

MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, May 19, 2026, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Kam Shenai	Chair	
Marsha Leed	Vice Chair	(via phone)
Trudy Evans	Assistant Secretary	
Patrick Gill	Assistant Secretary	

Also attending:

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked if there were any public comments. She noted there were members of the public present at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
March 10, 2026, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the March 10, 2026, Board of Supervisors' Meeting.

On motion by Mr. Shenai, seconded by Mr. Gill, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the March 10, 2026, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Letter from Supervisor of Elections –
Orange County**

Ms. Walden noted that as of April 15, 2026, there are 2,681 registered voters within the District. No action was required.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2026-05,
General Election**

Ms. Walden noted that Seat 3, currently held by Ms. Evans, Seat 4, currently held by Mr. Gill, and Seat 5, currently held by Mr. Da Silva, will be up for the General Election. She noted the District will run a notice for the qualifying period, which is noon on June 8th to noon on June 12th and everything is handled by the Orange County Supervisor of Elections.

There was brief discussion regarding the General Election process.

On motion by Mr. Shenai, seconded by Ms. Evans, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2026-05, General Election.

SIXTH ORDER OF BUSINESS**Consideration of Fiscal Year 2027 DM
Fee Increase Letter**

Ms. Walden noted that PFM is requesting an increase to \$51,425.00 for District Management services and the last increase was three years ago.

Ms. Walden gave an overview of the increase reasoning and noted the increase is 10% and still keeps the cost below the usual minimum for resident Districts with PFM.

On motion by Mr. Shenai, seconded by Mr. Gill, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Fiscal Year 2027 DM Fee Increase Letter.

SEVENTH ORDER OF BUSINESS**Consideration of Proposals for Trail
Repairs**

Berman gave an overview of the proposal received from Baseline, in the amount of \$11,299.00.

Mr. Padua gave an overview of the scope of work and the location. This project would start within two weeks and would take approximately two weeks to complete. It was noted Berman has worked with the vendor previously.

Ms. Walden noted that the recommendation is for Berman to oversee the project with Baseline being a third-party vendor. The fee for Berman is 10% so the total project cost with oversight fee is \$12,428.90. She added that a Work Authorization would be needed to move forward.

There was brief discussion regarding completion of the project. It was noted this proposal includes the most severe issues.

On motion by Mr. Shenai, seconded by Ms. Evans, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Proposal for Trail Repairs, with a Work Authorization with Berman for \$12,428.90.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2026-06, Approving a Preliminary Budget for Fiscal Year 2027 and Setting a Public Hearing Date

Ms. Walden gave an overview of the budget. It was noted that only the Wellspring assessments would increase due to landscaping and lighting for that area.

There was discussion regarding the budget and reserves.

On motion by Mr. Shenai, seconded by Ms. Evans, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2026-06, Approving a Preliminary Budget for Fiscal Year 2027, and Setting Public Hearing Date for August 18, 2026, at 4:30 p.m., at 6900 Tavistock Blvd., Suite 200, Orlando, FL 32827.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2026-07, Setting a Public Hearing Date on Adoption of Rules of Procedure a. Rules of Procedure b. Notice of Rule Development c. Notice of Rulemaking

Ms. Walden gave an overview of the Resolution and notices. Ms. Mackie added this is to update the Rules of Procedure based on changes to Florida Law over the past several years and is required to be done at a Public Hearing.

On motion by Ms. Evans, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2026-07, Setting a Public Hearing Date on Adoption of Rules of Procedure, with a date of August 18, 2026, at 4:30 p.m., at 6900 Tavistock Blvd., Suite 200, Orlando, FL 32827.

TENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2025 Audit

Ms. Walden noted this was a standard and clean audit with no deficiencies in internal controls that would be considered material weaknesses. She added that the audit has been reviewed by the Chair and District Staff.

On motion by Mr. Gill, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Fiscal Year 2025 Audit.

ELEVENTH ORDER OF BUSINESS

Ratification of Promissory Note for Performance Drive Phase 3

Ms. Walden noted this was related to the previously approved acquisition. This was executed by the Chair outside of a meeting so now we need Board ratification.

On motion by Ms. Evans, seconded by Mr. Gill, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Promissory Note for Performance Drive Phase 3.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in March 2026 in an amount totaling \$73,106.24

The Board reviewed the O& M Expenditures paid in March 2026. Ms. Walden noted these have been previously approved and need to be ratified by the Board.

On motion by Ms. Evans, seconded by Mr. Gill, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in March 2026 in an amount totaling \$73,106.24.

THIRTEENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2026 in an amount totaling \$61,581.47

The Board reviewed the O&M Expenditures paid in April 2026. Ms. Walden noted these have been previously approved and need to be ratified by the Board.

On motion by Ms. Evans, seconded by Mr. Gill, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in April 2026 in an amount totaling \$61,581.47.

FOURTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden noted there were no Work Authorizations at this time.

FIFTEENTH 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 April. The District is approximately 58% through the Fiscal Year and has spent approximately 39% of the adopted budget. No action was required. No action was required.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

<u>District Manager</u> –	Ms. Walden stated the next Board Meeting is scheduled for Tuesday, June 16, 2026.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	Mr. Fussell noted the monthly landscape report (Minutes Exhibit A) was provided to the Board and everything is looking good overall. He added they are waiting for irrigation reports from the vendor.
<u>Irrigation Supervisor</u> –	No report.

SEVENTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Shenai commented regarding the monuments and that the monument near 7-11 does not have flowers. Berman will follow up as there are irrigation issues in that location and nothing has survived previously.

Mr. Shenai noted there is a lot of dead wood across from the front of the main gate of Village Walk. Mr. Fussell noted a proposal is forthcoming for that area.

Mr. Shenai commented regarding the curb cleaning within the District does not appear to be completed as it is not consistent. Mr. Padua noted this project has been completed, but Berman will follow up with the service reports and review the areas.

Ms. Evans inquired about the roundabout and educating the community regarding navigating the roundabout. There was brief discussion and it was noted that maybe the HOA could put something out to the residents.

Mr. Gill noted there have been sprinkler issues and wanted to know who the best person was to contact. Ms. Walden noted that irrigation or landscape items can be sent to the District Management team or to the Berman team. There was brief discussion regarding the sprinklers within the District. It was noted the flow sensors are being replaced with the ones that are not working.

There was brief discussion regarding communication with Berman regarding irrigation and landscape concerns. Mr. Padua recommended having an email that notifies District Management and Berman of issues reported by residents. Ms. Walden and Mr. Padua will follow up and provide an update.

Mr. Gill asked about the storm drains and how to address concerns. Mr. Young noted that the storm drains are a City responsibility, not the District's, and residents can contact the City for requests regarding the drains. He added that if it is related to a specific construction project then to reach out to anyone on the team and they will follow up accordingly.

Ms. Walden noted there are excess funds in the 2016 reserve account. The Trustee has asked the Board for direction on how to apply the funds. Ms. Lane gave an overview of options for the funds and recommended putting it into the prepayment account to pay a portion toward the Bond.

On motion by Mr. Shenai, seconded by Ms. Evans, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Excess Funds in the 2016 Reserve Account to be placed in the Prepayment Account.

There were no further Supervisor requests at this time.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Mr. Shenai, seconded by Ms. Evans, with all in favor, the May 19, 2026, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair



Myrtle Creek ID Monthly Landscape Report – April 2026

Maintenance – Mowing completed weekly on all common turf areas except for non-irrigated Bahia turf due to lack of rain. Edging performed along sidewalks, curbs, and hard surfaces. Shrub Pruning as needed for shape and visibility. Bed weeds manually removed and chemically treated as needed. Detail and trash removal for all areas was completed weekly this month per the specifications. Fertilizer and Pest Control application completed as specified. Irrigation Inspection was completed and the report is submitted separately.

Overall – The site is in Good condition overall. The turf, plants and trees are growing and healthy. No indications or reports of debris or trash accumulating. No signs of disease or insect infestations. A few areas need proposed enhancements.

Issues – Quite a few plants and small trees did not weather the cold very well. These areas have proposed extra work to be completed. The contractor is back logged with extra work and is working to schedule proposed work as soon as possible.

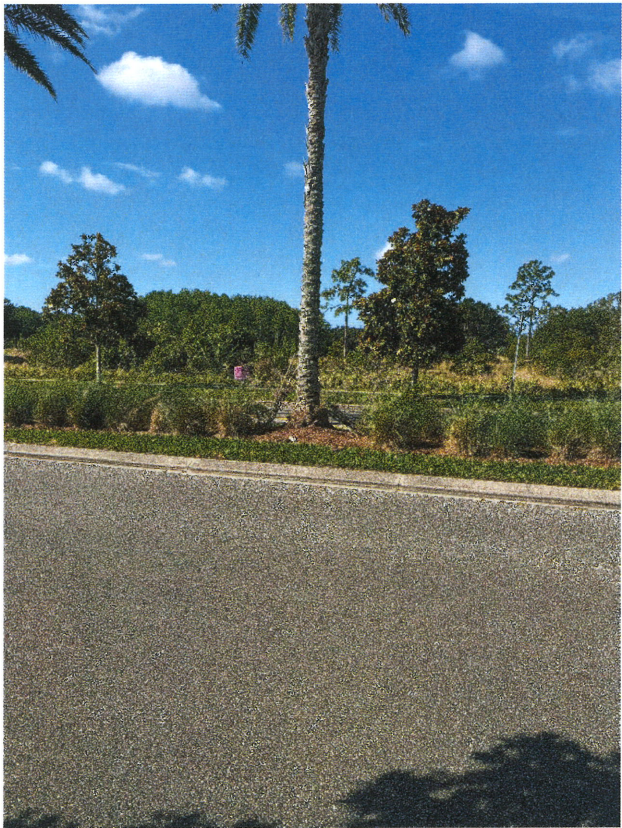
Looking Ahead – Regular maintenance activities continue as scheduled. Pruning for cold damage should be completed soon. Proposals are being generated to fill in bed areas. Scheduling for enhancements, fertilizer, and pest treatments will be provided once determined.

Submitted by

Pete Fussell

Berman

Myrtle Creek ID Monthly Landscape Report – April 2026



Myrtle Creek ID Monthly Landscape Report – April 2026

