

MINUTES OF MEETING  
RIVERWALK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Riverwalk Community Development District was held on Wednesday, May 21, 2025, at 3:30 p.m. at 219 E Livingston St, Orlando, Florida.

Present and constituting a quorum were:

Mary Burns	Chair
Justin Grauer	Assistant Secretary
Val DeMarco	Assistant Secretary
Jessa Anderson	Assistant Secretary

Also present were:

George Flint	District Manager
Wes Haber <i>by phone</i>	District Counsel
John Townsend	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public to provide comment.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Chris Wrenn and Appointment of Individual to Fulfill the Vacancy with a Term Ending November 2026**

Mr. Flint stated that he received a resignation from Mr. Chris Wrenn and asked for a motion to approve.

On MOTION by Ms. Burns, seconded by Mr. Grauer, with all in favor, Accepting the Resignation of Chris Wrenn, was approved.
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Mr. Flint stated that whenever a vacancy occurs during the term of office, the remaining Board members appoint the replacement. Mr. Wrenn's seat had a term expiring in November 2026. Ms. Burns asked if there were any nominations to fill that seat.

Ms. Jessa Anderson was nominated to fill the vacancy. Mr. Flint administered the Oath of Office to her. Mr. Flint noted that Mr. Wes Haber was on the phone and that they would meet with Ms. Anderson after the meeting.

On MOTION by Ms. Burns, seconded by Mr. Grauer, with all in favor, the Appointment of Jessa Anderson to Fulfill the Vacancy with a Term Ending November 2026, was approved.

**B. Administration of Oath of Office to Newly Appointed Board Member**

Mr. Flint administered the Oath of Office to Ms. Anderson.

**C. Election of Officers**

Mr. Flint stated that Mr. Wrenn had been the Chair, Mr. Baker the Vice Chair, and the other three Board members were serving as Assistant Secretaries on an interim basis.

**D. Consideration of Resolution 2025-07 Electing Officers**

Mr. Flint addressed Ms. Burns as the potential Chair and Ms. Anderson as an Assistant Secretary, then they could fill in the names of the other current officers in the resolution.

On MOTION by Ms. Burns, seconded by Ms. DeMarco, with all in favor, Resolution 2025-07 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the March 19, 2025 Meeting**

Mr. Flint presented the minutes from the March 19, 2025 meeting and requested any comments, corrections, or changes from the Board. The Board had no changes to the minutes.

On MOTION by Ms. Burns, seconded by Ms. DeMarco, with all in favor, the Minutes of the March 19, 2025 Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08 Approving the Proposed Fiscal Year 2026 Budget and Setting a Public Hearing**

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Mr. Flint stated that this approved a proposed budget for FY2026 and had set the public hearing for the budget adoption process, which was a two-step process. Approving a proposed budget in the spring, then setting a date for the public hearing for final adoption. The public hearing recommended an August 20<sup>th</sup> meeting at 3:30 p.m. at that location.

Mr. Flint added that Exhibit A of the resolution was the proposed budget. He noted that they had kept the per unit assessments the same as those for the current year and that a developer contribution was included in the budget to balance it. He added that the numbers could be modified. Mr. Flint stated that a critical decision point was whether the assessments would increase. He noted that one of the most significant factors driving up the costs was the 24 fountains. For each of those fountains, the electricity cost was \$700-\$750 per month. Making that total over \$200,000 in electricity. Mr. Flint added that there was maintenance on each one, with a budget of \$33,500. Mr. Flint noted that there were 704 homes. Mr. Flint asked for a motion to approve.

On MOTION by Ms. Burns, seconded by Mr. Grauer, with all in favor, Resolution 2025-08 and the Proposed Fiscal Year 2026 Budget were Approved and the Public Hearing is Set for August 20, 2025 at 3:30 PM at the Offices of GMS-CF.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber stated that he had nothing to report but was happy to answer any questions.

#### **B. Engineer**

Mr. Townsend stated they would manage the costs and breakdown and update the exhibits. He noted that they were getting the E3 Phase #1 documents set up for the dedication of the infrastructure to the CDD. He added that they needed to transfer the utilities to Orange County.

#### **C. District Manager's Report**

##### **i. Approval of Check Register**

Mr. Flint presented the check register for the general fund covering the period from April 5th through May 13th, which included checks #152 through #162, totaling \$33,088.84. He asked if there were any questions. He made a motion to approve.

On MOTION by Ms. Burns, seconded by Ms. DeMarco, with all in favor, the Check Register, April 5 through May 13, 2025 was approved.

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**ii. Balance Sheet and Income Statement**

Mr. Flint presented the unaudited financial statements through March 31, 2025. He added that the Board required no action.

**iii. Presentation of Number of Registered Voters – 272**

Mr. Flint stated that each year, they were required to announce as of April 15<sup>th</sup> the number of registered voters. He noted that there were 272 registered voters.

**D. Field Manager's Report**

Mr. Wright stated that he had the report on the agenda that they could follow along with. He noted that he was constantly working on fountain maintenance.

**i. Review and Consideration of Landscape RFP, Notice of RFP and Evaluation Criteria and Authorization to Bid**

Mr. Wright noted that two of the fountains were out of order. Possibly, they had been wired incorrectly. They were working to replace those. He added that they had received a proposal to approve the installation of rocks around the fountain. He stated that there were some broken sidewalks from construction vehicles. They were discussing taking up the two broken pieces and pouring new concrete. They were getting prices for that work. Mr. Wright added that they had removed dead foliage along the pond bank. He noted that they would need a formal bid process for the landscaping. Anything over \$195,000.00 would be subject to a formal bidding process.

On MOTION by Ms. Burns, seconded by Ms. DeMarco, with all in favor, the Landscape RFP, Notice of RFP, and Evaluation Criteria were approved and staff Authorized to Bid.

**SEVENTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS****Supervisor's Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS****Adjournment**

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On MOTION by Ms. Burns, seconded by Ms. DeMarco, with all in favor, the meeting was adjourned.

DocuSigned by:

*George Flint*

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Secretary/Assistant Secretary

Signed by:

*Jenna Anderson*

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Chairman/Vice Chairman