

**MINUTES OF MEETING
POINCIANA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Poinciana Community Development District was held on Wednesday, **June 19 2024** at 12:00 p.m. via Zoom Communication Media Technology and at The Art Gallery, 385 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Tony Reed	Chairman
Robert Zimbardi	Vice Chairman
Jon Cameron	Assistant Secretary
Anita Nelson	Assistant Secretary
Rick McKelvey	Incoming Supervisor/Assistant Secretary

Also present were:

Tricia Adams	District Manager
Jan Carpenter	District Counsel
Kathy Leo	District Engineer
Joel Blanco	Field Services
Cherrief Jackson	Clarke Midge Control
Lita Epstein (on Zoom)	HOA Director, Former CDD Supervisor
Residents	

The following is a summary of the discussions and actions taken at the June 19, 2024 Poinciana Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll at 12:00 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

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THIRD ORDER OF BUSINESS

Public Comment Period on Agenda Items

Ms. Adams opened the public comment period. There were three attendees via Zoom, but there were no comments, so Ms. Adams closed the public comment period.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 15, 2024 Meeting

Ms. Adams presented the minutes of the May 15, 2024 Board of Supervisors meeting, which were included in the agenda package and reviewed by management staff. Mr. Zimbardi and Mr. Reed provided comments, which were incorporated. Mr. Reed noted eight or nine comments that could be action items and requested time to discuss them and voiced concern that the meeting minutes did not have to be accurate, according to the ethics training. Ms. Carpenter explained that the meeting minutes were a summary of the actual recording of the meeting and staff tried to make them as accurate as possible, but if there were any issues, they could go back to the recording.

On MOTION by Mr. Cameron seconded by Mr. Reed with all in favor the Minutes of the May 15, 2024 Meeting were approved as amended.

FIFTH ORDER OF BUSINESS

Organizational Matters

- i. Review of Resumes/Letters(s) of Interest to Fulfill the Board Vacancy in Seat #4**
- ii. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2024**

Ms. Adams recalled that there was a Board vacancy for Seat #4. At the last meeting, the Board considered two qualified electors but no appointment was made to the seat. However, after last month's meeting, staff received a letter of withdrawal from Ms. Brenda Taylor. The remaining candidate, Mr. Rick McKelvey, was a qualified elector, as he was a US citizen, a resident of the State of Florida, 18 years of age, registered to vote with the Polk County elections office and lived within the Poinciana Community Development District (CDD). He also qualified for Seat through the General Election process, as unopposed and is considered a Supervisor Elect for the General Election in November.

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On MOTION by Mr. Cameron seconded by Ms. Nelson with all in favor the appointment of Mr. Rick McKelvey to fill the Board vacancy in Seat #4 was approved.

iii. Administration of Oath of Office for Newly Appointed Board Member

Ms. Adams, a duly authorized Florida Notary, administered the Oath of Office to Mr. McKelvey.

Ms. Adams advised that Mr. McKelvey was now considered a public official. He filled out Form 1, Statement of Financial Interest, as part of the General Election process. In future years, Form 1 would be due on July 1st and would be filed electronically with the Florida Commission on Ethics. Ms. Carpenter explained the Sunshine, Public Records and Ethics Laws.

iv. Consideration of Resolution 2024-06 Election of Officers

Ms. Adams reported that each time there was an appointment to the Board or following the General Election, the Board was required to elect officers. Currently Mr. Tony Reed was Chair, Mr. Bob Zimbardi was Vice Chair and the remaining Board Members were serving as Assistant Secretaries. In addition, District management staff served as Secretary, Assistant Secretary, Treasurer and Assistant Treasurer, for the purpose of attesting the Chair’s signature.

On MOTION by Mr. Cameron seconded by Ms. Nelson with all in favor Resolution 2024-06 Electing Officers, with the current slate of officers and adding Mr. Rick McKelvey as Assistant Secretary was adopted.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05
Authorizing the Use of Electronic
Documents and Signatures**

Ms. Adams presented Resolution 2024-03, Authorizing the Use of Electronic Documents and Signatures, such as documents that required the Chair and Secretary’s signatures, which was included in the agenda package. GMS was finding efficiencies utilizing DocuSign, for Districts that GMS served as District Management and recommended approval. Ms. Carpenter confirmed that utilizing DocuSign was acceptable.

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On MOTION by Ms. Nelson seconded by Mr. Reed with all in favor Resolution 2024-05 Authorizing the Use of Electronic Documents and Signatures was adopted.

SEVENTH ORDER OF BUSINESS**Consideration of Floralawn Work Order #11605**

Ms. Adams recalled that the District was notified about a dead tree, but in the course of locating the dead tree, multiple dead trees were identified on CDD property. Floralawn, the District's contracted service provider for landscape maintenance, was asked to provide a proposal, which was included in the agenda package, along with the locations and pictures of the dead trees. The cost for removal of the dead pine and maple trees from Pond B15 and a dead maple tree on Pond A5 was \$1,702.18. Mr. Cameron reported that he located the dead tree in the letter from the resident and met with Mr. Brad Thompson, who pointed out the other two dead trees on the other side of Pond B15. The dead tree on Pond A5, was discovered by Mr. Blanco. Mr. Zimbardi questioned how the ground would be prepared after the tree was flush cut and if it would interfere with the mowing. Mr. Blanco did not believe so, as trees or vegetation would create a large hole, when they were removed and it would be filled in. Ms. Adams pointed out if the Board wanted to the proposal to include stump grinding or another scope, versus flush cutting, it could be considered at a future meeting. Mr. Zimbardi did not want to reconsider the proposal, as he was just questioning how the ground would be prepared, such as with mulch or sod. Mr. Reed questioned the contract requirements, as Floralawn was responsible for bringing items to the Board's attention, such as dead trees.

Ms. Adams felt that it would have been good for Floralawn to bring the dead trees or any additional landscape services to the Board's attention, but they not required to do so. Mr. Cameron pointed out that staff did not have the opportunity to be around the ponds as often as the landscaper. Mr. Zimbardi asked if it should be added to the contract. Mr. Reed felt that it made good business sense to inform staff about issues such as dead trees. He preferred to flush cut the trees, but ensure that they were cut to ground level, as the stumps would decay over time. Mr. Zimbardi requested that Mr. Blanco ensure that the trees were flush cut. Mr. Blanco would include it in next month's Field Manager's Report and request that Mr. Thompson provide photos. Mr. Cameron requested that Mr. Blanco speak with Mr. Thompson about the position of this Board regarding when additional landscape services were needed.

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Mr. Reed MOVED to approve the Floralawn Work Order #11605 and Mr. McKelvey seconded the motion.

Mr. Reed requested that the work be completed in accordance with best practices, such as disposing of the material, repairing any damage that their trucks or trailers caused and that Mr. Blanco follow up on whether or not the work was completed, by performing an inspection, before Floralawn was paid. Mr. Blanco confirmed when then Board approved any work, once the work was completed, he would perform a post review before approving the invoice, in case anything needed to be addressed prior to the contractor receiving payment.

On VOICE VOTE with all in favor the Floralawn Work Order #11605 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Review of Improvements on CDD Tracts

Ms. Adams recalled a series of improvements on CDD property, such as sidewalks, benches or improved vegetation areas, which the HOA had been maintaining for the past two decades, but there was no formalized agreement. A list was created, which was presented to the Board at last month's meeting, with a request from District Counsel that Board Members consider the situation and review the improvements. Ms. Carpenter recommended that the District enter into a License Agreement, to give the access, in order for the HOA to maintain those improvements. Mr. Cameron reported that he drove around the community, to look at 20 of the 22 improvements and discovered improvements that were owned by the CDD and maintained by the golf course. He believed that the Board had two options, transfer the properties or enter into a License Agreement with the HOA, which in his opinion, would be easier, as it would resolve all of the issues, including that issue of the park that the Board had been dealing with since January. Ms. Carpenter noted there would be two License Agreements: one for the HOA and one for the golf course.

Ms. Carpenter felt that it made sense to inform the HOA that an agreement was forthcoming, so they could provide a legal opinion. *There was Board consensus.*

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NINTH ORDER OF BUSINESS

Discussion of Procedures for Board Members Communicating with District Counsel and Engineer

Ms. Adams was asked by Chairman to include this item on the agenda, in order for the Board to consider a procedure for Board Members to communicate with the District Manager versus the District Engineer or District Counsel, if they had questions. Mr. Reed asked if other CDDs had the same policy. Ms. Adams confirmed that no other CDD had this policy, but there were some informal procedures. Ms. Carpenter preferred that Board Members contact her for legal issues versus GMS. Mr. Reed pointed out that his concern was the District accruing billable hours, as he wanted to have some level of control over their financial responsibility. Mr. Cameron felt that all of the Board Members were cognizant of being responsible with the taxpayers' money. However, on occasion, Board Members may have legitimate questions for District Counsel or District Engineer and suggested that they make notes before they call them, to keep the call as short as possible, but not have a formal procedure. Mr. Zimbardi agreed with Mr. Reed's intent to limit billable hours and with Mr. Cameron, that Board Members should think about what they were going to ask, as they did not need a formal procedure. Ms. Carpenter confirmed that she received very few calls from this Board. No action was taken.

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TENTH ORDER OF BUSINESS**Preparation of FY 23 Audit Report**

Ms. Adams stated as a Florida special purpose government, CDDs were required to undergo an annual independent audit. The Board previously approved an audit engagement letter for FY 2023, with Grau & Associates (Grau) and the annual audit for FY 23, was included in the agenda package. It was a clean audit, as the auditor noted no deficiencies with the District's financial records, no findings, no recommendations and no conditions of financial emergency. Mr. Zimbardi thanked Ms. Adams and GMS staff for providing a clean audit.

On MOTION by Mr. Zimbardi seconded by Ms. Nelson with all in favor the Fiscal Year 2023 Audit Report was accepted.

Mr. Cameron questioned how many years the District used Grau & Associates. Ms. Adams reported that Grau's engagement ended in FY 2024 and next year, the Board would be going through the audit selection process. Mr. Cameron asked if this was the same company doing the audits for all Districts in Central Florida. Ms. Adams confirmed that there were a few different firms that were willing to provide proposals for audit services.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Presentation of Updated Ethics Memorandum**

Ms. Carpenter presented a Memorandum providing annual reminders to the Board on Florida Laws that apply to public affairs officials for all CDDs that they represent, which focused on the following:

1. Code of Ethics Reminders: As a CDD Supervisor, Board Members were prohibited from or accepting anything of value, in order to influence their official decision making, vote, action or judgment.
2. Misuse of Public Position: Public Officials were not permitted to use their position to secure a special privilege or benefit for themselves or others and cautioned Board Members when talking to an HOA or another entity about CDD business.
3. Voting Conflicts: Supervisors must not vote on any matter that would result in a private gain to them or their family or any entity that they were working with.

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4. Quorum and Sunshine Law Reminders: A majority of Board Members must be physically present to establish a quorum, in order for the Board to take any official action.; however, if three Board Members were physically present, a Board Member could attend by phone, if their absence was due to an extraordinary circumstance such as an illness, but it did not count as part of the quorum requirements. Regarding the Sunshine Law, Board Members were not permitted to discuss any item, upon which foreseeable action would be taken with member of the Board, outside of a meeting, whereby foreseeable action would be taken by the Board, including text messages and posts on social media.

Mr. Reed asked if Zoom appearances qualified as a quorum. Ms. Carpenter stated it did not qualify unless there was a statutory change. For most government bodies and State agencies, a live quorum was required.

5. Public Records Reminder: Any materials made or received by Board Member, in connection with the official business of the CDD, was considered a public record and were subject to a public records request. This included text messages, emails and any documents.

Mr. Cameron asked if Board Members were required to keep the agenda packages from Ms. Adams. Ms. Carpenter advised that Supervisors were not required to keep agendas. Mr. Reed asked if he had to retain this memorandum, because he made notes. Ms. Carpenter state that he could throw it out at the end of the meeting, as it was not considered to be a record.

ii. Presentation of Memorandum Regarding Recently Enacted Legislation

Ms. Carpenter presented a Memorandum regarding House Bill (HB) 7013, which passed in the last Legislative Session. Many provisions applied to Special Districts, but only two provisions applied to CDDs, which was that the CDD was required to prepare a report of their goals and objectives and performance measurement standards and establish the goals by October 1st of this year and December 1st of every other year. It should not be too detailed. For Poinciana, their goals and objectives should be to maintain the infrastructure of the District. The current plan was for GMS to present goals and objectives at the budget hearing, to ensure that every District completed them before the October deadline.

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B. Engineer**i. Presentation of Annual Engineer's Report**

Ms. Adams reported as part of the Trust Indenture, the District was required to provide an Annual Engineer's Report to the Trustee. Ms. Leo reported that the Annual Engineer's Report was self-explanatory and was completed for the past several years, to ensure that everything was in good condition, well maintained and in good working order.

On MOTION by Ms. Nelson seconded by Mr. Cameron with all in favor the Annual Engineer's Report was approved.

Ms. Leo reported that Pond P8 was inspected this morning, which was the remaining pond to be turned over, but it was not ready to be turned over, as there were areas where they asked the developer to put in some plantings. She would inspect it again in two months and work with Mr. Blanco to determine when it was ready for Board consideration.

C. District Manager

Regarding the goals and objectives, Ms. Adams reported that the District management team would present them at the July public hearing, in order to meet the new statutory requirement.

i. Discussion of Location of Future Meetings

Ms. Adams received a request from the Solivita Amenity Management Team for the Board consider alternative meeting locations, such as the current location, the Art Gallery space. Staff's first choice was the Starlight Ballroom, but if Art Gallery location was amenable to the Board the meetings would continue to be held there when the ballroom was needed for larger gatherings and catering services. Mr. Cameron asked if there were Zoom capabilities. Ms. Adams confirmed that this location had all of the Zoom capabilities.

ii. Reminder of Form 1 Filing Deadline – July 1

Ms. Adams reminded the Board that Form 1 was due by July 1 and was filed electronically with the Florida Commission on Ethics. If they did not file by the July 1st deadline, the State could assess a fine for late filings. Mr. Cameron stated that he received a postcard in the mail reminding him to provide his email address, but when he called, they said that he needed to

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call GMS. Ms. Adams reported that GMS registered all Board Members and could assist with troubleshooting if needed.

- **Discussion of Location of Future Meetings** (*Item 11Cii*)

Mr. Zimbardi asked if the District paid a rental fee for the ballroom. Ms. Adams confirmed that no rent had been paid for several months. Mr. Cameron questioned the amount that they were previously paying. Ms. Adams believed that it was \$150.

- iii. Action Items List**

Ms. Adams presented the Action Items List, which was included in the agenda package and reported on the following:

1. Parcel Conveyance from Taylor Morrison to CDD: Pond P8 was being monitored by the District Engineer and field staff.
2. Monitor Central Florida Expressway – Poinciana Parkway Project: Parkway Connector: Ongoing. This is not a CDD project, but it had an impact to the stakeholders within the community. At the time that Ms. Lita Epstein was on the Board serving as Chair, the Board requested that she serve as liaison.

Ms. Epstein reported that there were no updates, as they were still waiting for a decision from the Federal Highway Authority on the Title VI Report. Mr. Reed voiced concern that residents were experiencing extra traffic issues in Central Florida, due to construction on Cypress Boulevard through Poinciana and believed that the Federal Government's should consider the impact to the community. Ms. Epstein confirmed that this was as part of their Title VI request, as they requested a Community Impact Assessment, as well as an assessment of the impact on residents. Mr. Reed pointed out that he was working on a Risk Assessment, which would be provided to the Board, so they could respond to a situation, such as an environmental accident on Cypress Parkway, with knowledge rather than reaction. In his review of the drainage off of Cypress Parkway, based on the drawings, Taylor Morrison or AV Homes was draining the Cypress Parkway into Pond A1. The Board could not change the past, but perhaps they could impact the future, when there were requests to increase the roads and modify the drainage, if the developer was required by law to discharge into CDD ponds. If this occurred, Mr. Reed proposed changing their plans to move the water from CDD property, south through a drainage system that would be installed on Marigold Avenue next year or having the entity provide a waiver of

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liability in writing, stating that Solivita residents would not be liable for cleanup, if there was an accident.

Ms. Carpenter advised that when the developer sets up their stormwater system off-site from public roads, there was a requirement for the off-site water to be treated in some of the ponds of the development and the District would receive notice. Then there would be an eminent domain proceeding. In her firm there was eminent domain counsel that would work with engineers on the drainage, to see what modifications were necessary. They were dealing with this on I-4, in a couple of areas and according to Google Earth, there were three pipes in the right-of-way (ROW), with the expansion of Marigold Avenue and Cypress Parkway. Ms. Leo felt that the likelihood of anything happening that Mr. Reed was concerned about, was close to zero. Mr. Reed pointed out that the current issue was drainage from Cypress Parkway, coming into Pond A1, that either evaporated or percolate and impacted the District's liability and if the District had a release of liability from the State or Polk County to cover the District. Ms. Carpenter did not review the Drainage Easement but assumed that there was no release of liability. The environmental laws would look to the person that caused the cleanup, but as the owner of the pond, there would be some liability to the District under the current law; however, an easement would show where the drainage came in and there would a report of the incident. Mr. Reed wanted the Board to know what they were dealing with, as he expected that they would sue for the costs of the cleanup. Ms. Adams indicated that this matter would be discussed further on the Action Item List and requested that the Board handle the Field Manager items at this time, as, Mr. Blanco needed to leave.

- **Field Manager's Report** (*Item 11D*)
 - **Proposal for Aquatic Plantings on Pond E3** (*Item 11Di*)
 - **Discussion of Erosion Repair** (*Item 11Dii*)

These items were deferred to the July meeting.

- **Field Manager's Report** (*Item 11Diii*)

Mr. Blanco presented the Field Manager Report, which was included in the agenda package. Field services scheduled the restriping project at the Bella Viana tunnel, with maintenance staff and the work was completed. A post-review of repair was also completed. A couple of lines had misaligned that same day and maintenance staff repaired them, which were

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mainly towards the entrance off of Bella Viana. The slab was reviewed by Mr. Blanco, prior to the start of the meeting and the work was completed, but he requested that the District Engineer ensure that it was structurally sound. In the future, Field Services staff planned to schedule the replacement of several light fixtures that were broken, cracked or damaged. Mr. Reed questioned how they were damaged. Mr. Blanco did not know. Staff were continuing to review the landscaping in the CDD areas. Many easements were clean and tidy, at the end of resident property lines, as pond banks were at the appropriate height levels. Field Services advised Floralawn of an unkept easement along the retention wall on Palm Tree Drive in Phase 2, which was overgrown and requested that they mow the entire easement, to aid with some of the vegetation that had been growing into that pond. The dead trees on CDD owned tracks along Solivita Boulevard were reviewed.

- **Pond Maintenance Report** (*Item 11Div*)
- **Midge Management Report** (*Item 11Dv*)

Mr. Blanco presented the Pond Maintenance and Midge Management Reports from the CDD's contracted service providers, which were included in the agenda package. GMS staff continued to review ponds throughout the District. They were experiencing excessive algae blooms throughout the Spring months, although to a lesser extent from the prior month, due to heat, lack of rain and the high nutrient boost from irrigation from residents' lawns that were going into those retention ponds. They were scheduling the vendor to spray some of the edge grasses that exceeded 3 to 4 feet, Pond P6, which was experiencing aggressive torpedo grass, the islands and the vegetation on the retention wall side of the pond. Pond P3 was reviewed several times since the last meeting and the duckweed was no longer present; however, some algae had been treated and a hydrilla treatment was taking effect on the west side of the pond. Eroded areas were reviewed and measured on the east end of the ponds by Amalfi and Sorrento. The proposal for aquatic plantings was deferred to the July meeting. An erosion restoration company would be present at the July meeting to present a proposal for two methods of erosion restoration. A proposal for aquatic plantings on the resident side, would also be presented at the July meeting. Mr. McKelvey asked if the nutrients were coming from the irrigation water. Mr. Blanco explained that fertilized water from residents' lawns, provided an additional nutrient boost that contributed to the algae growth. However, he reviewed the ponds to catch the algae blooms and scheduled their vendor treated it. Mr. McKelvey felt that they were treating the symptoms of the

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nutrient load rather than solving the problem and asked if there was any way that they could look at their fertilization practices with the HOA. Mr. Blanco would ask that the HOA ask Yardnique about the type of fertilization that they were using and report back to the Board at a future meeting. Ms. Adams introduced Ms. Cherrief Jackson from Clark Midge Management who oversees the Midge Management Program.

- **Customer Complaint Log** (*Item 11Dvi*)

Mr. Blanco presented the Customer Complaint Log, which was included in the agenda package. They were mainly educating residents on basic aesthetics, but also explaining that it was a retention pond.

- **Action Items List** (*Item 11Ciii*)

Ms. Epstein reported when the Board directed her start watching this road improvement project, it was for the kind of issues that they were discussing, mainly the impact on Solivita and the ponds from the new road construction, because of Cypress Parkway being moved 100 feet closer to Solivita. Timewise, the project design was going to take six months from the Title VI review. If they decide to continue the project after that six-month period, there would be a vote on whether to proceed with the next step and then there was a two-to-three-year engineering part of the planning. It was during that time period, that their District Engineer would need to work closely with CFX and the county, to review the impacts on Solivita. If CFX lost its battle with Solivita and they could not build the Southport connector along Cypress Parkway, the only thing left was Poinciana Boulevard, because CFX needed the connection between the Turnpike and Route 4. Ms. Adams reported the following items on the Action Items List:

1. Monitor Polk County Road Construction for Impact to PCDD Tunnels: The Marigold Avenue improvement project was on hold until 2025 or thereafter. This item would remain on the Action Items List.
2. Review of Wetlands Owned by Developer and HOA: Ongoing. The CDD was the permit holder with the South Florida Water Management District (SFWMD) and there were ongoing discussions regarding the ultimate owner of the wetlands where the stormwater discharges. The District Engineer would review and make recommendations to the Board.

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Mr. Reed was opposed to the District spending money on engineering time, as his expectation of ownership of the stormwater system, included these wetlands and the Board's decision was either to accept the risk or not. Ms. Adams asked if the Board wanted to remove this item, until such a time where an entity approaches the District about property conveyance. Mr. Reed did not want to remove it from the Action Items List and only wanted the District's position to not spend any money, be understood. Ms. Leo felt that it was better for the District to have control of these assets for long-term ownership and maintenance, as the wetland was part of the overall stormwater management system. Mr. Reed agreed with the District owning the wetlands, but voiced concern that the District was now liable for fines from the SFWMD as well as maintenance costs and preferred that the Board Members be educated about options, in order for the Board to be able to decide whether to accept them or not. Ms. Carpenter confirmed that the District had the permits for operation and maintenance, as the owner of the stormwater system and the Water Management District would look to the CDD if there were any issues. Mr. Cameron asked if the Board approved a document, identifying areas at risk and whether they were putting themselves at risk from a legal standpoint. Ms. Carpenter was not familiar with the risk assessment that he was referring to, but recalled that the Board discussed the potential risk under the permits, with the goal to be looking into ownership as a way of reducing risk. Mr. Reed wanted everyone to fully understand the risk and the pros and cons, in order to reach a logical conclusion and did not want to spend money or make decisions until the Risk Assessment was presented to the Board.

Ms. Leo recalled that the original Engineer's Report that was created in 1999, showed the ultimate ownership of all assets, including the wetlands, which were going to be turned over from the developer to the CDD. Mr. Reed pointed out that did not live in the community 20 years ago and wanted to make the right decision for the community. Mr. Reed voiced concern about ownership of the wetlands and being fined if there was an issue with invasive species, because as the permit holder, the District would be liable. Ms. Nelson questioned why the HOA could not be the permit holders. Ms. Carpenter explained that the District was the permit holders for the stormwater system and the wetlands were part of the system, which was why Ms. Leo was reviewing the permits. Mr. Reed wanted this to be verified by the SFWMD staff. Ms. Carpenter cautioned Board Members about contacting another State Agency. Mr. Cameron requested that Board Members not contact SFWMD or any State Agency, unless it was by directive of the

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Board. Ms. Leo offered to go online, pull the permits and provide the information to the Board. Mr. Reed preferred to look it up himself and report to the Board at the next meeting.

3. Review of HOA Improvements Installed on CDD Parcels: Discussed.
4. Determine if Golf Course Fertilization is Contributing to Pond Algae: There was ongoing conversations between the Field Management Team and Golf Course Management regarding the products used to fertilize the golf course. Mr. Blanco would discuss this under the Field Manager's Report at the next meeting.
5. RFP Project Manual for Landscape Services: The Board authorized a Request for Proposal (RFP) for landscape and maintenance services. At an optional meeting for prospective bidders, six proposers attended. All of the proposals would be presented to the Board at the July 17th meeting. Staff would request that the proposers make five-minute presentation to the Board based on earlier Board direction.
6. Impact of Cypress Gardens Parkway to PCDD Stormwater System: Discussed.

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iv. Approval of Check Register

Ms. Adams presented the Check Register from May 1, 2024 to May 31, 2024 in the amount of \$192,895.70 and a detailed run summary, which were included in the agenda package. It included items in the General Fund and payroll.

On MOTION by Ms. Nelson seconded by Mr. Reed with all in favor the May 1, 2024 to May 31, 2024 Check Register in the amount of \$192,895.70 was approved as presented.

i. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through April 30, 2024, which were included in the agenda package. As of the end of April, the District was fully collected with tax revenues. The Board did an excellent job controlling expenses, with prorated administrative expenses of \$86,626 and actual spending of \$79,714. For operations and maintenance (O&M) expenses, the pro-rated budget was \$391,776, and there was actual spending of \$316,545. A scheduled budgeted transfer out to the capital reserve, had taken place. The Unaudited Financials for May would show that the debt service interest and principal payments were made on time.

On MOTION by Mr. Zimbardi seconded by Mr. Reed with all in favor the financials for April 30, 2024 were accepted.

D. Field Manager’s Report

- i. Proposal of Aquatic Plantings on Pond E3**
- ii. Discussion of Erosion Repair**
- iii. Field Manager’s Report**
- iv. Pond Maintenance Report**
- v. Midge Management Report**
- vi. Customer Complaint Log**

These items were discussed.

TWELFTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Reed noted a situation with ownership of the retaining wall. Pictures were provided from the District to the HOA manager showing bolts sticking out of the retaining walls and a request that they cut the bolts off, for safety reasons, but the HOA had not yet done so. Ms.

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Adams noted there was some legal framework that excluded the retaining walls from being accepted for maintenance by the CDD. Because of the sensitivity of this safety issue, a response was sent to the HOA Manager last night, confirming that the CDD did not accept the retaining walls for maintenance. As courtesy, a copy of the plat book as well as the deed, was provided to the HOA manager, to clear up any misunderstandings. Mr. Reed requested a copy of the email. Ms. Adams would forward it to the Board of Supervisors. Ms. Carpenter preferred to wait for a reply from the HOA before discussing it further. Mr. Zimbardi questioned how to differentiate himself from a Supervisor to a resident under the Sunshine Law. Ms. Carpenter explained that he could not discuss anything coming before the Board with other Board Members. Mr. Zimbardi asked about the ethics training. Ms. Carpenter reported that the Board was required to complete their ethics training by the end of the year and would provide the links for free ethics training. Supervisors did not need to report it on their Form 1 until next year but needed to complete the training by December 31st of this year. Mr. Zimbardi asked if they had to print out their agenda packages every month. Ms. Adams stated if the Board wanted to approve the expense, she would bring printed agenda binders to the meeting. Mr. Zimbardi wanted to receive his agenda package by FedEx. Mr. Cameron pointed out that it cost money to send it by FedEx. Ms. Nelson read hers on the computer and suggested that Mr. Zimbardi do the same. Mr. Reed printed out specific sections to make notations. Mr. Zimbardi would print it out what he needed to.

Mr. Cameron reported that he was a member of the RV club and after last month's meeting, they met and their guest speaker was the Chair of the HOA Landscape Committee. During his presentation, he discussed the new landscaping contract and pointed out concerns about CDD maintenance. Mr. Cameron worked with him to identify the dead tree. Mr. Cameron also noticed on Nextdoor, that a resident was complaining about the HOA landscape contractor, as they had some hedges behind his house that needed to be trimmed, but they would not trim them as it was mistakenly identified as CDD property. Mr. Cameron went to the resident's house and looked at the records and it turned out it was actually Avatar property. Ms. Adams pointed out that her contact information was included in the Club and HOA email system, for residents to report any CDD maintenance issues in their meeting notices, so that staff could address them or help to identify the responsible entity. Mr. McKelvey asked if Board Members served on an HOA Committee, whether they needed to be careful about what was discussed at their meetings. Ms. Carpenter suggested that they walk out of the meeting when CDD items were discussed.

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THIRTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS General Audience Comments

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS Next Meeting Date – July 17, 2024 @ 12:00 P.M. @ Starlite Ballroom

Ms. Adams reported that the next meeting was scheduled for July 17, 2024 at 12:00 p.m.

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Cameron seconded by Ms. Nelson with all in favor the meeting was adjourned.

DocuSigned by:

Tricia Adams

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Secretary/Assistant Secretary

DocuSigned by:

Tony Reed

355059457C3B42D...

Chairman/Vice Chairman