

**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, **October 21, 2025**, at 11:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Andres Romero *by Zoom*  
Ron Orenstein  
Rheah Bridges  
Emily Hazelrig

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

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

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. O'Rourke 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. O'Rourke stated that a couple of members of the public were present, including one via Zoom, but there were no public comments.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the August 11, 2025 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the August 11, 2025 meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, the Minutes of the August 11, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Organizational Matters****A. Review of Resumes and Letters of Interest to Fill Board Vacancy in Seat #2 Exp. 11/2026**

Ms. O'Rourke stated that the Board had reviewed four applicants for vacant Seat #2, a general elector seat expiring in November 2026. The applicants were Christine Tong, Jose Martinez, Alyssa Romero, and Maria Alfonso. Ms. Alfonso attended in person, and Mr. Martinez joined via Zoom. Ms. Romero withdrew her interest and Ms. Tong was on her way after going to the wrong location. Ms. Bridges asked both candidates about their motivation, priorities for District spending, and how they would promote transparency and resident engagement. Ms. Alfonso stated that she wanted to help with whatever was needed and would learn about the Sunshine Law and Board responsibilities. Mr. Martinez said he wanted to improve the community, enhance pool safety, control costs, and keep residents informed through emails and bulletins.

**B. Appointment of Individual to Fill Board Vacancy**

Ms. Hazelrig nominated Ms. Maria Alfonso, but there was no second to the motion and the motion died due to lack of a second. Ms. Bridges nominated Ms. Christine Tong, there was no second to the motion so the motion died due to lack of a second.

On MOTION by Mr. Orenstien, seconded by Mr. Romero, with all in favor, Appointing Jose Martinez to Fill Board Vacancy in Seat #2 Exp. 11/2026, was approved.

Ms. Hancock reviewed the Sunshine Law requirements, public records rules, ethics laws and conflicts of interest. She reviewed the role of Supervisors in setting policy rather than directing staff or vendors.

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**C. Administration of Oath of Office to Newly Appointed Individual**

Ms. Hancock noted that Mr. Martinez could participate in discussions but could not vote until sworn in.

**D. Consideration of Resolution 2026-01 Electing Officers**

Board consensus was to keep the existing slate of officers with Mr. Romero as Chairman, Mr. Orenstein as Vice Chairman, Ms. Bridges and Ms. Hazelrig as Assistant Secretaries, and adding Mr. Jose Martinez as an Assistant Secretary.

On MOTION by Mr. Romero, seconded by Mr. Orenstein, with all in favor, the Resolution 2026-01 Electing Officers as slated above, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02  
Setting a Public Hearing to Amend  
Parking Policies**

**A. Revised Parking Map**

Ms. O'Rourke presented Resolution 2026-02 which sets a public hearing to amend the parking policies. The Board reviewed the updated parking map in the agenda, and Mr. Orenstein pointed out that the colors were still wrong. He noted that the inner circle should be red and the outer circle green. Ms. O'Rourke suggested setting the public hearing on December 16, 2025 at 11:30 a.m.

On MOTION by Mr. Romero, seconded by Mr. Orenstein, with all in favor, Resolution 2026-02 Setting a Public Hearing to Amend Parking Policies on December 16, 2025 at 11:30 a.m., was approved.

**B. Proposals for Signage**

- i. Material Examples**
- ii. Option 1 – U Channel**
- iii. Option 2 – Fluted**
- iv. Option 3 – Round**

Ms. Hancock reminded everyone that changing the parking policies wasn't mandatory; the Board could keep things as they were. Mr. Romero said he preferred to table any significant

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parking changes for now because of the cost of new signage and the need to focus on more important expenses, such as road repairs. Mr. Orenstein agreed but suggested installing 5-minute parking signs by the mailboxes, since people often block them while going to the park. The rest of the Board decided that it would be a small and worthwhile fix.

Ms. Hancock explained that even adding mailbox parking signs would still require a public hearing, so the Board decided to include that and make some minor definition cleanups in the policy language, while leaving everything else the same. They agreed on using U-channel posts for the two mailbox signs and confirmed the 10-minute limit.

Mr. Orenstein also mentioned problems with parents stopping near the entrances during school bus times, creating a safety hazard. The Board agreed to discuss that at a future meeting so they could gather community feedback before installing any new “No Standing or Stopping” signs.

Mr. Orenstein asked about the faded towing-zone signs at the four entrances. Ms. O’Rourke said they could get proposals to replace the towing signs.

## **SIXTH ORDER OF BUSINESS**

### **Update on Status of Property Encroachments**

Ms. O’Rourke stated that they would next review property encroachments. Mr. Blanco stated that the resident at 128 Taft had removed their encroachment, and the issue was resolved. Some of the related photos were also shown in his field manager's report. Ms. O’Rourke stated with 160 Taft, you can see photos in Mr. Blanco’s report showed wooden backdrops and pallets that were attached to the fence. Ms. O’Rourke said she had contacted both HOAs—one confirmed it wasn’t its area, and the other said those items weren’t allowed and that the homeowner would have to remove them. No further action was needed on that one.

The Board discussed 180 Taft, where the homeowner had added a gate and was using District property as part of their yard. Ms. O’Rourke said she spoke with the homeowner, who refused to remove it and said his attorney would reach out, but no attorney had done so. Ms. O’Rourke explained that the next step would be sending a letter of legal demand, and if there was still no response, the District could go to court for an injunction requiring removal. She also said the District could remove it themselves later if needed and charge the costs back to the homeowner, depending on what the court allowed. Ms. Bridges mentioned that the homeowner had installed the fence and gate around 2019 and had even received city approval at that time. Ms. Hancock

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clarified that city approval doesn't authorize building on CDD property and that only the Board can grant permission through the variance policy.

On MOTION by Mr. Orenstein, seconded by Ms. Hazelrig, with all Mr. Orenstein, Ms. Hazelrig, and Mr. Romero in favor and Ms. Bridges opposed, Authorizing Counsel to Send a Second Demand Letter to Resident of 180 Taft, was approved 3-1.

## **SEVENTH ORDER OF BUSINESS**

### **Ratification of Update to Amenity Policies**

Ms. O'Rourke stated that the Holly Hill CDD Board had updated the amenity policies to lower the replacement cost for lost or damaged access key cards from \$50 to \$30. So she was looking for a motion to ratify these changes to remain consistent with Holly Hill policies, since both Districts share the same amenity.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, the Update to Amenity Policies, was ratified.

## **EIGHTH ORDER OF BUSINESS**

### **Presentation of KVV Memo Regarding Updated Provisions of the District's Rules of Procedure**

#### **A. Consideration of Resolution 2026-03 Setting a Public Hearing to Amend Rules of Procedure**

#### **B. Marked Up Rules of Procedure**

Ms. O'Rourke reviewed the memo from KVV which was included in the agenda package covering updates to the District's rules of procedure. Ms. Hancock explained that these updates were needed due to legislative changes enacted during the 2025 session. She stated the rules of procedure outline how the District operates, including things like notice requirements and procurement processes. Ms. Hancock noted that the main change was to the notice timing for rule development and rulemaking, which now requires publication 35 days and 28 days before a public hearing instead of 29 and 28 days. Because of that, she added that the upcoming public hearing on the parking policy had to be scheduled for December rather than November. Ms. Hancock mentioned that there were also a few minor wording updates related to competitive purchases and general cleanup. She suggested setting the public hearing for the same December 16, 2025 meeting to save on advertising costs.

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On MOTION by Ms. Bridges, seconded by Mr. Orenstein, with all in favor, Resolution 2026-03 Setting a Public Hearing to Amend Rules of Procedure for December 16, 2025 at 11:30 a.m., was approved.

## **NINTH ORDER OF BUSINESS**

### **Discussion of Fiscal Year 2026 Meeting Dates and Times – Requested by Supervisor Bridges**

Ms. O'Rourke stated that the Board had discussed the Fiscal Year 2026 meeting dates and times, which had been added to the agenda at Supervisor Bridges' request. Ms. O'Rourke explained that they had looked into alternative venues for evening meetings. Tom Fellows Community Center was available only on Monday evenings from 6 to 8 p.m., closing at 8 p.m., and would cost about \$105 per meeting or roughly \$1,200 per year. The Balmoral Event Center also allowed night meetings but was more expensive, around \$232 per meeting or about \$2,700 annually. Ms. Bridges mentioned that she had chosen not to receive her Board compensation and asked if those funds could be used to cover meeting room costs. Counsel confirmed that unspent budget lines could be reallocated if needed, though they would remain in place in case another Supervisor later filled the seat. Ms. O'Rourke noted that even though room rental fees weren't budgeted, the Board could still approve them if funding was available. Mr. Orenstein and Mr. Romero said that they liked the meetings at Tom Fellows because they drew better resident participation. The Board discussed possibly holding every other meeting there to balance engagement with cost. They reviewed potential scheduling conflicts, noting that the third Mondays of January and February fell on holidays. After some discussion, the Board leaned toward starting the alternating schedule in January—holding meetings at Tom Fellows in odd-numbered months and at the regular location in even-numbered months—but decided to let staff check room availability first. The Board agreed to defer final action for one month and have staff bring back a revised meeting calendar with confirmed times and locations at the next meeting.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hancock stated that she had no updates but reminded everyone to complete their ethics training. She noted that Mr. Martinez was exempt for this year but would need to do the four-hour training starting in 2026. She explained that the training must be done by December 31 and

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reported on Form 1, which is like filing taxes. She noted that a few Board members had asked her to resend the link to the free training, and she agreed. Ms. Hancock clarified that there wasn't a tracking system for the training, but that the Board members could forward her their completion certificate or an email confirming they finished it.

**B. Engineer****i. Consideration of Work Authorization for Fiscal Year 2026 Engineering Services**

Mr. Duncan requested approval for Dewberry's 2026 work authorization for \$10,000 on a time-and-materials basis, so the District would only pay for actual work performed. He also mentioned an additional \$100 allowance for printing or travel expenses. Ms. O'Rourke confirmed that the cost was within the budget line, and the Board had approved the work authorization for Fiscal Year 2026.

On MOTION by Mr. Orenstein, seconded by Ms. Bridges, with all in favor, the Work Authorization for Fiscal Year 2026 Engineering Services, was approved.

**C. Field Manager's Report****i. Consideration of Proposals for Dog Waste Stations**

Mr. Blanco gave the field manager's report and said the landscaping, playground, and dry ponds were all in good shape. He reminded the Board that some areas still needed mulch—especially around the playground, tree rings, and entrance medians on Taft and Hoover—and said he could bring a proposal for that to the next meeting. Mr. Blanco mentioned that the dry ponds were being maintained regularly and that his team had pressure-washed the perimeter walls and fencing, touched up paint on the entrance monuments, repaired the playground borders, straightened signs, and cleared sediment from some of the pond outfalls.

Mr. Blanco reviewed possible locations for new dog-waste stations. He showed a map with three possible spots and said installation for all three would be \$1,476, with service handled by the Poop Bandit at \$46.80 per month per station. The Board discussed it and Mr. Bridges asked for audience feedback, so Ms. O'Rourke opened a public comment period to ask residents in attendance whether extra stations were needed, but no one saw a need. The Board decided not to add any new dog-waste stations.

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**ii. Consideration of Proposals for Landscaping Services**

**1. Floralawn**

**2. Weber**

**3. Prince & Sons**

Mr. Blanco confirmed that Prince & Sons' current price was about \$60,600, up from \$58,800 previously. Prince & Sons said they'd need to raise their price starting in May 2026 due to higher labor costs. They agreed to hold the current rate until May. The Board said they were happy with Prince & Sons' work and decided to stick with them after seeing that their price would still be under both other proposals. A new proposal will be brought to the next meeting showing the May increase.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. O'Rourke reviewed the check registers for July and August. Ms. O'Rourke explained that the \$100,000 difference between July and August was due to a transfer to the State Board of Administration account, a typical move to earn higher interest.

On MOTION by Ms. Bridges, seconded by Mr. Romero, with all in favor, the Check Registers, were approved.

**ii. Balance Sheet and Income Statement**

Ms. O'Rourke presented the unaudited financials. She stated that they were for informational purposes only.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no other comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience**

There being no other comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. O'Rourke adjourned the meeting.



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

Signed by:

*Tricia Adams*

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Secretary/Assistant Secretary

Signed by:

*Andres Romero*

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Chairman/Vice Chairman