

**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 Wednesday, **May 18, 2022** at 1:07 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Justin Frye	Assistant Secretary
Rob Bonin <i>via Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	KE Law Group
Rey Malave <i>via Zoom</i>	Dewberry
Lisa Kelley <i>via Zoom</i>	Dewberry
Bobbie Henley	Newly Appointed Supervisor

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum. Mr. Bonin participated via Zoom.

**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. Acceptance of Resignation from Christine Aviles**

Ms. Burns stated that the Board received a resignation letter from Christine Aviles. Ms. Burns asked the Board for a motion to accept the letter.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignation Letter from Christine Aviles, was approved.
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**B. Appointment to Fill the Vacant Board Seat**

Ms. Burns asked the Board for a nomination to fill the vacant seat. Ms. Schwenk nominated Bobbie Henley.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Nomination of Bobbie Henley to Fill the Vacant Seat, were approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns performed the oath of office to Bobbie Henley as a newly appointed Supervisor.

**D. Consideration of Resolution 2022-05 Appointing Assistant Secretary**

Ms. Burns suggested that Ms. Henley be appointed as an Assistant Secretary to the Board of Supervisors.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, Resolution 2022-05, Appointing Bobbie Henley as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 19, 2022 Board of Supervisors Meeting**

Ms. Burns presented the January 19, 2022 Board of Supervisors meeting minutes. She asked if there were any questions, comments, or changes, and hearing none asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, the Minutes of the January 19, 2022 Board of Supervisors, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 17, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023**

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**Budget and Imposition of Operations and Maintenance Assessments**

Ms. Burns reviewed the proposed budget noted that this would be a first time O&M assessment levy for most of the phases. She noted there were 671 single family lots and 226 townhome lots that will be receiving assessments. She noted that there is some additional unplatted land will be direct billed as a contribution.

Ms. Burns stated the admin portion of the budget is largely the same with added field expenses and amenity expense. Those costs are based on development timelines and estimates they got from Justin.

After Board review and discussion, Ms. Burns suggested approving the budget with an addition to the amount in the capital reserve transfer and send notices at \$850, then they will reallocate it to the amenity line items.

Ms. Burns noted that a budget deficit funding agreement will be done, and they will only levy on the 671 single family and the 226 townhomes. Further discussion ensued on developer funding and platting timeline. She concluded they will add a capital reserve transfer that is equal to the amount to get close or under \$850 per unit.

Ms. Burns suggested August 17, 2022 at 1:00 p.m. at the same location for the public hearing.

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, Resolution 2022-06 Approving the Proposed Fiscal Year 2022/2023 Budget and Declaring Special Assessments, and Setting the Public Hearing for August 17, 2022 at 1:00 p.m. at the same location on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures**

Ms. Burns noted this resolution authorizes electronic documents and signatures.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Mr. Malave noted he had nothing further to report. He asked for verification that September or October is when the construction will be completed. He added that transfers for utilities will be done in September.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated that the current check register totaled \$115,607.50

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, the Check Register totaling \$115,607.50, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated that financial statements were included in the Board’s package. There was no action needed.

**iii. Ratification of:**

- a) **Summary of Series 2021 AA1 Requisitions #88 to #146**
- b) **Summary of Series 2021 AA1 Brentwood Account Requisitions #34 to #67**
- c) **QGS Direct Purchase Change Orders with Fortline Waterworks for Brentwood Townhomes**

Ms. Burns presented the summary of requisitions and stated these had already been approved and just needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Summary of Requisitions, were ratified.

**iv. Presentation of Number of Registered Voters – 0**

Ms. Burns stated it is required annually to announce the number of registered voters residing in the District. Westside Haines City has no registered voters as of April 15, 2022.

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**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**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman