

**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, March 3, 2026** at 10:36 a.m. at 346 E. Central Ave. Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk *by Zoom*
Lindsey Roden
Jessica Spencer
Bobbie Shockley

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Meredith Hammock
Megan Birnholz-Couture *by Zoom*
Chace Arrington *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, KVV
District Counsel, KVV
District Engineer
Field Manager, GMS

FIRST ORDER OF BUSINESS

Introduction

Ms. Burns called the meeting to order at 10:36 a.m. and called roll. Three Board members were present in person constituting a quorum and one Board Member attended 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

**Approval of Minutes of the August 5, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the August 5, 2025 Board of Supervisors meeting and asked for any questions, comments, or corrections. Hearing no changes, she asked for a motion to approve.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the August 5, 2025 Board of Supervisors Meeting, were approved.

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Eagle Trace CDD

FOURTH ORDER OF BUSINESS

**Presentation of Memo Regarding
Amendments to District Rules of Procedure**

**A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of
Amended and Restated Rules of Procedure for the District**

Ms. Burns stated the proposed date for the public hearing is June 2, 2026 which is the regular June meeting. At that meeting the Board can adopt amended rules and incorporate recent statutory changes and minor cleanup items.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District on June 2, 2026, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-02
Approving the Proposed Fiscal Year
2026/2027 Budget and Setting the Public
Hearing on the Adoption of the Fiscal Year
2026/2027 Budget (Suggested Date: June 2,
2026)**

Ms. Burns suggested the public hearing be set for June 2, 2026. This will be developer funded. These are primarily admin expenses but included is a field contingency as well as playground lease line item.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-02 Approving the Proposed Fiscal Year 2026/2027 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2026/2027 Budget on June 2, 2026, was approved.

SIXTH ORDER OF BUSINESS

**Ratification of 2026 Data Sharing and Usage
Agreement with Polk County Property
Appraiser**

Ms. Burns asked for a motion to ratify the 2026 Data Sharing and Usage Agreement.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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Eagle Trace CDD

Ms. Hammock had nothing to report.

B. Engineer

i. Ratification of Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry

Ms. Burns stated the district engineer is not on the line. She asked for a motion to ratify Work Authorization 2026-1 for FY 2026.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry, was ratified.

C. District Manager's Report

i. Balance Sheet & Income Statement

Ms. Burns stated the balance sheet and income statement are in the agenda package for review.

EIGHTH ORDER OF BUSINESS

Other Business

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