

**GREENEWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm Quorum

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, May 20, 2025, at 2:30 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Chad Tinetti	Chairperson	
Karen Duerr	Vice Chairperson	
Matthew Franko	Assistant Secretary	
Amanda Kost	Assistant Secretary	
Antoinette Munroe	Assistant Secretary	(via phone @ 2:32 p.m.)

Also attending:

Jennifer Walden	PFM	
Blake Firth	PFM	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Bob Schanck	Donald W. McIntosh Associates	
Dan Young	Tavistock	
Katie Harmer	Berman	
DJ Batten	Berman	
Samantha Sharenow	Berman	
Will Stafford	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. She noted there was no one from the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
April 15, 2025, Auditor Selection
Committee Meeting**

The Board reviewed the minutes of the April 15, 2025, Auditor Selection Committee Meeting.

On motion by Mr. Tinetti, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 15, 2025, Auditor Selection Committee Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
April 15, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the April 15, 2025, Board of Supervisors' Meeting.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 15, 2025, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Orange County

Ms. Walden stated there are 5,487 registered voters for the Greenway Improvement District as of April 15, 2025. No action is needed.

SIXTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter with Grau & Associates

Ms. Walden noted Grau & Associates was previously selected, and they have provided the District with their Audit Engagement Letter. She stated District Counsel and District Staff have reviewed the document, and everything is in line with the scope of work and pricing

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Audit Engagement Letter with Grau & Associates.

SEVENTH ORDER OF BUSINESS

Consideration of Amortization Engagement Letter with PFM

Ms. Walden explained these services were not included in the current scope, and the District needs to engage PFM for when these services are needed.

On motion by Ms. Duerr, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Amortization Engagement Letter with PFM.

EIGHTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement with Orange County Property Appraiser's Office

Ms. Walden noted the Orange County Property Appraiser's Office is still working on the standard agreement for their services and have provided the District with their Data Sharing Usage Agreement in the meantime. She explained this Agreement notes the District will not share any confidential information that is provided from the Property Appraiser's Office.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Data Sharing and Usage Agreement with Orange County Property Appraiser's Office.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date

Ms. Walden noted the budget is behind the Resolution, and due to numerous price increases, the District is going to need to increase assessments. She stated most assessment increases are under a hundred dollars per year, except for the estate homes.

Mr. Tinetti asked when the last assessment increase was. Ms. Walden stated it was about five years ago.

Ms. Walden noted for the record that Ms. Munroe joined the meeting in progress via phone.

There was brief discussion on how residents might respond to the increase. Mr. Franko noted three main items that increased were landscaping, streetlights, and trail repairs.

Ms. Mackie noted that once an assessment is proposed to be increased, the District is required to provide both a published notice and a mailed notice to every landowner within the District. Ms. Mackie recalled the last time assessments were increased in 2020, in addition to the statutory letter that is required under law, the District also included a cover page highlighting some of the reasons for the increase and other facts that may be helpful for the public to get a better understanding of why assessments need to be increased.

Ms. Kost recalled this cover letter was helpful the last time assessments were increased in terms of being able to gauge the reaction of the residents. She asked if the District would be able to provide a similar letter for this year's increases. Ms. Walden stated District Staff will work on the cover letter to be included.

Mr. Newton noted there is no longer a hurricane clean up line item and the contingency is also low, at \$5,000.00. He stated the District may not have enough contingency to cover the costs of clean up in the event of hurricane damage. There was a discussion on which line items have a buffer that could be used to cover any potential costs for hurricane clean up, and if landscaping, trail repair, and reserves have enough funds allocated.

Ms. Walden explained that the recommendation is to hold the Budget Public Hearing at Dockside Lake Nona on Tuesday, August 19, 2025, which is the normal meeting date. They have agreed to only charge \$250.00 for the room. The room is available at the normal meeting time but also available in the evening.

Mr. Tinetti suggested increasing the reserves instead of creating another line item for hurricane clean up so the District can pull from the reserves in the event of any storm damage.

Ms. Lane asked how much the District would like to put in for the budgeted amount to the reserves.

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved increasing the reserves by \$5,000.00.

Ms. Walden stated this increase will put the budget at \$693,758.26. She noted the assessment numbers provided to the Board at the start of the budget discussion will slightly increase due to the additional \$5,000.00 added to the reserves.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2025-03, Approving the Preliminary Budget for Fiscal Year 2026 with the discussed increase and Setting the Public Hearing Date for August 19, 2025, at 6:30 p.m. at 13623 Sachs Avenue, Orlando, FL 32827.

TENTH ORDER OF BUSINESS

Consideration of Tree Trimming Proposals

- a) **DWC Outdoors & Hauling LLC - \$10,500**
- b) **Paradise Arbor and Outdoors - \$14,000**

Ms. Walden reviewed the proposals noting the current budget for tree trimming is \$10,000.00. She stated the current vendor, DWC Outdoors & Hauling LLC, provided a quote for \$10,500.00 and Paradise Arbor and Outdoor provided a quote for \$14,000.00. She noted Berman has also reached out to Cepra for a third quote, but they use the same vendor and then would mark it up to provide to the District. Ms. Walden stated the District does have \$500 in other line items that could cover the budget shortfall since this is an item that needs to be completed in Fiscal Year 2025.

There was a brief discussion about getting the current vendor to take off the additional \$500 to stay within the budget.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Tree Trimming Proposal with DWC Outdoors & Hauling LLC for \$10,500.00.

ELEVENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2024 Audit

Ms. Walden noted this was a clean and standard audit. She stated there were no deficiencies in internal controls that would be considered material weaknesses.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the Fiscal Year 2024 Audit.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2025 in an amount totaling \$60,559.28

The Board reviewed the O&M expenditures paid in April 2025. Ms. Walden noted these expenditures have already been approved and need to be ratified by the Board.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in April 2025 in an amount totaling \$60,559.28.

THIRTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated there are no Work Authorizations at this time.

FOURTEENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

Ms. Walden stated the financials are updated through April 2025. The District has spent approximately 54% of the budget so far this year.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	Ms. Mackie noted District Staff will prepare the notices that were discussed in today's meeting as well as the agreement for tree trimming services.
<u>District Manager</u> –	Ms. Walden stated the next Board Meeting is scheduled for Tuesday, June 17, 2025.
<u>District Engineer</u> –	No report.
<u>Landscape Supervisor</u> –	No report.
<u>Construction Supervisor</u> –	No report.
<u>Irrigation Supervisor</u> –	No report.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Kost stated there is a spot on the trail on Laureate Blvd. near Granger Ave. that easily becomes flooded, causing pedestrians to have to walk through the grass to get around. She asked if there could be a drain placed to help reduce the buildup in the area. Mr. Batten responded that the team will look into this item.

Mr. Tinetti asked for a follow up on the painting of the fire hydrants. Mr. Young stated the City is aware and it is on their list to handle.

Mr. Tinetti asked for an update on the grass replacement on Tavistock Lakes Blvd. Mr. Batten stated BrightView has completed the Zoysia replacement on Tavistock Lakes Blvd. and they are now working on the St. Augustine grass replacements.

Mr. Tinetti asked for a follow up on the IQ system. Mr. Batten stated the IQ system has been handled.

Mr. Tinetti asked for an update on the caulk joints on the bridge. Ms. Harmer replied that all that work has been completed as well as the lighting items on the bridge.

Mr. Tinetti stated the no solicitation sign on Tavistock Lakes Blvd. is still down. Ms. Harmer replied that the sign fell back down and she will get Berman to get that reattached.

Mr. Tinetti noted there are cracks on the sidewalk on Laureate Blvd. near the big pond that need to be addressed. Ms. Harmer stated Berman will go out and do a survey of the area.

Mr. Franko asked if someone could reach out to the City to repair a significant rut that is on Nemours Parkway as you are heading into the neighborhood.

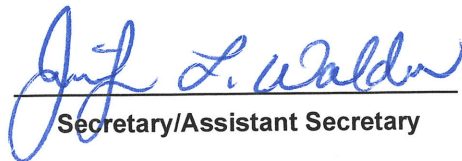
Ms. Kost asked for a follow up regarding the visibility by zip line park. Mr. Batten stated after looking into the matter, this was determined to be a responsibility of the HOA. He noted he did speak to the HOA about thinning out the bushes and removing some of the height as well.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Ms. Kost, seconded by Mr. Duerr, with all in favor, the May 20, 2025, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair