

**MINUTES OF MEETING  
AUBURN LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Auburn Lakes Community Development District was held **Monday, July 29, 2024** at 11:02 a.m. at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

Lee Saunders  
Daniel Lewis  
Duane “Rocky” Owen  
Thomas Franklin

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Savannah Hancock  
Todd Amaden

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Landmark Engineering

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened up the meeting for public comments. A member of the public asked where the project location is, and Mr. Saunders stated it is on the southwest corner of the Parkway and Old Dixie Highway.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the oath of office to the newly elected Board members that were present at the meeting.

**B. Consideration of Resolution 2024-34 Canvassing and Certifying the Results of the Landowners’ Election**

July 29, 2024

Auburn Lakes CDD

Ms. Burns stated that as a result of the landowners' election meeting, Mr. Saunders and Mr. Lewis would serve four-year terms and Mr. Moore, Mr. Owen, and Mr. Franklin would serve two-year terms.

On MOTION by Mr. Saunders, seconded by Mr. Franklin, with all in favor, Resolution 2024-34 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

Ms. Burns stated that the Board was required to elect officers per Florida state statute.

**D. Consideration of Resolution 2024-35 Electing Officers**

Board consensus was for Mr. Saunders to serve as the Chairman and Mr. Lewis to serve as the Vice Chairman. Mr. Moore, Mr. Owen, and Mr. Franklin would serve as Assistant Secretaries.

On MOTION by Mr. Saunders, seconded by Mr. Franklin, with all in favor, Resolution 2024-35 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 23, 2024  
Organizational Meeting**

Ms. Burns presented the minutes of the May 23, 2024 organizational meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the Minutes of the May 23, 2024 Organizational Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07  
Designation of Regular Monthly Meeting  
Date, Time, and Location for Remaining  
Fiscal Year 2024 Meetings and Upcoming  
Fiscal Year 2025 Meetings (*tabled from  
Organizational Meeting on May 23, 2024*)**

Ms. Burns noted that this item was tabled from the prior meeting because the date and time that staff had suggested did not work for all the Board members. Ms. Burns stated that the Board

July 29, 2024

Auburn Lakes CDD

consensus was to meet on the first Tuesday of the month at 2:30 p.m. at the Lake Alfred Public Library, 245 N Seminole Ave., Winter Haven, Florida.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-07 Designation of Regular Monthly Meeting Date, Time, and Location for Remaining Fiscal Year 2024 Meetings and Upcoming Fiscal Year 2025 Meetings for the 1<sup>st</sup> Tuesday of the month at 2:30 p.m. at the Lake Alfred Public Library, 245 N Seminole Ave., Winter Haven, Florida, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Public Hearings**

#### **A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns noted that this public hearing had been advertised in accordance with the state statutes and a mailed notice was sent the landowner. She asked for a motion to open the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Owen, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present at this time to provide public comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Owen, seconded by Mr. Saunders, with all in favor, Closing the Public Hearing, was approved.

#### **i. Presentation of Engineer's Report**

Mr. Amaden reviewed the Engineer's report. He noted that the project area is about 255 acres generally south Winn Dixie Road west of road 570. He noted that the report covers the public infrastructure improvements of the land within the District. There are 233 single family homes, 266 townhomes, 312 multifamily units, and 1 hotel with 85 rooms. There are a total of 896 units. The report describes all the different facilities that will be constructed like roadways, water and sewer including off site transportation improvements, off site water and sewer, reclaimed water, recreational amenities, environmental amenities, and professional services. Section 5 shows the cost estimate totaling \$35,243,000.

July 29, 2024

Auburn Lakes CDD

Ms. Hancock asked Mr. Amaden if based on his experience are the cost estimates in the Engineer's report as supplemented, reasonable and proper. Mr. Amaden answered yes. Ms. Hancock asked Mr. Amaden if he had any reason to believe that the Capital Improvement Plan cannot be carried out by the District. Mr. Amaden answered no.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Engineer's Report, was approved.

**ii. Presentation of Master Assessment Methodology**

Ms. Burns reviewed the methodology report for the Board. She noted that this report allocates debt to the properties that benefit from the Capital Improvement Plan that Mr. Amaden reviewed in the Engineer's report. Table 1 shows the development program and outlines the 896 unit types and REU's. Table 2 shows the infrastructure cost estimate totaling \$35,243,000. Table 3 shows an estimated bond sizing of \$49,025,000. Table 4 shows the allocation of benefit which shows the improvement cost for each of the product types. Table 5 shows the par debt per unit which is the most amount of debt that they would issue on those product types. For the single-family units it is \$74,034, for the townhomes it is \$55,525, for the multifamily it is \$44,420, and the hotel is \$37,017. The gross annual debt assessment per unit is the maximum amount that would be collected per product type on the Polk County tax bill. The single-family assessment is \$7,071, the townhome assessment is \$5,303, multifamily assessment is \$4,243, and the hotel assessment is \$3,536. Table 7 is the preliminary assessment roll that allocates the debt by acre, there are 255.05 acres in the community and it is all owned by Auburn Lakes, LLC. Ms. Burns noted that there is a legal description attached to the assessment roll.

Ms. Hancock asked Ms. Burns in her professional opinion do the lands subject to the assessments receive special benefits from the District's Capital Improvement Plan. Ms. Burns answered yes. Ms. Hancock asked Ms. Burns in her professional opinion are the master assessments reasonably apportioned among the lands subject to the special assessments. Ms. Burns answered yes. Ms. Hancock asked Ms. Burns in her professional opinion is it reasonable, proper, and just to assess the costs of the Capital Improvement Plan as a system of improvements and against the lands in the District in accordance with your methodology. Ms. Burns answered yes. Ms. Hancock asked Ms. Burns if it is her opinion that the special benefits the lands will receive as set forth in the final assessment roll will be equal to or in excess of the maximum master

July 29, 2024

Auburn Lakes CDD

assessments thereon when allocated as set forth in the methodology. Ms. Burns answered yes. Ms. Hancock asked Ms. Burns if it is her opinion that it is in the best interest of the District that the master assessments be paid in accordance with the methodology and the District assessment resolutions. Ms. Burns answered yes.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Master Assessment Methodology, was approved.

**iii. Consideration of Resolution 2024-36 Levying Special Assessments**

Ms. Burns stated that this will levy the assessments as outlined on the property.

On MOTION by Mr. Saunders, seconded by Mr. Franklin, with all in favor, Resolution 2024-36 Levying Special Assessments, was approved.

**iv. Consideration of Notice of Master Assessments**

Ms. Burns stated that this notice will be recorded to put potential property owners who are purchasing within the District on notice of the lien that is on the property.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Notice of Master Assessments, was approved.

**B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments**

Ms. Burns noted that this public hearing had been advertised in accordance with the state statutes. She asked for a motion to open the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Franklin, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present at this time to provide public comments. She asked for a motion to close the public hearing.

July 29, 2024

Auburn Lakes CDD

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-37 Expressing the District's Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated that this resolution will be sent to Polk County and will allow the District to collect assessments on the tax bill when they are ready to do so.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-37 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

**C. Public Hearing on the Adoption of the Fiscal Year 2023/2024 and 2024/2025 Budgets**

Ms. Burns noted that this public hearing had been advertised in accordance with the state statutes. She asked for a motion to open the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present at this time to provide public comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-38 Adopting the District's Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budgets and Appropriating Funds**

Ms. Burns reviewed the Fiscal Year 2023/2024 and 2024/2025 budgets. The Board had no changes to the budget.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-38 Adopting the District's Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budgets and Appropriating Funds, was approved.

July 29, 2024

Auburn Lakes CDD

**D. Public Hearing on the Adoption of District Rules of Procedure & Amenity Policies and Rates**

Ms. Burns noted that this public hearing had been advertised in accordance with the state statutes. She asked for a motion to open the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present at this time to provide public comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-39 Adopting Rules of Procedure for the District**

Ms. Burns reviewed the Rules of Procedures for the Board. She noted that these are the same set of rules that were in the agenda package at the organizational meeting. It is a general set of rules that govern the District and day to day activities.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-39 Adopting Rules of Procedure for the District, was approved.

**ii. Consideration of Resolution 2024-40 Adopting Amenity Policies and Rates for the District**

Ms. Burns reviewed the Amenity Policies and Rates for the Board. She noted that even though amenities are not built yet, this allows the District to have rules in place already once facilities are constructed.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-40 Adopting Amenity Policies and Rates for the District, was approved.

July 29, 2024

Auburn Lakes CDD

**SEVENTH ORDER OF BUSINESS****Review and Ranking of Proposals for  
District Engineering Services and  
Selection of District Engineer**

Ms. Burns noted that at the last meeting the Board authorized staff to issue an RFQ for engineering services. They received one response from Landmark Engineering. The Board consensus was to rank Landmark Engineering as the #1 proposal for District engineering services.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Ranking Landmark Engineering as the #1 Proposal for District Engineering Services and Authorizing Staff to Send a Notice of Intent to Award, was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of the Adoption of Goals  
and Objectives for the District**

Ms. Burns stated that there was a change in Florida statutes that requires all Districts to adopt goals and objectives annually. Ms. Burns reviewed the suggested goals located in the agenda package and the Board had no changes to the proposed goals.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

**NINTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hancock had nothing further to report.

**B. Engineer**

Mr. Amaden had nothing to report.

**C. District Manager's Report**

Ms. Burns had no other business to report.

**TENTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.



July 29, 2024

Auburn Lakes CDD

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked the Board for adjournment of the meeting.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the meeting was adjourned at 11:26 a.m.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Lee Saunders*  
70A876B45E0545D...

Chairman/Vice Chairman