

**MINUTES OF MEETING  
RESERVE AT VAN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Reserve at Van Oaks Community Development District held a Regular Meeting on February 3, 2025 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

**Present:**

Martha Schiffer  
Megan Germino  
Harriet Stone  
Tyler Woody

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Kristen Suit  
Bennett Davenport (via telephone)  
Amber Sweeney

District Manager  
District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 1:30 p.m.

Supervisor Germino and Supervisor-Elects Martha Schiffer, Harriet Stone and Tyler Woody were present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Supervisors [Martha Schiffer – Seat 3, Harriet Stone – Seat 4, Tyler Woody – Seat 5] (the following will be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Martha Schiffer, Harriert Stone and Tyler Woody. The following items were provided and explained to all at the Stuart Crossing CDD meeting:

- A. Required Ethics Training and Disclosure Filing
  - Sample Form 1 2023/Instructions
- B. Membership, Obligations and Responsibilities
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-04, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-04. She recapped the results of the Landowners' Election, as follows:

Seat 3	Martha Schiffer	170 votes	4-Year Term
Seat 4	Harriet Stone	170 votes	4-Year Term
Seat 5	Tyler Woody	169 votes	2-Year Term

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-04, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consider Appointment of Amber Sweeney to Fill Unexpired Term of Seat 2; Term Expires November 2026**

Ms. Schiffer nominated Ms. Amber to fill Seat 2. No other nominations were made.

**On MOTION by Ms. Schiffer and seconded by Ms. Stone, with all in favor, the appointment of Ms. Amber Sweeney to fill Seat 2, was approved.**

- **Administration of Oath of Office**

This item was not addressed.

As the Oath of Office was not administered, Ms. Sweeney participated in the meeting as a member of the public.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-05,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-05. Ms. Schiffer nominated the following:

Martha Schiffer	Chair
Megan Germino	Vice Chair
Harriet Stone	Assistant Secretary
Amber Sweeney	Assistant Secretary
Tyler Woody	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Jake Essman	Assistant Secretary
Cliff Fischer	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-05, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS****Presentation of Annual Financial  
Statements for Fiscal Year Ended  
September 30, 2023, Prepared by Berger,  
Toombs, Elam, Gaines & Frank**

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**A. Consideration of Resolution 2025-06, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

**On MOTION by Ms. Stone and seconded by Ms. Schiffer, with all in favor, Resolution 2025-06, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Ratification Items**

Ms. Suit presented the following:

- A. Mele Environmental Services, LLC Estimate #1116 for Mulch Services**  
Estimate #1116 is \$8,800.
- B. Polk County Property Appraiser 2025 Date Sharing and Usage Agreement**
- C. Polk County Property Appraiser Contract Agreement**

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Mele Environmental Services, LLC Estimate #1116 for Mulch Services, in the amount of \$8,800; Polk County Property Appraiser 2025 Date Sharing and Usage Agreement; and Polk County Property Appraiser Contract Agreement, were ratified.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2024**

**On MOTION by Ms. Schiffer and seconded by Ms. Stone, with all in favor, the Unaudited Financial Statements as of December 31, 2024, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. November 4, 2024 Regular Meeting**
- B. November 5, 2024 Landowners' Meeting**

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the November 4, 2024 Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, both as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP**

Ms. Schiffer stated she would like to transition the Landowner-elected seats to resident Board seat around August, which is the same time they will probably turnover the HOA. Ms. Schiffer stated she and Ms. Germino will stay on the Board until the Fiscal Year 2026 Budget is adopted. Ms. Suit stated, when the time comes, she will facilitate an e-blast advising residents about the transition and directing interested candidates to submit a resume/letter of interest. She suggested Mr. Davenport speak to Ms. Willson about what is needed.

**B. District Engineer: Poulos & Bennett, LLC****C. District Property Manager: HomeRiver Group-Orlando**

There were no District Counsel, District Engineer or District Property Manager reports.

**D. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: March 3, 2025 at 1:00 PM**
  - **QUORUM CHECK**

The March 3, 2025 meeting will be cancelled. The next meeting will likely be on April 7, 2025.

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

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

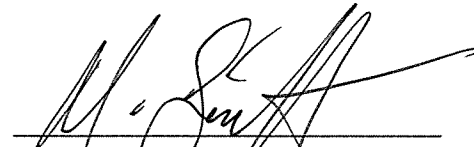
**FOURTEENTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 1:44 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair