

**MINUTES OF MEETING
LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak Lake Community Development District was held on Wednesday, **March 5, 2025**, at 2:30 p.m. at the West Osceola Library, 305 Campus Street, Celebration, FL 34747

Present and constituting a quorum:

Ned Bowman	Elected as Chairman
Linda Warner	Elected as Vice Chairperson
Mel Gray Marshall <i>by Zoom</i>	Assistant Secretary
Andrea Stevens	Assistant Secretary
Bob Holesko	Appointed as Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Sarah Sandy <i>by Zoom</i>	District Counsel, Kutak Rock
Nicole Stadler <i>by Zoom</i>	District Engineer
Jarrett Wright	Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 2:30 p.m. Three Supervisors were in attendance constituting a quorum. Ms. Marshall attended via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. There were no members of the public present to provide comments.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individuals to Fill Seats 1 and 2

Ms. Adams stated this was for consideration of an appointment to Seat #2. She noted the Board had previously met on September 4, 2024 and declared Seat #2 vacant. The seat is vacant

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as of a result of it being transitioned to the general election process and no one going to the Supervisors of Election office and qualifying. She added the Board had the ability to make an appointment of this seat of a qualified elector. Ms. Adams explained the qualifications for a qualified elector. The motion was made to appoint Bob Holesko to Seat #2. .

On MOTION by Mr. Bowman, seconded by Ms. Warner, with all in favor, the Appointment of Mr. Bob Holesko to Seat #2, was approved.
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B. Administration of Oath of Office to Newly Appointed Supervisor

Ms. Adams administered the oath of office to Mr. Holesko. She noted after the oath he will be able to participate in the meeting. Ms. Sandy provided information on the Florida statutes, new Supervisor information, Sunshine Law, public records law, emails, financial disclosures, ethics training requirements, and forms that need to be completed. Ms. Adams noted the form 1 needed to be filed electronically within 30 days of this appointment today and is thereafter due on July 1 of every year, starting with July 1, 2025. She explained there is compensation of \$200 per meeting for each member. Mr. Holesko accepted the compensation.

C. Consideration of Resolution 2025-01 Electing Officers

Ms. Adams stated this resolution was for electing officers. She added this is required following an appointment to the Board. She noted currently the Chair is vacant, Ms. Stevens is serving as Vice Chairperson, and the other Board members are Assistant Secretaries. Ms. Adams added members of the management team are a part of the elected officers, as well. The Board nominated officers individually.

On MOTION by Ms. Stevens, seconded by Mr. Holesko, with all in favor, the Nomination of Mr. Bowman as Chairman, was approved.

Ms. Warner stated she was willing to serve as the Vice Chairperson.

On MOTION by Mr. Bowman, seconded by Mr. Holesko, with all in favor, the Nomination of Ms. Warner as Vice Chairperson, was approved.
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Ms. Adams stated the remainder of the Board members would serve as Assistant Secretaries and Ms. Jill Burns with GMS will serve as Secretary, Ms. Adams as Assistant Secretary, George Flint with GMS as Treasurer, Katie Costa and Darrin Mossing, Sr. with GMS will serve as Assistant Treasurers.

On MOTION by Mr. Bowman, seconded by Mr. Holesko, with all in favor, the Nomination for the Remaining Officers to be Assistant Secretaries, Ms. Burns as Secretary, Ms. Adams as Assistant Secretary, George Flint as Treasurer, and Ms. Costa and Mr. Mossing, Sr. as Assistant Treasurer; Resolution 2025-01 was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 5, 2025 Board of Supervisors Meeting

Ms. Adams presented the minutes from the February 5, 2025 Board of Supervisors meeting. These minutes have been reviewed by District Management and District Counsel. Mr. Bowman asked a question on the balance sheet, and it was noted it was corrected and is included in today's agenda package.

On MOTION by Ms. Stevens, seconded by Mr. Holesko, with all in favor, the Minutes of the February 5, 2025 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2025 Revised Meeting Schedule

Ms. Adams noted back in September staff was asked to review meeting locations that would be more convenient for residents. She noted they found availability at the St. Cloud library and a St. Cloud recreation building, but the second option had a charge. She noted the Fiscal Year 2025 meeting schedule could be changed if the Board wishes. Ms. Stevens asked how many residents had asked to move the meeting. Ms. Adams noted from time to time it's been brought up during the public comment periods and Board members have been asked by residents. Mr. Bowman noted it was one or two residents. The difference in time and the distance were discussed. Other topics discussed were opening the gate for meetings, construction access, HOA approval, public access locations, staff availability, times, and other issues.

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After discussion the Board made the decision to meet on the third Thursday of the month at 2:00 p.m. at the Veterans Memorial St. Cloud Public Library, 810 13th Street, St. Cloud, Florida 34769.

On MOTION by Mr. Bowman, seconded by Mr. Holesko, with all in favor, the Fiscal Year 2025 Revised Meeting Schedule Relocating to the Veterans Memorial St. Cloud Library, 810 13th Street, St. Cloud, Florida 34769 on the third Thursday of the Month at 2:00 p.m., was approved.

Ms. Stevens asked to update meeting invites, the website, and the notifications. It was clarified the first meeting date would be in April. Ms. Stevens ask for clarification on the need for a quorum. Ms. Adams made comments on the quorum, zoom attendance, and clarified it was imperative for the meetings.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Sandy stated she had nothing further to report. Ms. Adams asked Ms. Warner if the new Supervisor book had been received. Ms. Warner stated she had not received a hard copy of the book or the information on the ethics training. Ms. Adams explained the options for the 4 hours of the ethics training and a process for completion. She clarified new Board members would not have this due until July 2026. Mr. Holesko asked for a hard copy of the information.

B. Engineer

Ms. Stalder had nothing further to report.

C. Field Manager's Report

Mr. Wright reviewed the Field Managers Report to include the updates on landscaping, fertilization, trimming of magnolias and crepe myrtles and other various hedges, and the installation of new plants for March. He noted the irrigation repairs should be completed before planting of new plants. Mr. Bowman asked about capacity. Ms. Stevens asked about proposals and review of the budget costs. Ms. Stevens asked if there had been comments from residents. Mr.

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Bowman noted there was a letter on the concerns of palm tree replacements. Mr. Wright noted this was around \$7,000.

Discussion ensued on design of the palm tree placements, alternative options, removing palms, planting new ones, warranties, location, and costs. Sable palms and issues, new palm transition was further discussed.

Ms. Marshall commented on water restrictions and the warranty and last year they were not replaced. Mr. Bowman explained they were looking for an alternative and new design for planting and replacement. Ms. Warner asked about location. Mr. Wright reviewed the locations and problems with transporting trees. Mr. Bowman noted he was concerned on water restrictions. Ms. Marshall asked for something to clarify the water restrictions. Mr. Wright provided an explanation on the watering days. Other comments were made on city annex process, and potential utility provider changes. Mr. Bowman asked they investigate the annex.

Mr. Wright reviewed the irrigation audits and noted there were several broken heads and recommended the repairs be made.

i. Consideration of Proposal for Irrigation Repairs

Mr. Wright presented the proposals for irrigation repairs. He noted these were itemized and he suggested doing all at the same time. He noted this should help save money in the long run. He stated the total for the 2 would be \$9,452.85.

Ms. Adams explained the competitive bid process was completed in 2024 and noted Blade Runners was chosen as the provider for landscaping and irrigation services. She added that \$15,000 was allocated for irrigation repairs and the Board had spent less than \$1,000 so there were funds available for the irrigation repairs. She added staff does recommended the repairs be made.

On MOTION by Mr. Bowman, seconded by Ms. Warner, with all in favor, the Proposal for the Irrigation Repairs, was approved.

There were comments made on the damage to the control box covers made by the mower and should they be repaired. Mr. Wright noted the provider should repair. He added we now are using Blade Runners and would not be responsible for the past provider. There was a concern on if these were covered by landscapers, CDD, or HOA. Ms. Adams noted there is a map that she will provide. Discussion ensued on the pond, the pond banks, who was responsible.

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Mr. Wright reviewed the time cycle and the scheduling of services for mowing and pond schedule. Ms. Stevens asked about midges, and he noted they are working to get the weekly schedule for spraying and monthly treatments in the water. Ms. Warner asked how long the process would take to get it going. He added he does not have the pricing as of today.

Mr. Bowman stated the Department of Agriculture State budget has funds available for communities for spraying for mosquitoes. Ms. Adams noted there were two different funds. Mr. Wright noted they would explore further options.

D. District Manager's Report

i. Approval of February Check Register

Ms. Adams noted the check register for February was deferred from the last meeting. She added it is from November, 2024 through January 20, 2025 for a total of \$1,278,497.44. She explained this is mostly payments from the debt service payments. She reviewed the process of transfers.

On MOTION by Mr. Bowman, seconded by Ms. Warner, with all in favor, the November 2024 through February 2025 Check Register, was approved.

ii. Approval of Check Register

Ms. Adams noted the March check register is from February 13, 2025 for \$46,974.04.

On MOTION by Mr. Bowman, seconded by Ms. Warner, with all in favor, the March Check Register, was approved.

iii. Approval of Balance Sheet

Ms. Adams noted this item is for unaudited financials and no action is required. She reviewed the balance sheet for the new members. She noted the general funds is the focus for operating, and other funds such as capital funds to watch.

Mr. Bowman asked a question on liabilities and noted the CDD receives impact fees from Osceola County and the check for the developer. He asked if that was a liability and wanted to see details of what as accrued, what they approved, and show the liability. Ms. Adams noted when

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funds are requisitioned it identified the monies compared to the actuals. Mr. Bowman would like to see the details and requested clarification if this was a liability.

Mr. Holesko asked a question on capital projects. He noted they are coming up on a 10-year anniversary and he asked if there was a 10-year capital budget in place or does the Board need to create one. Ms. Adams noted at this time there is not a reserve study in place, nor do they have any reserve funds in place. She added this should be discussed as they go into the new budget planning year for 2026. Ms. Adams added if the Board would like to review proposals for studies for future projects, she would bring proposals to the next meeting or at a later time.

Ms. Warner asked about proposing fountains in the ponds. Ms. Adams explained that a reserve study looked at the current infrastructure items and estimates a useful life span based on general standards. It will identify the future cost of replacement and aggregates all the information and gives you a targeted assessment amount to save in your reserve funds so when it needs to be replaced the money will be there. She added it does not contemplate additional projects that would be outstanding from the reserve study.

Discussion ensued on possible projects and the impact of having a reserve study on assessment increases. Ms. Stevens commented about the rise in assessments. Ms. Adams commented planning for projects could be done outside of a reserve study and noted it is an expensive undertaking. This will be added for future discussion and noted the Board did not want to review actual proposals at this time.

Ms. Adams reviewed the current adopted budget, the prorated expensed through the end of January, and the actual expenses. She added in the revenue portion when properties are platted, the CDD fees are collected as part of the tax bill. She explained the unplatted property and noted it is collected off the tax roll. She explained the developer has been offsetting expenses to keep the maintenance assessments as low as possible. She explained the operating costs, trust indentures, bonds issued, and CDD control of expenses.

Mr. Bowman stated he would like to revisit with the accountant why they are paying FICA and if they should get a W2 or W4 form. Ms. Adams replied she has an IRS ruling that she will forward to the Board.

Mr. Holesko asked a question about streetlights and the landscaper not trimming trees causing damage to the poles and who is responsible. Ms. Adams noted there are certain streetlights that are CDD and others that are city, county, or HOA. Discussion ensued on the responsibilities

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and the process. She continued to explain the month-to-month trends and staff monitoring of the budget.

SEVENTH ORDER OF BUSINESS

Other Business

A comment was made on finding documents, information, the recent audit, CDD records policy, and audio recordings policy.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bowman, seconded by Ms. Warner, with all in favor, the meeting was adjourned.

Signed by:

Tricia Adams

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Secretary / Assistant Secretary

Signed by:

Ned Bowman

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Chairman / Vice Chairman