

**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 Public Hearing and Regular Meeting on August 4, 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	Chair
Megan Germino	Vice Chair
Tyler Woody	Assistant Secretary
Harriet Stone	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jordan Lansford	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Alex Sorando (via telephone)	District Engineer
Amber Sweeney	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 1:15 p.m.

Supervisors Schiffer, Germino, Woody and Stone and Supervisor-Elect Amber Sweeney were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Amber Sweeney [Seat 2] (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 Amber Sweeney. Ms. Sweeney is familiar with the following:

- 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

Public Hearing on Adoption of Fiscal Year 2025/2026 Budget

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was opened.

- A. Affidavit of Publication
- B. Consideration of Resolution 2025-11, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Suit stated, although there will be an assessment increase, it is was not necessary to send Mailed Notices because the Mailed Notice sent two years ago had a maximum assessment amount of \$1,700, which is higher than the \$1,517.51 proposed Fiscal Year 2026 assessment.

Ms. Suit reviewed the Proposed Fiscal Year 2026 budget, including the Assessment Comparison tables.

No affected property owners or members of the public spoke.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was closed.

Ms. Suit presented Resolution 2025-11 and read the title.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-11, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

**RESERVE AT VAN OAKS CDD
FIFTH ORDER OF BUSINESS**

August 4, 2025

Consideration of Resolution 2025-12, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2025-12 and read the title.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-12, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Discussion/Consideration: 2025 Public Facilities Report/Annual Inspection Report

Ms. Suit presented the 2025 Public Facilities Report/Annual Inspection Report.

Asked if there are any issues worth noting, Mr. Sorando stated there are a few deficiencies that need to be corrected, which are outlined in the Report.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the 2025 Public Facilities Report/Annual Inspection Report, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2024, Prepared by Berger, Toombs, Elam, Gaines & Frank

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 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 2025-13, Hereby Accepting the Audited Annual Financial Report for Fiscal Year Ended September 30, 2024**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-13, Hereby Accepting the Audited Annual Financial Report for Fiscal Year Ended September 30, 2024, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Suit presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

NINTH ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following:

- A. **Resolution 2025-05, Electing and Removing Officers of the District and Providing for an Effective Date**
- B. **Florida State Fence Estimate #53792 [Stolen Fence]**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-05, Electing and Removing Officers of the District and Providing for an Effective Date; and Florida State Fence Estimate #53792 for fence installation, in the amount of \$3,720, were ratified.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2025

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the June 2, 2025 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine asked about the completion timeframe of the development.

Ms. Germino stated the development is completed but she is unsure about home sales.

B. District Engineer: Poulos & Bennett, LLC

C. District Property Manager: HomeRiver Group-Orlando

There were no District Engineer or District Property Manager reports.

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

- **NEXT MEETING DATE: October 6, 2025 at 1:00 PM**

- **QUORUM CHECK**

The October 6, 2025 meeting will be cancelled.

The date of the next meeting is to be determined.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

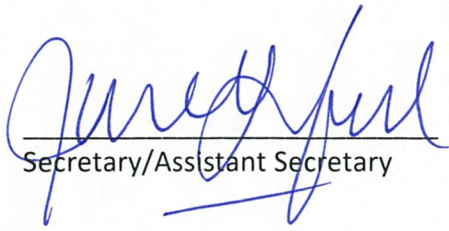
Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 1:33 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair