

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, June 16, 2026, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	
Amanda Lane	PFM	(via phone 6:00 – 6:15 p.m.)
Tucker Mackie	Kutak Rock	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
Carlos Negron	Berman	
Eddie Padua	Berman	
Samantha Sharenow	Berman	
Pete Fussell	Berman	
Edgard Morales	Berman	
DJ Batten	Berman	
Will Stafford	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked if there were any public comments. She noted that there were no members of the public present at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
May 19, 2026, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the May 19, 2026, Board of Supervisors' Meeting.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 19, 2026, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2026
Audit Engagement Letter**

Ms. Walden noted the Engagement Letter is with Grau and Associates. It has been reviewed by District Staff and is within the budget. The recommendation is to approve in substantial form in order for District

Counsel to review before signing, and to authorize the Chair to execute the final engagement letter upon District Counsel's approval.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Fiscal Year 2026 Audit Engagement Letter, in substantial form.

FIFTH ORDER OF BUSINESS

Presentation and Review of 2026 District Infrastructure Assessment Report

Mr. Schanck gave an overview of the safety issues and the report. It was noted no repairs have been completed as of yet and most are aesthetic. The recommendations are to repair the issues in Photos 9.1, 10, 11.2, 14.1, 15 and 17.1.

There was discussion regarding the recommendations and the proposal process. The Board directed the District Engineer to prepare a scope of work for the identified repair areas for Board consideration at a future meeting.

On motion by Mr. Shenai, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the 2026 District Infrastructure Assessment Report.

SIXTH ORDER OF BUSINESS

Consideration of 1st Amendment to Personnel Leasing Agreement with Berman

This item was tabled.

SEVENTH ORDER OF BUSINESS

Consideration of Tree Pruning Proposals

Ms. Walden noted that two proposals were received for tree pruning. It was noted that the District has worked with DWC Outdoors and Hauling previously and they are the lowest priced proposal.

On motion by Mr. Shenai, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Tree Pruning Proposal from DWC Outdoors and Hauling in the amount of \$40,000.00.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in May 2026 in an amount totaling \$37,414.48

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

On motion by Ms. Evans, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in May 2026 in an amount totaling \$37,414.48.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden reviewed the Work Authorization from Cepra, in the amount of \$37,364.00, for the Landscape Renovations Proposal from 7/11 down just past Wellspring.

There was brief discussion regarding the costs, the budget and locations.

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 Work Authorization from Cepra for Landscape Renovations Proposal from 7/11 down just past Wellspring, in the amount of \$37,364.00.

Ms. Walden reviewed the Work Authorization from Cepra, in the amount of \$6,428.00, for the removal of dead pine trees.

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 Work Authorization from Cepra for removal of dead pine trees, in the amount of \$6,428.00.

Ms. Walden reviewed the Work Authorization from Cepra, in the amount of \$31,960.00, to replace dead firebush and other plant material across from the Villagewalk main entrance.

On motion by Ms. Evans, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Cepra to replace dead firebush and other plant material across from the Villagewalk main entrance, in the amount of \$31,960.00.

There was brief discussion regarding the budget and contingency line item.

TENTH 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 May. The District is approximately 67% through the Fiscal Year and has spent approximately 45% of the adopted budget. No action was required.

There was brief discussion regarding irrigation and tree items. Berman gave an overview.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

District Manager –

Ms. Walden stated the next Board Meeting is scheduled for Tuesday, July 21, 2026.

Ms. Walden reminded the Board of the July 1st Form 1 deadline.

Ms. Walden noted that Ms. Evans, Mr. Da Silva, and Mr. Gill ran unopposed for their Board Seats.

District Engineer –

No report.

Construction Supervisor –

No report.

Landscape Supervisor –

Mr. Fussell gave an update and noted the monthly Landscape Report (Minutes Exhibit A) was provided to the Board. He commented that there are no current issues.

There was brief discussion regarding resident complaint submissions. The recommendation is to keep the current process in place.

Irrigation Supervisor –

No report.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Ms. Evans asked about the trailers near Narcoossee Road. It was noted that the trailers are owned by Advent Health and are located on their property.

Mr. Shenai commented on the monument near 7-11. Berman explained there is no irrigation in that area at this time but once construction is completed, landscaping can be added.

Mr. Shenai inquired about cleaning the curbs. Berman noted completion photos have been sent to District Management and the areas were completed at different times so some areas will look different. Berman recommended completing this once a year.

There were no further Supervisor requests at this time.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the June 16, 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 – May 2026

Maintenance – Mowing completed weekly on all common turf areas except for non-irrigated Bahia turf. 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.

Issues – Construction areas are causing many irrigation problems for the district. The contractor is working with the road crews to keep up as many zones 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 – May 2026

