

**MINUTES OF MEETING  
WESTSIDE HAINES CITY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Westside Haines City Community Development District was held Thursday, May 20, 2021 at 10:00 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Justin Frye	Assistant Secretary
April Payeur	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Rey Malave	Dewberry

**FIRST ORDER OF BUSINESS**

**Introduction**

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted no members of the public were present in person or via Zoom.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns swore in Mr. Marone, Ms. Schwenk, Ms. Payeur, Mr. Frye and Mr. Heath to their seats on the Board.

**B. Consideration of Resolution 2021-27 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns stated that Mr. Heath and Ms. Schwenk were elected to four year terms and that the latter three Board members were elected to two year terms during the landowner's meeting that was held prior to the Board meeting. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, Resolution 2021-27 Canvassing and Certifying the Results of the Landowners' Election, with Mr. Heath and Ms. Schwenk serving 4-year terms and the rest serving 2-year terms, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2021-28 Electing Officers**

Ms. Burns stated that the prior resolution named Mr. Heath as the Chairman and Ms. Schwenk as the Vice Chair, Ms. Burns as Secretary, and the other three Board members along with Mr. Flint as Assistant Secretaries. She asked if the Board wanted to keep it the same, to which they agreed.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-28 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 15, 2021 Board of Supervisors Meeting**

Ms. Burns asked for any comments, corrections, or changes to the minutes of the April 15, 2021 Board of Supervisors meeting. Hearing no changes, she asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Payeur, with all in favor, the Minutes of the April 15, 2021 Board of Supervisors Meeting, was approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns confirmed proper notices were provided for this public hearing pursuant to Florida law and asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Opening the Public Hearing, was approved.

**i. Presentation of Engineer's Report**

Mr. Malave presented the Engineer's report, stating that it provided for the number of units as well as that the cost estimate comprised of what the developments and improvements would be that would be used for the bond proceeds.

Mr. Van Wyk asked for the record if the costs contained in the Engineer's Report were reasonable for the types of improvements that were to be constructed, Mr. Malave answered yes. Mr. Van Wyk asked if the improvements were necessary for the development of the infrastructure and the lands within the District, and Mr. Malave answered yes. Mr. Van Wyk asked if there was any reason that the improvements could not be constructed as outlined, and Mr. Malave responded no.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, the Engineer's Report, was approved.

**ii. Presentation of Assessment Methodology**

Ms. Burns stated that the report allocated debt to the properties based on the special benefits they receive from the Capital Improvement Program, adding that the assessment report would be supplemented with one or more supplemental assessment methodology reports that reflect the actual terms and conditions at the time of the issuance of each series of bonds.

Ms. Burns presented the tables listed in the report, including Table 1 the development plan with 2,752 units planned within the development. Table 2 included the Capital Improvement Plan cost estimates. Table 3 included the bond sizing with an estimated \$88 million. Table 4 listed the improvement cost per unit and Table 5 showed the par debt per unit for each of the three product types, totaling \$24, 579 for the townhomes, \$32,772 for the single family 40' lots, and \$40,965 for the single family 50' lots. She noted that Table 6 was the net and gross annual debt assessments per unit and that Table 7 showed the preliminary assessment roll which allocates the par debt per acre to all the parcels located within the District.

Mr. Van Wyk asked to confirm the number of units, and the Board confirmed it was 2,752. Mr. Van Wyk asked for the record if the benefit received by the parcels was greater than or equal to the assessment burden being placed on the parcels by the improvement costs, and if the assessments were fairly and reasonably apportioned across the various product types, to which Ms. Burns answered yes.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, the Assessment Methodology, was approved.

**iii. Consideration of Resolution 2021-29 Levying Special Assessments**

Ms. Burns stated that the resolution had several findings including that it was in the best interest of the District to provide capital improvements that are outlined in the Engineer's Report, that the cost of the improvements to be assessed against the lands are a benefit to the lands, that the District should issue bonds to all or a portion of the capital improvements that are outlined in the report, that the estimated costs of the improvements were reasonable and proper, that it is reasonable, proper, and just to assess the cost of those capital improvements against the properties that benefit using the methodology set forth in the Master Assessment Methodology, and that the cost of the capital improvements are fairly and reasonably apportioned.

Ms. Burns asked if the board had any questions, and hearing none asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-29 Levying Special Assessments, was approved.

**iv. Consideration of Notice of Special Assessments**

Ms. Burns asked for authorization for counsel to record the notice to put potential property owners on notice of the lien on the property.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, Authorizing Counsel to Record the Notice of Special Assessments, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Closing the Public Hearing, was approved.

**B. Public Hearing on Adoption of District Rules of Procedure**

Ms. Burns confirmed proper notices were provided for this public hearing and asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2021-30 Adopting the Rules of Procedure**

Ms. Burns stated that the rules had not changed since the Board reviewed them at the prior meeting, and asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Resolution 2021-30 Adopting the Rules of Procedure, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Payeur, seconded by Ms. Schwenk with all in favor, Closing the Public Hearing, was approved.

**C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments**

Ms. Burns confirmed the required notices were provided for this public hearing and asked for a motion to open the public hearing.

On MOTION by Ms. Payeur, seconded by Mr. Frye, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated the resolution would allow the district to utilize the Polk County Tax bill in order to collect their assessments when ready. She asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Schwenk, seconded Mr. Frye, with all in favor, Closing the Public Hearing, was approved.

**SIXTH ORDER OF BUSINESS**

**Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Ms. Burns stated that they had issued an RFQ for engineering services, and that the one response they received was from Dewberry Engineers, noting that the proposal was included in the agenda package. She asked if the Board had any questions, and hearing none, asked for a motion to approve.

On MOTION by Ms. Payeur, seconded by Ms. Schwenk, with all in favor, Ranking Dewberry #1 for District Engineering Services and Authorization for Staff to Send a Notice of Intent to Award, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated that he had validation set for June 7<sup>th</sup>, adding that it would be handled remotely.

**B. Engineer**

Mr. Malave stated he had nothing new to report to the Board.

**C. District Manager's Report**

Ms. Burns had nothing new to report to the Board.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns stated there was no other business to discuss.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Burns stated there was no other business to discuss.

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Westside Haines City CDD

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Ms. Payeur, seconded by Mr. Frye, with all in favor,  
the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman