

**MINUTES OF MEETING
EAGLE TRACE
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Eagle Trace Community Development District was held **Tuesday, February 4, 2025** at 10:15 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Lindsey Roden	Supervisor (Elected Assistant Secretary)
Jessica Spencer	Supervisor (Elected Assistant Secretary)
Bobbie Henley	Supervisor (Elected Assistant Secretary)

Also present were:

Jill Burns	District Manager, GMS
Katie O'Rourke	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order at 10:15 a.m. and called roll. Three Board members were present constituting a quorum.

B. Public Comment Period

Ms. Burns stated that there were no members of the public present for the meeting nor were there any members of the public attending on the Zoom line, so the next item followed.

C. Oath of Office

Ms. Burns administered the oath of office and swore in all the present Board members.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

Ms. Burns confirmed that the notice for this Organizational Meeting had been placed in the newspaper.

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B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Ms. Burns noted that they will be skipping over the review of the Sunshine Law because everyone present has served on a CDD Board and are familiar with the statutes. She also stated that the other two Supervisors, Mr. Heath and Ms. Schwenk, will be sworn in at a later date.

C. Election of Officers

1. Consideration of Resolution 2025-01 Appointing Officers

Ms. Burns presented the resolution which was provided in the agenda package and stated that a Chair and Vice Chair will be elected while the remaining three Supervisors will act as Assistant Secretaries. She asked that they name George Flint from the GMS office as an Assistant Secretary and that they appoint her as the Secretary. Mr. Heath was appointed Chair, Ms. Schwenk as Vice Chair, and Ms. Henley, Ms. Roden, and Ms. Spencer were named as Assistant Secretaries.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-01 Appointing Officers as slated above, was approved.

2. Consideration of Resolution 2025-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns presented the resolution and asked for George Flint from the GMS office to be appointed as the Treasurer and Katie Costa and Darrin Mossing from the GMS office to be appointed as Assistant Treasurers. This will allow them to process checks and sign them outside of a meeting as needed.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-02 Appointing George Flint, Katie Costa, and Darrin Mossing as Treasurer and Assistant Treasures, was approved.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Consideration of Contract for District Management Services

1. Consideration of Resolution 2025-03 Appointing District Manager

B. Consideration of Contract for District Counsel Services

1. Consideration of Resolution 2025-04 Appointing District Counsel

C. Consideration of Resolution 2025-05 Selection of Registered Agent and Office

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- D. Consideration of Resolution 2025-06 Appointing Designating a Qualified Public Depository**
- E. Consideration of Resolution 2025-07 Authorization of Bank Account Signatories**
- F. Consideration of Resolution 2025-08 Relating to Defense of Board Members**
- G. Consideration of Resolution 2025-09 Authorizing District Counsel to Record in the Property Records of Polk County the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes**
 - 1. Notice of Establishment**
- H. Consideration of Resolution 2025-10 Adopting Investment Guidelines**
- I. Consideration of Resolution 2025-11 Authorizing Execution of Public Depositor Report**
- J. Consideration of Resolution 2025-12 Designating a Policy for Public Comment**
- K. Consideration of Resolution 2025-13 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County**
- L. Consideration of Resolution 2025-14 Adopting Prompt Payment Policy**
- M. Consideration of Resolution 2025-15 Adopting a Records Retention Policy**
- N. Consideration of Compensation to Board Members**
- O. Consideration of Resolution 2025-16 Selecting District Records Office Within Polk County**
- P. Consideration of Resolution 2025-17 Designating the Primary Administrative Office and Principal Headquarters of the District**
- Q. Consideration of Website Services Agreement**
- R. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date for Polk County**
- S. Consideration of Resolution 2025-18 Authorizing the Disbursement of Funds**
- T. Consideration of Resolution 2025-19 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District’s Improvements**
- U. Consideration of Resolution 2025-20 Direct Purchase Resolution**
- V. Consideration of Resolution 2025-21 Authorizing the Use of Electronic Documents and Signatures**
- W. Consideration of Resolution 2025-22 Adopting an Internal Controls Policy**
- X. Adopting Goals and Objectives for the District**

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Consent Agenda Items A – X, were approved.

FOURTH ORDER OF BUSINESS

New Business

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A. Consideration of Resolution 2025-23 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025 Meetings

Ms. Burns suggested that the Board advertise for meetings monthly and coordinate with District Counsel if the meeting needs to be canceled. The meeting is currently slated for the first Tuesday of the month at 11:00 a.m. There being no conflicts with the Board, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-23 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025 Meetings for the first Tuesday of the month at 11:00 a.m., was approved.

B. Consideration of Resolution 2025-24 Designation of Landowner's Meeting Date, Time, and Location

Ms. Burns noted that they are required to hold a Landowners Election within 90-days of establishment. At this time one representative of the Landowner will reelect the Board members or anyone who meets the requirements being a resident of the State of Florida, 18-years-old, and a citizen of the United States. The suggested date is April 1, 2025 at 9:15 a.m.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-24 Designation of Landowner's Meeting Date, Time, and Location, was approved.

C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2025-25 Setting the Public Hearing to Consider the Proposed Rules of the District

a. Rules of Procedure

Ms. Burns presented the resolution and stated that it was included in the agenda package. This is a basic set of rules of how the District will operate and outlines a variety of items. The suggested hearing date would be May 6, 2025 at 11:00 a.m. which aligns with the budget hearing. There being no questions, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-25 Setting a Public Hearing to Consider the Proposed Rules of the District, was approved.

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D. Designation of Date of Public Hearing on the Budget for Fiscal Year 2024/2025 and Fiscal Year 2025/2026

1. Consideration of Resolution 2025-26 Setting the Public Hearing and Approving the Proposed Fiscal Year 2024/2025 Budget and Fiscal Year 2025/2026 Budget

Ms. Burns noted that they will revise this resolution to include Fiscal Year 2025/2026 adopting both budgets in May. She stated that the proposed budget for Fiscal Year 2024/2025 is admin that is prorated from February to September and the same cost will be used for Fiscal Year 2025/2026, just without the proration. She noted that the Board can throw in a \$50,000 field contingency for FY 2025/2026 to the extent that the CDD might need it, but she does not anticipate that they will. The suggested hearing date is May 6, 2025 at 11:00 a.m.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-26 Setting the public Hearing Date and Approving the Proposed Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Budgets, was approved as amended.

2. Approving the Fiscal Year 2024/2025 Developer Funding Agreement

Ms. Burns presented the agreement and asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement, was approved.

FIFTH ORDER OF BUSINESS

Other Business

A. Presentation of Funding Request No. 1

Ms. Burns noted that this amount will allow staff the ability to open the operating account for the District and paying any administrative costs as well as advertising costs for upcoming meetings and public hearings. This funding agreement also allows the establishment of District insurances that are needed. There being no questions there was a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Funding Request No. 1, was approved.

B. Staff Reports

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i. Attorney
a) E-Verify Memorandum

Mr. Van Wyk presented the E-Verify memorandum that was provided in the agenda package for Board review.

ii. Manager

Ms. Burns had nothing further to report.

C. Supervisors Requests

There being no comments, the next item followed.

SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Roden seconded by Ms. Henley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman