

**MINUTES OF MEETING  
WEIBERG ROAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Weiberg Road Community Development District was held on **Tuesday, March 3, 2026**, at 9:38 a.m. at 346 E. Central Ave., Winter Haven, FL 33880.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Bobbie Shockley	Assistant Secretary
Lindsey Roden	Assistant Secretary
Mike Cassidy	Assistant Secretary ( <i>resigned during meeting</i> )

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Megan Birnholz-Couture <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS
Kristin Cassidy	Appointed as Assistant Secretary

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Four Board members were present in person constituting a quorum. Supervisor Mike Cassidy requested to resign from the Board. Ms. Burns asked for a motion to accept his resignation.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting Mr. Mike Cassidy's Resignation, was approved.

Ms. Burns noted that there is now a vacant Board seat open and asked if the Board had any recommendations for appointments. Ms. Schwenk proposed appointing Ms. Kristin Cassidy to fill the vacant seat.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Appointing Ms. Kristin Cassidy to the Vacant Board Seat, was approved.

Ms. Burns swore in Ms. Cassidy to the Board of Supervisors.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present to provide public comments.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 1, 2025 Board of Supervisors Meeting**

*\*This item was not discussed. (Noted by Recording Secretary that the July 8, 2025 minutes were the ones included in the actual agenda package and there was an error in labelling this item on the agenda – regardless, this item was not discussed and the July 2025 meeting minutes will be placed on the next meeting agenda for approval)*

**FOURTH ORDER OF BUSINESS**

**Presentation of Memo Regarding Amendments to District Rules of Procedure**

**A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns suggested setting the public hearing for June 2, 2026. This will be for updating the existing Rules of Procedure.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02 Spending Authorization Resolution**

Ms. Burns stated Resolution 2026-02 authorizes the District manager to authorize expenses up to \$2,500 outside of the meeting. The Chair, or Vice Chair in their absence, may authorize up to \$10,000, and the District Manager and Chair may jointly authorize up to \$25,000.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-02 Spending Authorization Resolution, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03 Approving the Proposed Fiscal Year 2026-2027 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2026-2027 Budget (Suggested Date: June 2, 2026)**

Ms. Burns suggested setting the public hearing for Resolution 2026-03 on June 2, 2026. The proposed budget, which is developer-funded and does not anticipate field expenses unless incurred, needs to be sent to the city or county at least 60 days before the scheduled public hearing. While field expenses and a playground lease item were included for potential future needs, changes can still be made before adoption. The timeline aligns with the regular June meeting.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-03 Approving the Proposed Fiscal Year 2026-2027 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2026-2027 Budget on June 2, 2026, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of 2026 Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated they don't anticipate collecting the assessments on the tax bill this November but will enter it into the agreement.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser has already been executed. She asked for a motion to ratify the resolution.

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On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

**NINTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns stated this is a renewal based on the previously awarded contract and has already been executed.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, the Audit Engagement Letter for Fiscal Year 2025 Audit, was ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing to report.

**B. Engineer**

**i. Ratification of Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry**

Mr. Arrington stated they are estimating the budget of \$15,000 plus other direct costs. The billing rates can be found on page 107.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Work Authorization 2026-1 for FY 2026 District Engineering Services from Dewberry , was ratified.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register totaling \$3,886.05.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

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Ms. Burns presented the Balance Sheet & Income Statement and stated there was no action necessary.

**ELEVENTH ORDER OF BUSINESS                      Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS                      Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS                      Adjournment**

Ms. Burns asked for a motion to adjourn.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Rennie Heath*

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Chairman/Vice Chairman