

**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 on Monday, **August 17, 2026**, at 6:29 p.m. at the Tom Fellows Community Center, 207 North Blvd W, Davenport, Florida.

Present and constituting a quorum:

Andres Romero
Jose Martinez
Alisa Romero

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Christine Wells
Megan Birnholz-Couture
Savannah Hancock *by Zoom*
Chace Arrington *by Zoom*
Rey Malave *by Zoom*
Joel Blanco *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Wells called the meeting to order and began with roll call. Three Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Wells opened the public comment period. Mr. Luis Alfonso addressed the Board regarding parking and traffic concerns near the community entrance and surrounding school area. He requested additional signage, particularly “No Stopping” and “No Parking” signs near Buchanan Drive and the nearby stop signs, noting that vehicles routinely park in areas that restrict visibility and make turns difficult. He explained that the problem is particularly concerning during

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school arrival and dismissal times and identified several locations where vehicles are creating congestion and potentially unsafe conditions.

The Board discussed the existing signage, available poles, parking patterns, and the nearby schools, including Navigator Academy and Horizons Elementary School. Mr. Alfonso also advised that he had contacted the towing company regarding a vehicle blocking a driveway on a Saturday, but the towing company did not respond. Staff noted that the District has received several resident complaints regarding towing and parking issues and that towing vendors would be evaluated later in the meeting. Following discussion, the Board directed staff to evaluate the existing parking signage and coordinate with the appropriate law enforcement agency to determine what signage and restrictions would be enforceable to deter parking at the community entrance. Staff will also obtain pricing for any recommended signage and bring the information back to the Board for review and approval.

THIRD ORDER OF BUSINESS**Approval of Minutes of the July 20, 2026,
Board of Supervisors Meeting**

Ms. Wells presented the minutes of the July 20, 2026, Board of Supervisors meeting. She asked for any corrections, comments, or questions. The Board had no changes to the minutes.

On MOTION by Mr. Romero, seconded by Mr. Martinez, with all in favor, the Minutes of the July 20, 2026, Board of Supervisors Meeting were approved.

FOURTH ORDER OF BUSINESS**Consideration of Fiscal Year 2026 Audit
Engagement Letter with Grau**

Ms. Wells presented the Fiscal Year 2026 Audit Engagement Letter with Grau & Associates, noting that the District is required by Florida Statutes to conduct an annual independent audit. The proposed audit fee is not to exceed \$3,500 unless District activity requires additional audit work, and the amount was included in the budget. District Counsel recommended approval in substantial form, subject to Grau & Associates adding the applicable audit timeline language to ensure compliance with statutory requirements.

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On MOTION by Ms. Romero, seconded by Mr. Romero, with all in favor, the Fiscal Year 2026 Audit Engagement Letter with Grau & Associates in Substantial Form was approved.

FIFTH ORDER OF BUSINESS

Consideration of Dog Waste and Trash Removal Proposal for Fiscal Year 2027

Ms. Birnholz-Couture reviewed the dog waste and trash removal services for Fiscal Year 2027. It was noted that the existing agreement automatically renews each fiscal year and that the scope of services and pricing will remain unchanged. Services include weekly maintenance of two pet waste stations and two trash cans, including emptying the pet waste stations, replenishing bags, and emptying the trash cans. The Board expressed no concerns with continuing the services. As the existing agreement automatically renews, no Board action was required.

SIXTH ORDER OF BUSINESS

Towing Services

A. Consideration of Agreement with On Time Road Assistance, LLC for Towing Services

The Board discussed transitioning from the current towing provider, with counsel advising that the existing agreement may be terminated upon written notice. The new vendor would be required to enter into the District's form of agreement, and the District's towing signage would need to be updated. There would be no cost to the District for the towing services other than any necessary signage updates.

Ms. Wells presented the results of the vendor assessment for On Time Road Assistance, LLC for towing services. Staff confirmed that the company is an active Florida limited liability company with no disqualifying issues identified through the public records review. Favorable references were received from Highland Meadows II CDD, Forest Lake HOA, and Holly Groves Apartments, with references noting compliance with towing policies, proper licensing and documentation, good communication, and satisfactory service. It was also noted that On Time Road Assistance, LLC services communities near North Boulevard and could begin providing services promptly.

On MOTION by Mr. Romero, seconded by Mr. Martinez, with all in favor, the Agreement with On Time Road Assistance, LLC for Towing Services was approved.

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B. GMS On Time Road Assistance Vendor Assessment

The vendor assessment was presented and discussed in conjunction with Item A above. No separate Board action was required.

C. Consideration of Termination of Agreement with Anytime Towing

Ms. Wells reviewed the termination of the existing towing agreement with Anytime Towing and Roadside Assistance, Inc. Staff noted that the First Amendment to the existing agreement was included in the agenda packet and recommended termination subject to District Counsel confirming and administering all required contractual notices.

On MOTION by Mr. Romero, seconded by Ms. Romero, with all in favor, Termination of the Towing Services Agreement with Anytime Towing and Roadside Assistance, Inc., subject to District Counsel Administering the Required Notices was approved.

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

Ms. Birnholz-Couture reported that the Frontier legal drawings had been received and that the District could move forward with the easement agreement. Counsel was working on the agreement and anticipated no issues because the same form had previously been approved by Frontier in other districts. The Board discussed the potential impact of Frontier's installation on residents' landscaping and property. Ms. Hancock explained that portions of the installation would occur within existing public utility easements on individual lots and that any damage to private property would be a matter between the homeowner and Frontier. Any damage to District property would be addressed by the District directly with Frontier.

Additional discussion was held regarding areas where the installation would extend outside existing public utility easements. It was explained that new permanent utility easements would be created at approximately 17 locations throughout the District to allow the lines to cross roadways and other areas, and the easement agreement would require Frontier to repair damage to the premises. The Board also discussed potential roadway closures during construction, with staff noting that temporary lane or partial roadway closures may be necessary and would require appropriate governmental approval. The Board had previously approved the easement agreement in substantial form; therefore, no additional Board action was required. The completed agreement will be circulated for the Chair's signature.

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The Board further discussed the equipment associated with the project and whether residents would have the option to remain with Spectrum or switch to Frontier. It was noted that residents should have a choice of providers, subject to any applicable HOA restrictions. Ms. Birnholz-Couture concluded the report by reminding the Board that the required four hours of ethics training must be completed by the end of the calendar year and that free online resources are available.

B. Engineer

Mr. Malave stated he had no additional items to report.

C. Field Manager's Report

Mr. Blanco reported that maintenance staff repaired several fallen fence pickets along Buchanan Drive and Forest Lake Drive and removed a loose wooden door reported on West North Boulevard. Pending work included installation of monument light risers that were damaged by vehicles, inspection of monument photocells as daylight saving time approached, obtaining a proposal to repair an eroded area on Taft Drive identified in the prior month's Engineer's Report, and continued follow-up with Republic regarding cleanup of hydraulic oil on Jefferson.

Mr. Blanco reported a boat parked on CDD property at 104 Taft Drive and discussed the appropriate process for addressing the encroachment. The Field Manager would verify whether the boat remained on the property. The Board directed that the property owner be provided the shortest reasonable timeframe, approximately ten days, to remove the encroachment, with the initial notice to be issued through the District Manager's office. The Board also discussed recurring issues involving the same property owner placing personal items on CDD property and noted that the HOA could also be contacted regarding potential violations.

Mr. Blanco also provided an update regarding the French drains behind 464 Buchanan Drive, noting that the drains had visually deteriorated and the underlying soil appeared to be eroding. The property owner had previously indicated an easement variance application would be submitted; however, staff had followed up twice and had not received the application. The Board directed staff to notify the property owner of the encroachment and request removal if the required application is not promptly submitted.

Lastly, staff discussed the Board's prior request to extend the installation of no-parking signs near the community entrance by Buchanan Drive. Staff had received a diagram identifying

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potential locations and would coordinate to obtain a proposal that complies with MUTCD guidelines and is enforceable by the Haines City Police Department.

D. District Manager's Report

i. Approval of Check Register

Ms. Wells reviewed the check register from July 1, 2026, to July 31, 2026, totaling \$161,910.94.

On MOTION by Mr. Romero, seconded by Ms. Romero, with all in favor, the Check Register Totaling \$161,910.94 was approved.

ii. Balance Sheet and Income Statement

Ms. Wells presented the unaudited financial statements through June 30, 2026, for Board review. No action was required, and the Board had no questions regarding the financial statements.

EIGHTH ORDER OF BUSINESS

Other Business

The Board was advised that a property located at 551 Taft Drive was proceeding to foreclosure. The Board briefly discussed the matter and noted the information for the record.

The Board then received an update regarding traffic congestion at the community entrance associated with school drop-off and pick-up traffic. Staff reported contacting the City and local law enforcement for assistance with enforcement and coordinating with Navigator Academy. Resident communications had also been distributed regarding the traffic concerns. Navigator Academy indicated it would provide information to parents regarding appropriate traffic and parking procedures.

Ms. Wells discussed continued congestion caused by vehicles parking or stopping along North Boulevard and surrounding areas. Law enforcement had initially issued warnings and was expected to begin issuing citations for illegal parking. Staff had also discussed use of the District's towing vendor but recommended allowing additional time to determine whether police enforcement and coordination with the school would correct the issue before towing vehicles. It was noted that unoccupied vehicles could be subject to towing in accordance with applicable parking guidelines. The Board expressed that Navigator Academy should take a more active role in managing its school-related traffic and agreed to continue monitoring the situation.

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NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There were no further Supervisor requests or audience comments.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Wells asked for a motion to adjourn the meeting.

On MOTION by Mr. Romero, seconded by Ms. Romero, with all in favor, the meeting was adjourned at 7:00 p.m.

Signed by:

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Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman