

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, April 22, 2025** at 2:12 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna	Chairperson
Erica Miro Smith	Vice Chairperson
Kelly Evans <i>by Zoom</i>	Assistant Secretary
Abby Morrobel	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Katie O'Rourke <i>by Zoom</i>	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Emily Grimes <i>by Zoom</i>	Amenity Management, GMS

The following is a summary of the discussions and actions taken at the April 22, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 2:12 p.m. and called roll. Four Board members were present constituting a quorum. Ms. Evans participated by Zoom.

Ms. Burns stated she has monitored correspondence with a member of this Board and various members of staff and found a lot of it to be unproductive and hostile. She noted it has gotten to the point where she doesn't think it is in the best interest of GMS to continue to serve as District Manager anymore. She doesn't want to subject staff members to that kind of environment

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and doesn't feel it is necessary. Effective today, GMS will be submitting their resignation from being District Manager. Their contract has a 60-day termination period. During those 60 days, GMS will continue to fulfill all of their duties and facilitate a professional transition to whoever the Board chooses to take over per that contract effective June 21st. Ms. Rinaldi stated this will be an informal RFP process. The District has District Manager services, dissemination services, field maintenance services, and amenity management services through GMS. She will confirm those are still the categories of service that the District would like to proceed with proposals for. Her office will prepare the RFP and bring back the proposals they receive for review and presentation by proposers at the May meeting. Ms. Campagna stated she is 100% coming off the Board next month and doesn't feel it's right that she votes on new management.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen opened the public comment period for agenda items.

Resident – stated they were confused about resignation of the District Manager. Ms. Burns noted GMS serves as District Manager to the CDD but has decided to resign so all of the services they provide, the Board will need to solicit somebody else to provide.

Diane Williams (1530 Landmark) – spoke on leaning tree on Old Mining. There is a proposal.

Veronica Thomas (1934 Red Loop) – noted women's restroom fan is constantly running. This will be reviewed by the field maintenance team and necessary repairs will be brought to the Board for consideration. Mildew on the tables at amenity center. The Board directed staff to bring proposals from an outside vendor to the next meeting. What is the scope of work for the cleaning team?

Mark Pagan – spoke on parking issues & pool mailbox area, non-residents parking at the amenity center. Ms. Virgen stated the parking lot is not restricted for only residents. They cannot tow away or remove access from the general public from the parking lot during operating hours.

Lachelle Webster (1928 Red Loop) – expressed concern about parking layout issues, maneuvering around vehicles. Ms. Virgen stated the intention of the Board is to address the parking situation again in the future.

Napo (4328 Trotters Way) – commented the empty lot being used as a dog park. Ms. Virgen stated residents and dogs can be on that open space but dogs are not to be off leash in public areas,

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per county ordinance. Ms. Campagna stated HOA can send violations for not picking up after your dog.

Nicole (4270 Bridal Booster) – stated parking on both sides of the road is an issue.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration

Ms. Virgen received letters of interest from Veronica Thomas, Miguel Morrobel, Miguel Reyes, Lachelle Webster, Chi Trinh, Tamal Smith and Vickie Davis. Ms. Smith and Ms. Davis were not present at the meeting. Ms. Campagna asked anyone interested in being on the Board to review the agenda prior to next month's meeting.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 25, 2025 Board of Supervisors Meeting & the March 25, 2025 Audit Committee Meeting

Ms. Virgen presented the minutes from the March 25, 2025 Board of Supervisors meeting and March 25, 2025 Audit Committee meeting. The minutes have been reviewed by District Manager. She offered to take questions or corrections, if not, a motion to approve.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, the Minutes of the March 25, 2025 Board of Supervisors Meeting and March 25, 2025 Audit Committee Meeting, were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Virgen stated Grau & Associates was ranked #1 and DiBartolomeo, McBee, Hartley and Barnes ranked #2. She asked for a motion to accept the rankings.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, 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, was approved.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-08
Approving the Proposed Fiscal Year
2025/2026 Budget (Suggested Date: July
22, 2025) and Setting the Public Hearing
on the Adoption of the Fiscal Year
2025/2026 Budget**

Ms. Virgen stated approval of Resolution 2025-08 sets the public hearing for Tuesday, July 22, 2025 at 2:00 p.m. at Hampton Inn, Lakeland, 4420 North Socrum Loop Rd, Lakeland FL 33809. At least three Board members need to be present in person for the adoption. The public hearing will be noticed in accordance with Florida Statute. Approval of the proposed budget does not mean the Board can't change anything within the budget. It just sets the cap for the assessments. It allows GMS to transmit the proposed budget to Polk County at least 60 days prior to the public hearing and allows District staff to post the proposed budget on the District website and publish a notice in the newspaper. She reviewed the proposed budget starting on page 93 of the agenda. There is no assessment increase proposed.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, Resolution 2025-08 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on Adoption of the Fiscal Year 2025/2026 Budget for July 22, 2025 at 2:00 p.m., was approved.

SEVENTH ORDER OF BUSINESS

**Discussion Regarding Pool Closure on
April 4-5, 2025**

Ms. Morrobel stated the women's bathroom was out of order so had to be closed. Signage was not produced. She feels like the management company dropped the ball on a lot of things. Ms. Burns stated GMS was notified the women's bathroom was broken. The janitorial vendor was contacted and was in meetings the next morning. Within 12 hours of being notified, Allen went out and cleared the plug but the bathroom was ultimately broken. The 24-hour plumber was scheduled for the next day. He contacted the amenity team who after hours on a Friday closed the facility, locked it down and sent notice to residents. That entire thing was fixed within 36 hours. There is camera footage of people breaking into the pool. If someone breaks into the pool, they are to be trespassed. The Board member who reached out got responses from the amenity access

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team after hours on Friday and on Saturday and were treated very rudely by that Board member when they were taking time out of their day to provide those responses.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Landscape Maintenance Services

Ms. Virgen stated recently there was an incident where the landscape vendor got a mower stuck in the pond bank. A rope and another mower were used to try to pull that mower out and it did get on another resident's property. The resident contacted her directly with photos and videos. They also had gone onto the resident's front property which was sent over to the landscape management company to address directly with the workers as well as the homeowner for repair. Ms. Miro stated they have had a lot of troubles with them in the past few months. Ms. Campagna recommended she talk to the new homeowner Board to see what they believe is acceptable or not acceptable. Ms. Burns suggested they wait until the homeowner Board and new manager come on as far as soliciting proposals but would not suggest switching landscape vendors in the middle of the summer.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi didn't have any updates but offered to answer any questions.

B. Engineer

Ms. Virgen noted the engineer is not on the line today.

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's Report on page 110 of the agenda package.

i. Consideration of Landscape Proposals from Prince & Sons, Inc.

a) Proposal to Straighten Pine Tree

Mr. Bailey presented a proposal for \$375 straighten the pine tree then rebrace it.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, the Prince & Sons Proposal to Straighten the Pine Tree, was approved.

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b) Proposal to Demo Front Monument Sign Area Plant Beds to Prep for Annuals Replanting

c) Proposal to Remove Blue Daze Plants from Front Monument Sign Area Plant Beds and Install Annuals

Mr. Bailey stated this proposal is to demo the front monument sign area where annuals will be planted for \$1,760 and would be tied into the quote for using annuals to be installed 4 times a year. They would be rotated in and out four times a year which would be a \$5K increase to the contract. No action was taken on items B or C.

d) Consideration of Addendum to Add Red Loop to Landscape Maintenance Contract

Mr. Bailey stated a section behind Red Loop that had to be adjusted, regraded and resodded. Prince is ready to maintain it and provided a proposal to add it to the contract for an extra \$4,020 yearly or \$335 monthly.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Addendum to Add Red Loop to Landscape Maintenance Contract, was approved.

ii. Consideration of Proposals for Community Trash Pick-Up (*Map Included for Reference*)

a) Proposal to Clean One Area at a Time (*as denoted on map*)

Mr. Bailey presented the proposal for trash pick-up in the community in three parts for \$550 each time they come out and would be done three times.

b) Proposal to Clean All Areas at One Time (*as denoted on map*)

Mr. Bailey presented the proposal for trash pickup in the community all at once for \$1,050.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, the Proposal to Clean All Areas at One Time, was approved.

iii. Consideration of Proposals for Dog Park Hours Signage

a) Proposal from GMS for Purchase and Installation

b) Proposal from FastSigns for Purchase and Installation

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Mr. Bailey presented a proposal from GMS to install a dog station sign at the entrance gate of the dog park for \$209.32. Ms. Miro Smith would like to donate the sign and have the board revisit the proposal on installation. No action was taken at this time.

iv. Ratification of Proposal to Pressure Wash Pool Furniture, Clean Umbrella, Change Amenity Showerhead & Pressure Wash 3 Lift Station Fences

Ms. Virgen stated this proposal was presented to the Chair outside of the meeting and was approved. The work has been completed so she asked for a motion to ratify.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Proposal to Pressure Wash Pool Furniture, Clean Umbrella, Change Amenity Showerhead & Pressure Wash 3 Lift Station Fences, was ratified.

Ms. Campagna suggested getting a proposal from an outside company to do pressure washing of the chairs.

v. Consideration of Proposals for Community Message Board *(to be provided under separate cover)*

a) Option for Outside Amenity Building

b) Option for Standalone Structure by Mailboxes

Ms. Virgen stated Allen was not able to get proposals from the other vendor. He does have the GMS numbers but the Board wants to compare. This will be brought back to the next meeting.

vi. Consideration of Proposal to Address Ant Mounds at Entrance of Community

Mr. Bailey reviewed a proposal to address ant mounds at the entrance of the community for \$11,000 – revised to \$2,600.

On MOTION by Ms. Morrobel, seconded by Ms. Smith, with all in favor, the Proposal to Address Ant Mounds at Entrance of Community for \$2,600, was approved as amended.

D. District Manager's Report

i. Approval of Check Register

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Ms. Virgen presented the check register from March 13, 2025 through April 9, 2025 totaling \$357,280.03. Immediately following is the detailed run summary.

On MOTION by Ms. Campagna, seconded by Ms. Smith, with all in favor, the Check Register totaling \$357,280.03, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials. These are provided for informational purposes. No Board action was required.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Chi Trinh – Pool closure question, when was management notified about? Ms. Burns stated late Thursday and Allen was out there by about 5:30 the next day.

Diane Williams – Can residents receive text updates? Ms. Virgen noted that can be addressed with the new management team. Where is pine tree located? Mr. Finotti noted the leaning tree is on Old Mining. Ms. Miro noted it can be reported to the HOA. Any areas with trees in front of a resident's home between the sidewalk and roadway is to be maintained by the resident. Community clean up questions. Will side gate at amenity be soldered? Ms. Virgen stated the bike lock has been there. Allen stated it won't allow any movement through the doorway. A second gate is required there.

Veronica Thomas - Stated if you go to the gate and your key code doesn't work that is all the notice needed that the pool is not open. Jumping the fence and squeezing children through is causing liability for all of the residents and that is not acceptable. She asked for clarification of scope of work for janitorial services. Allen reviewed services. She stated there are apps to text residents.

Mark Pagan – Asked how many residents were trespassed during pool closure. Ms. Campagna noted none. Ms. Burns stated there is a trespass order in place and it is up to police discretion if they trespass or not.

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Resident – Disturbed by email he received. Spoke about Spectrum and when they came in. A Board member stated that the HOA issued those letters.

Aime Porras (1897 Red Loop) – Agrees with Veronica Thomas regarding trespassing at amenity. Residents should abide by community rules.

Vickie Davis - Expressed interest in Board Vacancies and provided a brief summary of her experience and what she can provide to the Board.

Ms. Virgen urged residents to contact their District Management team and not Board members. The District Management team will ensure that you are responded to in a timely fashion, report any concerns to the Board and bring those up for discussion or consideration.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Smith, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman