

**MINUTES OF MEETING
PEACE CREEK VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Peace Creek Village Community Development District was held on **Thursday, August 7, 2025** at 1:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida and via Zoom Webinar.

Present and constituting a quorum were:

David Matt	Chairman
Kristen Matt	Vice Chairperson
John McKay	Assistant Secretary
Allan Keen	Assistant Secretary
Mariellen Jewers	Appointed as Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS
Steve Sloan <i>by Zoom</i>	District Engineer, Sloan Engineering Group

The following is a summary of the discussions and actions taken at the August 7, 2025 Peace Creek Village Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:00 p.m. Four Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment period. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of John Blakely (Seat 3)

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Peace Creek Village CDD

Ms. Burns presented the resignation of John Blakely who resigned after the last meeting.

On MOTION by Mr. Keen, seconded by Ms. Matt, with all in favor, Accepting the Resignation of John Blakely (Seat 3), was approved.

B. Appointment to Fill Vacant Board Seat #3

Ms. Burns asked for a nomination to fill vacant seat #3. Mr. Matt nominated Mariellen Jewers to seat #3.

On MOTION by Mr. Matt, seconded by Mr. Keen, with all in favor, Appointing Mariellen Jewers to Fill Seat #3, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns stated she will swear Ms. Jewers in at a later time since she is attending the meeting by Zoom. Ms. Hancock reviewed the Sunshine law, public records law, and ethics law.

D. Consideration of Resolution 2025-19 Appointing an Assistant Secretary

Ms. Burns stated this resolution would appoint Ms. Jewers an Assistant Secretary.

On MOTION by Ms. Matt, seconded by Mr. Keen, with all in favor, Resolution 2025-19 Appointing Mariellen Jewers as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 1, 2025 Board of Supervisors Meeting

Ms. Burns presented the minutes from the May 1, 2025 Board of Supervisors meeting. She asked for any questions, comments, or corrections. Hearing no changes from the Board, she asked for a motion to approve.

On MOTION by Mr. Keen, seconded by Mr. McKay, with all in favor, the Minutes of the May 1, 2025 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

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Ms. Burns asked to open the public hearing.

On MOTION by Mr. McKay, seconded by Ms. Matt, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-20 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns presented Resolution 2025-20. The budget is attached as exhibit A. The amenity expenses are based on estimates of similar projects and prorated for six months of operation based on the development timeline. There is field expense estimates based on some proposals received in similar communities. The townhomes would have a per unit assessment of \$263.14 annually. The single family shows a contribution from the developer to offset that assessment so would be \$1,000 gross collected on the tax bill. That developer contribution will be billed as needed and is listed at \$33,589. There is also the Phase 2 unplatted amount that is just paying their portion of the admin assessment. She asked for any questions or changes.

On MOTION by Mr. Keen, seconded by Mr. Matt, with all in favor, Resolution 2025-20 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2025/2026 Budget Deficit Funding Agreement

Ms. Burns stated this is for that contribution on the single-family lots. It will only be billed if needed at the end of the fiscal year.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, the Fiscal Year 2025/2026 Budget Deficit Funding Agreement, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

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B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to open the public hearing. This public hearing has been advertised. It is a first time O&M levy for the District. In the prior year, they were developer funded so they sent a mailed notice to all property owners within the District as well. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2025-21 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this will certify the operations and maintenance assessments based on the budget that the Board just approved. The previously levied debt assessments are listed there as well that will also be collected on the tax bill for the upcoming year.

On MOTION by Mr. Keen, seconded by Mr. McKay, with all in favor, Resolution 2025-21 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-22
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

The Board agreed on the second Tuesday of the month at 1:00 p.m. at the same location.

On MOTION by Mr. Matt, seconded by Mr. McKay, with all in favor, Resolution 2025-22 Designation of a Regular Monthly Meeting Date, Time and Location for Fiscal Year 2025/2026, was approved.

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SEVENTH ORDER OF BUSINESS**Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns stated on page 28 of the audit is the report to management that summarizes the audit report. There are no instances of noncompliance and no findings. It is a clean audit.

On MOTION by Mr. Matt, seconded by Mr. McKay, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS**Goals and Objectives****A. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Burns stated the Fiscal Year 2026 goals & objectives are included in the agenda package. She asked if there are any changes to those. These are suggested and comply with the statutory requirement.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Adoption of the Fiscal Year 2026 Goals & Objectives, were approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns noted the District is on track to meet all of the FY25 goals & objectives. She suggested authorizing the Chair to confirm that the District has met the goals after September 30th, sign the form and submitted it to the state.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to execute, was approved.

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

Ms. Hancock reminded the Board of the ethics training due by December 31, 2025.

B. Engineer

Mr. Sloan didn't have anything specific to report. Construction is progressing well. He offered to take any questions.

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C. Field Manager's Report**i. Consideration of Scope for Landscape Maintenance Services**

Mr. Smith reviewed three bids from landscape vendors. All bidders bid on 42 common area mows, 32 unirrigated Bahia pond areas and bank mows and 17 detail rotations. Prince & Sons is the lowest bidder at \$55,800. Weber Continuum is \$58,590.16 (they provided a price for mulch at \$97.55 per yard) and Floralawn at \$59,742. He recommended Prince as they are the lowest bidder and a very good company. There is a map of the area on page 153 of the agenda package.

On MOTION by Mr. Matt, seconded by Mr. Keen, with all in favor, the Prince Proposal for \$55,800, was approved.

ii. Consideration of Scope for Aquatic Maintenance Services

Mr. Smith reviewed two bids for aquatic services, Aquatic Weed Management and Sitex. He suggested choosing the lowest bidder as they both do good work.

On MOTION by Mr. Matt, seconded by Mr. Keen, with all in favor, the Aquatic Weed Management Proposal, was approved.

D. District Manager's Report**i. Discussion Regarding Supervisor Compensation Payments**

Ms. Burns stated Mr. Keen requested to go ahead and process compensation payments without taxes taken out so Board members will get a form at the end of the year. Everyone has to be processed the same way.

ii. Ratification of Funding Requests #1 through #4

Ms. Burns stated these have been approved and asked for a motion to ratify.

iii. Ratification of Series 2025 Requisitions #2 through #6

Ms. Burns stated these have been approved and asked for a motion to ratify.

On MOTION by Mr. Matt, seconded by Mr. McKay, with all in favor, Funding Requests #1 through #4 and Series 2025 Requisitions #2 through #6, were ratified.

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iv. Balance Sheet & Income Statement

Ms. Burns noted financial statements through June are included in the agenda package for review. There is no action necessary from the Board.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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 for a motion to adjourn the meeting.

On MOTION by Mr. Matt, seconded by Mr. McKay, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

David Matt

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Chairman/Vice Chairman