreement with Anytime Towing, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-10 Certifying the Series 2019 Project Complete**

Ms. Virgen stated this resolution certifies that Series 2019 project is complete.

Ms. Hancock stated we issued bonds in 2019, the project that was built with those bonds, which was District infrastructure within the neighborhoods like roads, water, utilities, things of that nature. Once that project is complete, we certify that it is completely done with the District's engineer, and then we close out the project in the eyes of the District.

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On MOTION by Mr. Rhinehart, seconded by Mr. Orenstein, with all in favor, Resolution 2025-10 Certifying the Series 2019 Project Complete, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Northridge Reserve Agreement for Easter Event**

Ms. Virgen stated this was already executed and that the event was last weekend. So we are just looking for a motion to ratify.

On MOTION by Mr. Rhinehart, seconded by Mr. Romero, with all in favor, the Northridge Reserve Agreement for Easter Event, was ratified.

**NINTH ORDER OF BUSINESS**

**Discussion of Meeting Schedule – Requested by Supervisor Bridges**

Ms. Bridges stated that she has had several homeowners get upset because these meetings are held in the middle of the week and early in the morning to where they can't get off of work. It works for me, but just trying to get community involved.

Ms. Virgen stated if you could give us whatever date, time, location you're proposing, and we would review with staff to see that your District engineer or counsel, Marshall and I would be available on those dates for those meetings.

Mr. Romero stated we could do one meeting later, like maybe a quarter or at least one a year that we do later. So maybe that one people would be able to go to.

Ms. Hancock stated Meredith and I do have a few Districts that kind of flip flop back and forth. One month will be during the day, one month is in the evening. So it's doable.

Ms. Virgen stated the meeting has to be held in Polk County and it has to be available to the public. Ms. Virgen stated because this is a meeting block and District staff is here for many other Districts on this day, the District shares costs with other Districts for the meeting room. The Board requested to look into possible dates that work for staff at the Tom Fellows Community Center.

**TENTH ORDER OF BUSINESS**

**Discussion of Workshop Notices for Northridge Reserve HOA Meetings**



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Ms. Virgen stated we have two HOA Board members on the CDD Board. Ms. Hancock stated since Ron and Andres are on the Board together, it's going to be a challenge to avoid any potential Sunshine Law conflicts, we think it is in the best interest of the District and you all to publish a notice stating that all of those HOA meetings are workshops since you are both members of the Board and you may be discussing a matter that may potentially one day come.

Ms. Hancock stated a workshop is something where the Supervisors can meet but no action can be taken. There can't be a vote, but something can be discussed. You could have a workshop on the budget and everyone could discuss and talk about all of the different line items on the budget. I have some communities that have town hall workshops where they go and meet and hear concerns from members of the community. You just cannot take a vote or make any decisions during a workshop, but multiple Supervisors can be present and you can discuss matters of the District.

Ms. Virgen stated it is still an official meeting. It's published in a newspaper of general circulation. You just cannot make any motions or seconds or do anything that affects the District. Mr. Orenstein stated that he would provide a list of HOA meeting dates, times and locations.

*\*Mr. Orenstein left the meeting at 12:37 p.m.*

## **ELEVENTH ORDER OF BUSINESS**

### **Appointment of Audit Committee**

Ms. Virgen stated next we have the appointment of your audit committee. You'll see after the adjournment of your Board of Supervisors meeting there is an audit committee meeting scheduled. This is to engage with an audit provider for the upcoming years. The Board has the ability to engage with an audit services provider for up to five consecutive years. Typically, what we have is the Board of Supervisors serves as the audit committee. We would just need a motion to appoint the Board of supervisors as the audit committee.

On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

## **TWELFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

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Ms. Hancock had nothing further to report to the Board. She reminded the Board to complete their ethics training by December 31<sup>st</sup>.

**B. Engineer**

Mr. Duncan had nothing further to report.

**C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's Report.

**i. Consideration of Proposal for Sidewalk to Hoover Playground**

Mr. Tindall reviewed the proposal for the Board. No action was taken at this time.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from February 1<sup>st</sup> through February 28<sup>th</sup> totaling \$22,229.37. Immediately following the check register is a detailed run summary.

On MOTION by Mr. Rhinehart, seconded by Mr. Romero, with all in favor, the Check Register, was approved as amended.

**ii. Balance Sheet and Income Statement**

Ms. Virgen presented the unaudited financials through February 28, 2025. These are for informational purposes only.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no other comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no other comments, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

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

DocuSigned by:

*Monica Virgen*

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Secretary/Assistant Secretary

Signed by:

*Andres Romero*

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Chairman/Vice Chairman