

Myrtle Creek Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

www.myrtlecreekid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Myrtle Creek Improvement District ("District"), scheduled to be held at **5:00 p.m. on Tuesday, November 19, 2024, at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmccd.webex.com

Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Members**
- 2. **Consideration of the Minutes of the October 15, 2024, Board of Supervisors' Meeting**
(provided under separate cover)
- 3. **Consideration of Resolution 2025-01, Election of Officers**

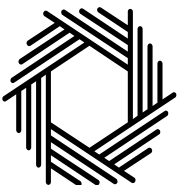
Business Matters

4. **Consideration of Resolution 2025-02, Adopting an Amended Budget for Fiscal Year 2024**
(provided under separate cover)
5. **Discussion of Increasing Frequency of Garbage Removal**
6. **Ratification of Operation and Maintenance Expenditures Paid in October 2024 in an amount totaling \$55,054.55** *(provided under separate cover)*
7. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
8. **Review of District's Financial Position and Budget to Actual YTD** *(provided under separate cover)*

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



pfm

MYRTLE CREEK IMPROVEMENT DISTRICT

Oath of Office

**MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MYRTLE CREEK IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization, this _____ day of _____, 2024, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Myrtle Creek Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the October 15, 2024,
Board of Supervisors' Meeting**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2025-01,
Election of Officers**

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **MYRTLE CREEK IMPROVEMENT DISTRICT** (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:

- Section 1. Bob Da Silva is elected Chair.

- Section 2. Kam Shenai is elected Vice Chair.

- Section 4. Jennifer Walden is elected Secretary.

- Section 5. Lynne Mullins is elected Assistant Secretary.

- John Lynaugh is elected Assistant Secretary.

- Kyle Scholl is elected Assistant Secretary.

- Marsha Leed is elected Assistant Secretary.

- Section 5. Jennifer Glasgow is elected Treasurer.

- Section 6. Amanda Lane is elected Assistant Treasurer.

- Amy Champagne is elected Assistant Treasurer.

- Rick Montejano is elected Assistant Treasurer.

- Verona Griffith is elected Assistant Treasurer.

- Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

- Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY of November 2024.

ATTEST:

**MYRTLE CREEK
IMPROVEMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2025-02,
Adopting an Amended Budget for Fiscal Year 2024**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

Discussion of Increasing Frequency of Garbage Removal

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures
Paid in October 2024 in an amount totaling \$55,054.55**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

Work Authorization/Proposed Services
(if applicable)

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “Work Authorization”), dated 11/10/24, 2024, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE MYRTLE CREEK IMPROVEMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “Agreement”), dated August 17, 2020, by and between:

Myrtle Creek Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “District”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “Contractor”, together with District the “Parties”).

Section 1. Scope of Services. Contractor shall provide sealing monument maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “Services”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

MYRTLE CREEK IMPROVEMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Katie Harmer

Witness

By: **Katie Harmer, VP**
Its: _____

Exhibit A: Proposal/Scope of Services

Proposal: CDD MCID Sealant Monument

Proposal Date: 11/08/2024

Project Name: CDD MCID Sealant Monument

Client Contact: PFM

Work Order #: 72896

Project Scope

Objective:

To apply a protective sealant to monument surfaces (stone, metal, masonry) to preserve them from environmental factors while maintaining their integrity.

Key Steps:

- **Material Selection & Tools:**
 - Use breathable, UV-resistant, and weatherproof sealants (e.g., silane, siloxane, or silicate-based).
 - Tools include brushes, rollers, sprayers, and soft cleaning materials.
- **Surface Preparation:**
 - Inspect and clean the monument, removing dirt, biological growth, and old coatings.
 - Repair any damage or deterioration before applying sealant.
 - Ensure the surface is completely dry before application.
- **Sealant Application:**
 - Apply the sealant evenly using appropriate methods (brush, roller, sprayer).
 - Multiple coats may be required, depending on the material and product.
 - Ensure careful application around detailed features.
- **Post-Application:**
 - Inspect the work after the sealant has dried (24–48 hours) for uniform coverage and touch up any missed areas.
 - Clean up tools and remove protective coverings.
- **Safety & Compliance:**
 - Ensure workers use proper safety gear and follow regulations, especially for handling chemicals and working at heights.

Payment Terms

Total: \$ 1,300

Labor and materials are included.

Proposal: CDD MCID Sealant Monuments

Additional Notes

Please contact our office upon receipt and approval of this contract, and any questions you might have. Should you accept the terms outlined above please sign below and return.

We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Thank You

We appreciate your business and look forward to our continued partnership. Please don't hesitate to reach out with any questions.

Approvals

Property Manager
By: PFM

Berman
By: Katie Harmer

About Berman

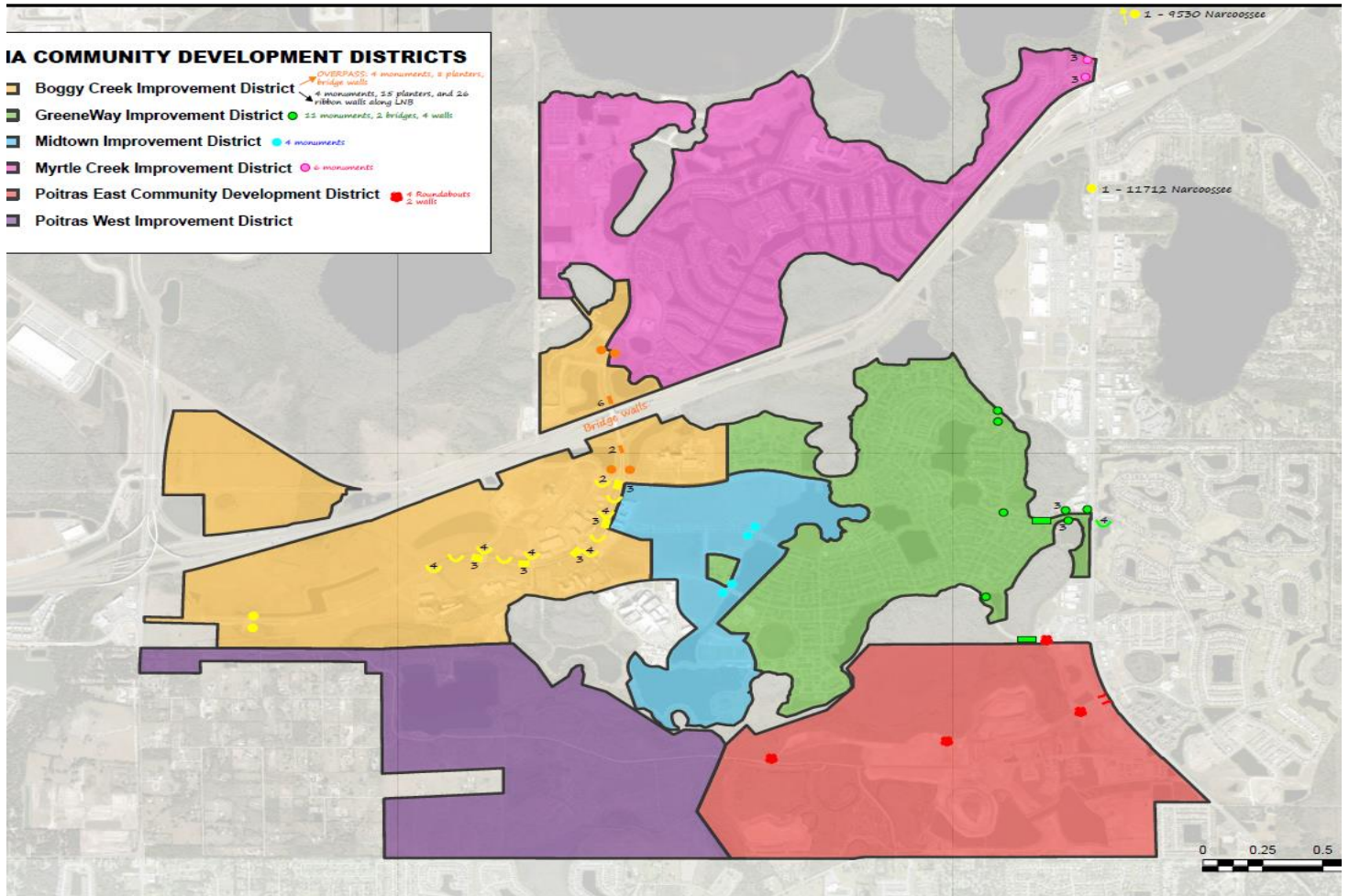
Berman is a national full-service property management, security and facility services company based in Lake Nona, Florida. Our team is highly skilled in providing dependable, professional and cost-effective solutions across facility, janitorial, on-demand repairs, maintenance staffing, security and all other ancillary facility services to help you run your facility as smoothly as possible.

We pride ourselves on being a single point for all facility and property needs. Quality and integrity are at the heart of what we do.

We are a tech-forward team, serving our clients with swift and diligent work, to ensure our client properties are well taken care of. We embrace problems quickly and tackle solutions intelligently in a unique, customized manner for each clients' needs.

Our Services

- ✓ **Property & Facility Management**
- ✓ **Property Maintenance**
- ✓ **24/7 Emergency Repairs**
- ✓ **General Construction**
- ✓ **Janitorial Services**
- ✓ **Security**
- ✓ **Pressure Washing**
- ✓ **Landscaping**
- ✓ **Disaster Response**



MYRTLE CREEK IMPROVEMENT DISTRICT

**District's Financial Position
and Budget to Actual YTD**
(provided under separate cover)