

**MINUTES OF MEETING
CYPRESS CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Cypress Creek Reserve Community Development District held Public Hearings and a Regular Meeting on February 12, 2025 at 1:30 p.m. at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida 33850.

Present were:

William Fife	Chair
Candice Bain	Vice Chair
Baron Woodard	Assistant Secretary
Owen Budorick	Assistant Secretary
Eric Morrisette	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 1:38 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Board of Supervisors [Seat 1 – William “Bill” Fife and Seat 5 – Eric Morisette] (the following will be provided in a separate package)

Mr. Torres, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. William Fife and Mr. Eric Morisette. Both are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligations and Responsibilities**
- C. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees 2023**

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS

Ratification of Resolution 2025-03, Electing Certain Officers of the District, and Providing for an Effective Date

Mr. Torres presented Resolution 2025-03. The slate of officers was as follows:

William Fife	Chair
Candice Bain	Vice Chair
Craig Wrathell	Secretary
Baron Woodard	Assistant Secretary
Owen Budorick	Assistant Secretary
Eric Morissette	Assistant Secretary
Ernesto Torres	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

<p>On MOTION by Mr. Fife and seconded by Mr. Budorick, with all in favor, Resolution 2025-03, Electing Certain Officers of the District, and Providing for an Effective Date, was ratified.</p>
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FIFTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

This item was included for informational purposes.

- B. Consideration of Resolution 2025-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments which May Be Levied by the Cypress Creek Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-31.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Fife and seconded by Mr. Woodard, with all in favor, Resolution 2025-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments which May Be Levied by the Cypress Creek Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- A. Affidavit/Proof of Publication**
- B. Mailed Notice to Property Owner(s)**
These items were included for informational purposes.
- C. Engineer's Report (for informational purposes)**
- D. Master Special Assessment Methodology Report (for informational purposes)**

Mr. Earlywine stated Items 6C and 6D are Master Reports that contain the findings that the Board requires in order to proceed with the assessment levy. There is sufficient benefit

from the project to justify the assessments and the assessments are fairly and reasonably allocated across the various units. The assessment numbers in the reports are not final.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the Public Hearing was opened.

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as an equalizing board, made no changes or adjustments.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the Public Hearing was closed.

- E. Consideration of Resolution 2025-32, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date**

Mr. Torres presented Resolution 2025-32.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, Resolution 2025-32, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the

Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

A. Affidavits of Publication

This item was included for informational purposes.

B. Consideration of Resolution 2025-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Torres presented Resolution 2025-33 and the Rules of Procedure.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Woodard and seconded by Mr. Fife, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, Resolution 2025-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget

A. Affidavit of Publication

This item was included for informational purposes.

B. Consideration of Resolution 2025-34, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending

September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Torres presented Resolution 2025-34. He reviewed the Proposed Fiscal Year 2025 budget; it is a landowner-contribution budget, with expenses paid as they are incurred.

On MOTION by Mr. Fife and seconded by Mr. Morrisette, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Woodard and seconded by Mr. Morrisette, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Fife and seconded by Ms. Bain, with all in favor, Resolution 2025-34, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-22, Designating the Location of the Local District Records Office and Providing for an Effective Date

This item was deferred.

TENTH ORDER OF BUSINESS

Ratification of Polk County Property Appraiser 2025 Data Sharing and Usage Agreement

On MOTION by Mr. Fife and seconded by Ms. Bain, with all in favor, the Polk County Property Appraiser 2025 Data Sharing and Usage Agreement, was ratified.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statement as of December 31, 2024

On MOTION by Mr. Fife and seconded by Ms. Bain, with all in favor, the Unaudited Financial Statement as of December 31, 2024, was accepted.

TWELFTH ORDER OF BUSINESS**Approval of Minutes**

- A. December 11, 2024 Landowners' Meeting
- B. December 11, 2024 Organizational Meeting

On MOTION by Ms. Bain and seconded by Mr. Woodard, with all in favor, the December 11, 2024 Landowners' Meeting Minutes and December 11, 2024 Organizational Meeting Minutes, both as presented, were approved.

THIRTEENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated the Bond Validation Hearing is scheduled for March 6, 2025; the bond closing will occur in April and bonds will be authorized three weeks later.

Per Ms. Bain's request, Mr. Earlywine to forward a calendar invite to her.

The Board and Staff discussed resetting the Lowery Hills CDD and Cypress Creek Reserve CDD April meeting date.

- B. District Engineer (Interim): Hanson Walter & Associates

There was no report.

- C. District Manager: Wrathell, Hunt and Associates, LLC

- NEXT MEETING DATE: March 12, 2025 at 1:30 PM
 - QUORUM CHECK

FOURTEENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

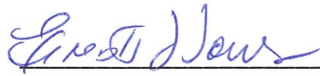
There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS**Public Comments**

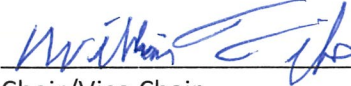
No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Fife and seconded by Mr. Woodard, with all in favor, the meeting adjourned at 2:01 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair