

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

The regular meeting of the Board of Supervisors of the Eagle Trace Community Development District was held **Tuesday, May 6, 2025** at 11:00 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk *by Zoom*
Lindsey Roden
Jessica Spencer
Bobbie Henley

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Meredith Hammock

District Manager, GMS
District Counsel, Kilinski Van Wyk

FIRST ORDER OF BUSINESS

Introduction

Ms. Burns called the meeting to order at 11:00 a.m. and called roll. Four Board members were present in person constituting a quorum and one Supervisor joined via Zoom.

SECOND ORDER OF BUSINESS

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.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members Elected on April 1, 2025 Landowners Meeting

Ms. Burns administered the oath of office to all new Board members.

**Rennie Heath left the meeting at this time.*

B. Consideration of Resolution 2025-27 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns asked for a motion to approve the resolution.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-27 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns stated they need to elect officers due to the landowners' election.

D. Consideration of Resolution 2025-28 Electing Officers

Ms. Burns stated this resolution will add the Supervisors as officers. She noted the previous officers were Mr. Heath as Chair, Ms. Schwenk was Vice Chair and the remaining three officers were Assistant Secretaries. Ms. Spencer made a motion to elect Mr. Heath as Chair and Ms. Schwenk as Vice Chair.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-28 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 4, 2025 Organizational Meeting and April 1, 2025 Landowners' Meeting

Ms. Burns presented the minutes of the February 4, 2025 Organizational Meeting and April 1, 2025 Landowners' Meeting. She asked for any questions, comments, or corrections. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Minutes of the February 4, 2025 Organizational Meeting and April 1, 2025 Landowners' Meeting, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of District Rules of Procedure

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Opening the Public Hearing, was approved.

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i. Consideration of Resolution 2025-29 Adopting Rules of Procedure for the District

Ms. Burns stated the resolution had not changed since the board saw it at the organizational meeting and it is included in the agenda package for review. She offered to answer any questions.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2025-29 Adopting Rules of Procedure for the District, was approved.

Ms. Burns asked for a motion to close the hearing.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on the Adoption of the Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Budgets

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-30 Adopting the District's Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Budgets and Appropriating Funds

Ms. Burns stated this is a prorated budget for 2025 there are the same admin expenses for 2026. She noted both years will be developer funded.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-30 Adopting the District's Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Budgets and Appropriating Funds, was approved.

ii. Consideration of Developer Funding Agreements for Fiscal Year 2025/2026

Ms. Burns stated the designated entity will fund the maintenance and operations for the District. She offered to take any questions.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Developer Funding Agreements for Fiscal Year 2025/2026, were approved.

Ms. Burns asked for a motion to close the hearing.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-31 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026

Ms. Burns suggested keeping the monthly meetings at the same time they currently are having them.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-31 Designation of a Regular Monthly Meeting, Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board the Information Acts apply to them.

B. Engineer

Ms. Burns stated the engineer was not present.

C. District Manager's Report

i. Presentation of Number of Registered Voters – 0

Ms. Burns stated there are currently 0 registered voters in the District.

D. Supervisors Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Other Business

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There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman