

**GREENWAY 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, November 18, 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 @ 2:35 p.m.)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Blake Firth	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
DJ Batten	Berman	
Carlos Negron	Berman	
Samantha Sharenow	Berman	
Eddie Padua	Berman	
Edgard Morales	Berman	
Pete Fussell	Berman	
Dan Young	Tavistock	
Rudy Bautista	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
August 19, 2025, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the August 19, 2025, Board of Supervisors' Meeting.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the August 19, 2025, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2026-01,
Adopting an Amended Budget for
Fiscal Year 2025**

Ms. Walden stated the overall O&M budget has not changed, but the line items were adjusted as needed based on actual expenses. This is a cleanup item the auditor will be looking for.

There was a brief discussion regarding the adjustments.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2026-01, Adopting an Amended Budget for Fiscal Year 2025.

FIFTH ORDER OF BUSINESS

Presentation and Review of District Infrastructure Assessment Report

Mr. Schanck gave an overview of the report and requested that the Board review and bring back any questions at the next meeting.

Ms. Walden noted this will be an annual report and will be aligned with the budget process for the upcoming fiscal year.

Ms. Walden noted for the record that Ms. Munroe joined the meeting in progress at 2:35 p.m. via phone.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards

Ms. Walden noted the District has met all goals and objectives for Fiscal Year 2025 and once approved, the report will be placed on the District's website.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards Report.

SEVENTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Assessment Administration Agreement for Fiscal Year 2026

Ms. Walden noted this is a standard Agreement with the County and was executed by the Chair outside of a meeting. This is solely for ratification.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Non-Ad Valorem Assessment Administration Agreement for Fiscal Year 2026.

EIGHTH ORDER OF BUSINESS**Ratification of Egis Insurance
Package for Fiscal Year 2026**

Ms. Walden noted this was executed by the Chair outside of a meeting so the insurance would not lapse. The total cost of insurance was \$15,847.00 vs. the \$18,580.95 in the budget.

On motion by Ms. Duerr, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Egis Insurance Package for Fiscal Year 2026.

NINTH ORDER OF BUSINESS**Ratification of Operation and
Maintenance Expenditures Paid in
August 2025 in an amount totaling
\$46,295.76**

Ms. Walden noted these were already approved and are solely for ratification.

On motion by Ms. Duerr, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in August 2025 in an amount totaling \$46,295.76.

TENTH ORDER OF BUSINESS**Ratification of Operation and
Maintenance Expenditures Paid in
September 2025 in an amount totaling
\$23,887.66**

Ms. Walden noted these were already approved and are solely for ratification.

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 September 2025 in an amount totaling \$23,887.66.

ELEVENTH ORDER OF BUSINESS**Ratification of Operation and
Maintenance Expenditures Paid in
October 2025 in an amount totaling
\$48,428.03**

Ms. Walden noted these were already approved and are solely for ratification.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in October 2025 in an amount totaling \$48,428.03.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden reviewed the Work Authorization with Berman for the bridge repair, in the amount of \$13,975.00. This work will be completed by Rose Paving, overseen by Berman and it is estimated to be completed within a week.

There was brief discussion regarding the scope of work and the timeframe of when the work will be done.

It was requested there be more detailed breakdown regarding scope of work in the future.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization with Berman for bridge repair, in the amount of \$13,975.00.

Ms. Walden reviewed the proposal from Juniper for the Tavistock Lakes Boulevard monument enhancement, in the amount of \$1,152.00. Mr. Batten gave an overview of the scope of work and noted the recommendation is to move forward with more permanent plants, as opposed to annuals.

Ms. Mackie noted if this is included in the monthly maintenance cost, we would want to change order it out of the existing Agreement and have a Work Authorization.

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal from Juniper, in the amount of \$1,152.00 and take out the cost of annuals in the existing Agreement.

The two Tavistock Lakes Boulevard sod replacement proposals from Juniper were tabled until details are finalized by District staff.

Ms. Walden reviewed the Work Authorization from Berman for the holiday décor install for 2025, in the amount of \$6,000.00. It was noted this includes storage, installation, and removal of the holiday decor.

Ms. Sharenow noted that the holiday decorations will be installed the week after Thanksgiving and will be removed the first week of January.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization with Berman for holiday decor, in the amount of \$6,000.00.

THIRTEENTH ORDER OF BUSINESS

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

Ms. Walden stated the financials are updated through the end of the Fiscal Year 2025 and the beginning of the Fiscal Year 2026. The District has spent approximately 6% of the budget for Fiscal Year 2026. No action was required.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – It was noted the annual Ethics Training is due by December 31, 2025.

District Manager – Ms. Walden noted the next meeting is scheduled for December 16, 2025. She also noted there has been a resident complaint that a sprinkler damaged their vehicle. This claim is being handled through the District's insurance and she will keep the Board updated.

District Engineer – No report.

Landscape Supervisor – No report.

Construction Supervisor – No report.

Irrigation Supervisor – Mr. Batten noted that Juniper has taken over two areas within Greenway and they seem to be doing fine. He is waiting for the latest irrigation reports from Juniper.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Kost commented on an area near the bridge and noted the caulking is raised in several areas. She also noted there is differential settlement on the trail and fire ant piles along Laureate Boulevard. Berman will follow up on these items.

Ms. Kost also commented regarding visibility issues on Nemours Parkway due to the palmettos, where the new stop sign has been installed. It was noted that the palmettos are HOA responsibility.

There was brief discussion regarding resident complaints about the parking spots near the crosswalk on Tavistock Lakes Boulevard and the landscaping in that area that is growing over into a resident's yard. It was noted landscaping can be structurally trimmed to not impede on the resident's yard.

Mr. Tinetti noted the lights on Tavistock Lakes Boulevard bridge are out again. Mr. Franko noted the City has placed new signage on Bovet near the playground in the right-of-way with their standard installation and needs to be addressed as it does not match the CDD signage. Berman will follow up on both items.

Ms. Duerr commented regarding the invasive plant, kudzu, throughout the area. Mr. Batten will follow up.

There were no further Supervisor requests at this time.

SIXTEENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the November 18, 2025, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair