

**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, **July 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  
Rheah Bridges

Chairman  
Vice Chairman  
Assistant Secretary

Also present were:

Tricia Adams  
Katie O'Rourke  
Savannah Hancock  
Meredith Hammock *by Zoom*  
Joel Blanco  
Joey Duncan *by Zoom*  
Chace Arrington *by Zoom*

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

Resident (Robert O'Neil, 754 Jefferson St.) commented that Prince was the most expensive landscaper in the area and stated that they continuously park their vehicles in the entrances and exits of the property. He noted that the Board changed the parking in front of his house, and he would like that to be reconsidered. He stated there was not a need for one way parking on Jefferson, it's a wide street. He stated that he thinks the Board spends too much money. In 2022, the budget

July 15, 2025

North Boulevard CDD

was \$2,200 a year for a resident and now it's \$2,900 and the Board wants to increase it by another \$275.

### **THIRD ORDER OF BUSINESS**

#### **Organizational Matters**

##### **A. Acceptance of the Resignation of Adam Rhinehart**

Ms. Adams noted that the Board recently received a letter of resignation from Mr. Adam Rhinehart, who had been serving on the Board in a seat that has a term that expires in November 2028. As a result of that resignation, there will be an official process where the Board will take action to accept the resignation and declare the seat vacant. Once there is a vacancy on the Board, the Board has the ability to make an appointment to the Board of Supervisors.

Ms. Adams clarified that this seat is a landowner election seat. The qualifications are that someone must be 18 years of age, a resident of the state of Florida, and a U.S. citizen. Ms. Adams stated in some communities, Board members will direct staff to send out an announcement regarding the vacancy and to allow for interested parties to submit a letter of interest or a resume for the Board to consider at a future meeting, but the Board is not required to do that.

Ms. Adams asked for a motion to accept Adam Rhinehart's resignation from the Board.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, Accepting the Resignation of Adam Rhinehart and Declaring the Board Seat Vacant, was approved.

##### **B. Appointment of Individuals to Fill Vacancies in Seat #2 (Exp. 2026)**

Ms. Adams asked if the Board would like to fill the vacancy or send a notice to the community of the vacant Board seat.

Ms. Bridges stated that it would be fair to send it out to the entire community to see if there is anybody who is interested.

Mr. Orenstein stated he was prepared to nominate somebody that is present and make a motion to place him immediately in the seat.

After Board discussion, Mr. Orenstein made a motion to nominate Jose Martinez to fill the vacancy in Board Seat #2. The motion died due to lack of a second. District management was directed to send out a letter to the residents in the community notifying of the vacancy on the Board.

July 15, 2025

North Boulevard CDD

**C. Administration of Oath of Office to Newly Appointed Individual****D. Consideration of Resolution 2025-11 Electing Officers**

Items B through D were tabled to a future meeting agenda.

**FOURTH ORDER OF BUSINESS****Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2026 Budget and Appropriating Funds**

Ms. Adams asked for a motion to open the public hearing on the adoption of the Fiscal Year 2026 budget and appropriating funds.

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

Ms. Adams stated that this is the same proposed budget that has been posted on the District website. Adopting Resolution 2025-12 is going to approve your budget and adopt your budget for Fiscal Year 2026. This is for the time period starting October 1, 2025, and ending September 30, 2026. Approval of this resolution also appropriates funds for the upcoming fiscal year in the general fund, the two debt service funds, and the capital reserve fund. The approval of the budget also allows for the budget to be amended in the future fiscal year should Board members find it necessary to do so.

Ms. Adams noted that there is some language in the resolution that memorializes that the Board met earlier this year and approved a proposed budget prior to June 15<sup>th</sup>. In accordance with Florida statutes, the proposed budget has been provided to the local government at least 60 days before today's public hearing. Today's public hearing has been noticed in accordance with Florida statutes and the proposed budget has also been posted on the North Boulevard CDD website.

Ms. Adams notes that attached to the resolution is Exhibit 'A' which is the proposed budget. The first section of the budget is the revenue, all of the assessments that the CDD is considering imposing for maintenance are on the tax roll. The first column is the current budget adopted for the current Fiscal Year 2025, the proposed budget has been updated, and the actuals have now been updated through the end of May with projections through the end of the fiscal year. The proposed budget for Fiscal Year 2026 has the proposed assessment being \$531,702. There was a question from a member of the public regarding assessments or special assessments, when

July 15, 2025

North Boulevard CDD

the District imposes fees, they're considered special assessments. Even the regular routine adoption of the budget with the maintenance assessment, that is considered a special assessment.

Ms. Adams reviewed the budget in detail for the Board and for members of the public present at the meeting. Ms. Adams asked for public comments at this time specific to the Fiscal Year 2026 budget adoption.

Resident (Robert O'Neil, 754 Jefferson St.) stated the Board needs to look for new attorneys. Your attorney went up \$6,000 a year. The landscapers went way up. He asked if the Board has three bids for landscaping. Mr. O'Neil stated that they are talking about raising assessments by \$275 per unit, a 9% increase from last year. That's a lot, the cost of living only went up 3% over the years, but the assessments are going up 6% higher. There's something wrong here. He stated that their insurance went up, look for new insurance company. He noted that trash collecting also went up. He stated that the Board needs to look at reducing costs for residents not increasing assessments.

Hearing no other public comments, Ms. Adams asked for a motion to close the public hearing.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, Closing the Public Hearing, was approved.
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**i. Consideration of Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds**

Ms. Adams asked the Board for any questions on the budget or if they had any changes to the proposed budget. Mr. Orenstein questioned how long contracts with landscapers and other vendors last. Ms. Adams stated if an agreement is \$195,000 or more, Florida statutes require that it goes out through a lengthy public bid process with a sealed opening. North Boulevard's landscape amount is not anywhere near that so the Board has the ability to direct staff to solicit for proposals at any time. Once the Board selects a service provider based on that competitive bid process, then there is a multi-year agreement presented to the Board. Then each year there's an agreement renewal that's presented to the Board. In the August or September meeting the Board will see the agreement renewal for landscape services. The contracts typically run in tandem with the fiscal year.

July 15, 2025

North Boulevard CDD

On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Resolution 2025-12 Adopting the Fiscal Year 2026 Budget and Appropriating Funds, was approved.

**B. Public Hearing on the Imposition of Special Assessments and Certifying an Assessment Roll**

Ms. Adams asked for a motion to open the public hearing on the imposition of special assessments and certifying and assessment roll.

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

Ms. Adams stated now that the Board has adopted a budget, they have to fund it. The way that they are proposing to fund it is imposing and collecting the maintenance fees in accordance with the budget that you just adopted and also authorizing the collection of the debt service fees, in accordance with the budget that the Board just adopted, on the Polk County Property tax roll. Attached to the resolution as an exhibit will be a copy of the budget that they just adopted as well as a copy of the assessment roll or the tax roll. The tax roll lists all of the parcels that are located within the District. Listed there is also the operations and maintenance fee and then the debt service fee for either 2017 or 2019, contingent on where the property is located.

Not hearing any public comments on this resolution, Ms. Adams asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams asked for any other comments on the resolution. Hearing no comments, she asked for a motion to approve Resolution 2025-13.

On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Resolution 2025-13 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

July 15, 2025

North Boulevard CDD

**FIFTH ORDER OF BUSINESS****Approval of Minutes of the May 20, 2025,  
Board of Supervisors Meeting**

Ms. Adams presented the minutes of May 20, 2025 Board of Supervisors meeting . District staff has reviewed the minutes. She offered to take any questions or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Orenstein, seconded by Ms. Bridges, with all in favor, the Minutes of the May 20, 2025 Board of Supervisors Meeting, were approved.

**SIXTH ORDER OF BUSINESS****Acceptance of the Rankings of the Audit  
Committee and Authorizing Staff to Send  
a Notice of Intent to Award**

Ms. Adams stated that the Audit Committee met and ranked Grau & Associates as the #1 audit firm. She asked for a motion to accept the rankings of the Audit Committee.

On MOTION by Mr. Orenstein, seconded by Ms. Bridges, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to Grau & Associates the #1 Ranked Auditor, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2025-14  
Setting a Public Hearing to Amend  
Adopted Parking Policies**

Ms. Adams stated because of the nature of the parking rules there is a formalized public rule hearing process that must be undertaken. Resolution 2025-14 would set a public hearing to amend the rules, and the public hearing has to noticed 35 and 28 days in advance of the meeting.

Ms. Adams stated the key issues that have been discussed is limiting the amount of time that patrons can park at the mailboxes and get mail. There have also been some concerns about right of way parking that perhaps from time to time vehicles are parking in driveways, not in accordance with Florida law, and whether or not the District wants the ability to tow those vehicles that are parked in driveway aprons. They have also discussed the best practices for parking policies; the Board has adopted parking rules and there is a map that goes with the parking rules. There is not signage installed throughout the District though. One consideration that is recommended by District counsel based on best practices is to have the Board consider identifying

July 15, 2025

North Boulevard CDD

areas where parking is permitted. Any other area would be a tow away zone on the public roadway. So only those areas that are identified as allowing for parking would be areas where vehicles could park on the roadway. District counsel has prepared a draft of parking rules based on the best practices from other Districts in the area. Ms. Adams and Ms. Hancock reviewed the required number of signs and the costs associated with creation of the signs and installation.

Ms. Adams noted that the Board did not have to take any action on this item today, they could review the information and map further and make a decision at a later date.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-15 Removing and Appointing an Assistant Secretary**

Ms. Adams stated that Resolution 2025-15 appoints Katie O'Rourke, a District manager with GMS, as an Assistant Secretary. This allows for the ability to attest the Chair's signature, the Vice Chair's signature, and process District records. Katie is serving as District manager for this project. This also removes Monica Virgen as Assistant Secretary. Monica is still with our firm but will not be traveling to meetings in the future. Approval of this resolution authorizes those two actions.

Ms. Adams stated that Ms. O'Rourke is the key point of contact for this project. The Board will still see Ms. Virgen doing all of the support for this District like agenda packets, calls for attendance, distribution and matters from the District manager to the Board.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, Resolution 2025-15 Removing Monica Virgen and Appointing Katie O'Rourke as an Assistant Secretary, was approved.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-16 Authorizing Spending Limits**

Ms. Adams stated Resolution 2025-16 provides some definition for items that can be approved outside of meetings and what the limits are. From time to time, there may be an urgent repair, irrigation repair, drought conditions, something that was creating a health safety issue or other time sensitive issue, etc. This resolution authorizes if we have a proposal to present to the Chair, there's some spending limits that are set. Anything that's approved outside of a meeting

July 15, 2025

North Boulevard CDD

comes back to the Board for ratification at the next meeting. Nothing is done without the full Board's awareness and having that process memorialized.

Ms. Adams reviewed the specific spending limits. The District manager may approve proposals or expenses up to \$2,500. The Chair or Vice Chair, if the Chair is not available, may authorize expenses up to \$10,000. Then combined signature, the District manager and the Vice Chair may jointly authorize expenses up to \$25,000. Again, all of these items would be brought back to the Board. We don't anticipate these expenses coming up regularly, but from time to time at Districts we do have these situations. She noted that it's best practice to have this resolution in place. The form of the resolution was prepared by District counsel.

On MOTION by Mr. Orenstein, seconded by Mr. Romero, with all in favor, Resolution 2025-16 Authorizing Spending Limits, was approved.

#### **TENTH ORDER OF BUSINESS**

#### **Review and Acceptance of Fiscal Year 2024 Audit Report**

Ms. O'Rourke stated that all CDDs are required to undergo an annual independent audit. This one was performed by Grau & Associates. It's an independent report that's required to be presented to the Board every year. The report to management page, which is at the very end of the report on page 130, it goes over the findings by the auditor after they completed it. She noted that the report indicates there are no instances of noncompliance, no findings or recommendations, and no corrective actions from the auditor. Essentially, this is a clean audit. Ms. O'Rourke noted that this audit report was submitted on time by the June 30<sup>th</sup> deadline.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Discussion of Property Encroachment**

Ms. Adams stated that there are a couple different encroachments that can happen. In some case there is CDD property, a parcel that is owned by the District, it's maintained by the District and a property and a nearby residential property owner will push into it and somehow use a part of the District's property. That might happen by adding a fence or by installing a vegetable garden or whatever actions they took, they're encroaching into CDD property. There's another kind of



July 15, 2025

North Boulevard CDD

encroachment where there's an easement that is in favor of the District. The District has various kinds of easements throughout the property; we might have a drainage easement. On page 132 there's a plat included here. There are certain easements that are in favor of the District. They could be maintenance access; they could be drainage easements. For example, if there's a stormwater pipe buried underground, we may have a drainage easement on a portion of the lot where that stormwater pipe is buried. The reason we have that easement is so that if there's a pipe failure in your drainage system, we have the legal authority to go into our CDD easement and perform maintenance activities if we need to dig up the ground and pull out a storm water pipe.

Ms. Adams noted that sometimes residents put something in the easement. There should not be anything installed in easements in favor of the District. But from time to time, property owners are not aware they have an easement on their lot. They didn't look at their lot survey or for whatever reason they're not aware. They may even go to this city and get a permit to do something and the city approves it. The city does not have the authority to allow for an encroachment in the District's easement. That might not stop them from mistakenly issuing a permit. They might go to the HOA and say we want to put up a fence and the HOA might authorize that improvement on the private property without checking to see if there is an easement in favor of the District.

Ms. Adams stated that they have been advised by counsel that when the Board becomes aware of an easement encroachment or a property encroachment, they need to put the homeowner on notice. The District needs to preserve all of their legal rights in reference to the situation. This first situation, you'll see that there's a property on 180 Taft Drive. They did receive a letter back in February 2024 notifying them that they installed a gate onto a fence that was owned and maintained by the District.

Ms. Hancock walked Board members through all of the things that they can consider, from tolerating the encroachment to issuing requests to demanding removal and injunctions and all of the legal options that the Board has.

Ms. Hancock stated what she believes is the best course of action is to reissue a new letter to the homeowner asking them to remove items from District property. There are a handful of addresses that have encroachments, the first one has the homeowner fence attaching into the District fence, where they have also installed the gate. Then they are using a portion of District property as their backyard. These tracts that run behind the home, they do not have another way to

July 15, 2025

North Boulevard CDD

access those tracts to maintain them. There are no access easements running down the sides of homes.

Ms. Hancock stated that her suggestion would be to send the residents a letter that would say they need to remove the improvements by X date. In the previous letter that counsel sent the private gate could remain, but we stated that they had to stop attaching to the District fence because they are extending past their property line through our property and they have to remove all of the items that are currently on District property. If they've put shell rock down, removed any of the CDD's landscaping, put a shed in that area, they'll have to back that up back onto their property line. Failure to do that will allow the District to take all legal action necessary to remedy the problem as, as we deem appropriate.

## **TWELFTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

Ms. Hancock stated that there was a recent development up in St. John's county with their aviation Board, or their airport Board, which is a Special District with Sunshine Law violations. When I gave you all my spiel back in November, when you become a government official sitting on the CDD Board, you have to abide by Sunshine Law. That means you cannot talk to each other outside of Board meetings. If you're all in a WhatsApp or a Facebook group, you can't communicate through the same polls or express your opinion on District business. You cannot use other people to get to other Supervisors. I wanted to bring this up because I know all of you are on HOA Boards and District matters could come before you. We do try and notice all of the HOA Board meetings, but you're also on Facebook groups for your community. If you are participating in a Facebook group or on an HOA Board, you cannot communicate about matters that are going to come before the District because your other Supervisors could see it. What's happened in St. John's county is they have actually now been arrested for their Sunshine Law violations. There's a quote from an email from the Board Chairman that says something like, "A Sunshine Law violation is just a slap on a wrist and a fine." Well, they have all now been arrested and booked in St. John's County. I just wanted to express the importance of complying with Sunshine Law. It is tough when you're living in a community, especially with social media. Our firm has a memorandum that I'm going to circulate to you all this afternoon that kind of outlines the risks and whatnot and how you should act. We're not trying to be put a damper on things. We're just trying to protect you all.

Ms. Hancock reminded Board members to complete their ethics training by December 31<sup>st</sup>.

July 15, 2025

North Boulevard CDD

**B. Engineer****i. Consideration of Work Authorization 2025-2 for Annual Engineer's Report**

Ms. Adams stated that this work authorization approves the expense for the annual engineer's report. She noted this report is required annually through the Trust Indentures. The total amount is \$2,000.

On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, Work Authorization 2025-2 for Annual Engineer's Report, was approved.

**ii. Presentation of Annual Engineer's Report**

Ms. Adams stated that the engineer's report asserts that the District's infrastructure is being maintained appropriately and that there is appropriate insurance coverage and budgeting. Mr. Duncan stated that they think the District is operating within good condition.

**C. Field Manager's Report**

Mr. Blanco stated that both Marshall and he have been reviewing the landscaping and the playground. The landscaping has been found in satisfactory conditions and the District's landscaping beds seem to always be regularly detailed. Your crepe myrtles are in bloom and they're thriving within the summer months. Mr. Blanco noted they have been removing solicitation signs both at the entrances and mailbox areas. Staff has also completed playground reviews. He noted some texture coding on the frame that's not quite consistent with the rest of the playground, but aside from that it is in satisfactory condition.

Mr. Blanco noted that regarding encroachments, aside from the 180 Taft Drive, I did also find a row of trees that were planted on CDD owned tracts behind 128 Taft Drive as well as an RV that was parked on 132 Taft Drive. The only way to access is to drive on top of the property because an RV is not going to fit on the side of the home.

Mr. Blanco noted that the previously reported fence sections that were in need of repairs have been completed. Staff did note separate sections that were knocked down during a separate thunderstorm. Those are currently being scheduled for repairs. On the perimeter walls, both the concrete and your vinyl fencing have been reviewed. He noted he did receive a proposal to pressure wash both the perimeter fencing and the PVC vinyl fencing.

July 15, 2025

North Boulevard CDD

Ms. Adams stated the amount on the proposal to soft wash vinyl on Forest Lake \$1,000 exterior walls \$1,800. Mr. Blanco stated we broke it down in sections in case the Board wanted to prioritize certain sections.

Mr. Orenstein asked Mr. Blanco to bring back more proposals before they take any action. Ms. Adams suggested reviewing the scope and project manual at next month's meeting and then the Board can decide if they want to go out to bid.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. O'Rourke stated they have the approval of the check register from May 1, 2025 through May 31, 2025 totaling \$102,020.34. A large portion of that is the annual payment to Holly Hill Road East CDD for the CDD's portion of the amenity agreement. She noted that District staff has checked all of these invoices for accuracy.

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

##### **ii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials through May 31, 2025. These are for informational purposes only.

##### **iii. Consideration of Fiscal Year 2026 Meeting Schedule**

Ms. O'Rourke stated that the proposed meeting schedule for Fiscal Year 2026 is the third Tuesday of each month at 11:30 a.m. She noted the Board could modify the meeting schedule later if they decide to change any of those meetings to night meetings or change the meeting location.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

##### **iv. District Goals and Objectives**

##### **1. Consideration of Fiscal Year 2026 Goals & Objectives**

July 15, 2025

North Boulevard CDD

Ms. O'Rourke stated that the 2026 goals and objectives are the same ones that the Board reviewed and adopted in 2025.

On MOTION by Mr. Romero, seconded by Ms. Bridges, with all in favor, the Fiscal Year 2026 Goals & Objective, was approved.

**2. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute**

Ms. O'Rourke reviewed the 2025 goals and objectives that the Board previously adopted. She noted that the Board is projected to meet all of the goals and objectives that were set.

On MOTION by Mr. Romero, seconded by Mr. Orenstein, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute, were approved.

**v. Reminder: Next Meeting – August 11, 2025 at 6:00 PM @ Tom Fellows Community Center**

Ms. O'Rourke reminded the Board that the next meeting would be on August 11, 2025 at 6:00 at the Tom Fellows Community Center.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no other comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Mr. Romero asked for clarification on the Sunshine Law. Ms. Hancock provided further explanation.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams adjourned the meeting.

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

July 15, 2025

North Boulevard CDD

Signed by:

*Katie O'Rourke*

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Secretary/Assistant Secretary

Signed by:

*John R*

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Chairman/Vice Chairman