

**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, **August 17, 2022** at 1:00 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	District Counsel, KVV Law Group
Lauren Gentry	District Counsel, KVV Law Group
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Molly Banfield <i>via Zoom</i>	District Engineer, Dewberry
Eric Lavoie	Appointed as 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 Justin Frye**

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

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignation Letter from Justin Frye, was approved.

**B. Appointment to Fill the Vacant Board Seat**

Ms. Burns asked the Board for a nomination to fill the vacant seat. Ms. Schwenk nominated Eric Lavoie.

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

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

Ms. Burns performed the oath of office to Eric Lavoie as a newly appointed Supervisor.

**D. Consideration of Resolution 2022-08 Appointing Assistant Secretary**

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

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2022-08 Appointing Eric Lavoie as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 18, 2022 Board of Supervisors Meeting**

Ms. Burns presented the May 18, 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. Heath, seconded by Ms. Schwenk, with all in favor, the Minutes of the May 18, 2022 Board of Supervisors, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the District’s Fiscal Year 2023 Budget**

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

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

There being no members of the public present, Ms. Burns asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2022-09 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds**

Ms. Burns reviewed the resolution, noting that a few line items had been adjusted which increased amenity costs, including utilities, pest control, pool maintenance, and janitorial. She added that there was an error in the establishing acreage, but that it was being handled. She noted that because the acreage did not line up with the ordinance, they would not be able to collect the assessments on the tax bill, but instead they will direct bill the property appraiser.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-09 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds, was approved.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

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

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

There being no members of the public present, Ms. Burns asked for a motion to close the public hearing.

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

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**i. Consideration of Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns reviewed the resolution, noting that the assessments would be direct billed to the property owners within the District. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-11 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023**

Ms. Burns suggested that the regular monthly meeting be held the third Wednesday of the month at 1:15 p.m. at the same location.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-11 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Uniform Collection Agreement with Polk County Tax Collector**

Ms. Burns noted that they would not be collecting on-roll but that they should go ahead and approve it so that it would be in place when they were ready to do so. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal from AMTEC for Arbitrage Rebate Services for Series 2021 Assessment Area One Project**

Ms. Burns presented the proposal from AMTEC for the arbitrage rebate services for Series 2021 Assessment Area 1 project, noting the total cost was \$450 annually. She asked for a motion to approve.

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On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Proposal from AMTEC for Arbitrage Rebate Services for Series 2021 Assessment Area One Project, was approved.

**NINTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2021 Audit Report**

Ms. Burns presented the Fiscal Year Audit Report, noting that it was a clean audit with no instances of non-compliance and the District did not meet any of the conditions for financial emergency. She asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Fiscal Year 2021 Audit Report, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Mr. Malave had nothing further to report.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated that the current check register totaled \$980,945.59. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Check Register totaling \$980,945.59, 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 #147 to #171**

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**b) Summary of Series 2021 AA1 Brentwood Account Requisitions #68 to #78**

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 Ms. Henley, with all in favor, the Summary of Requisitions #148-#171, and Brentwood Account Requisitions #68-#78, were ratified.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman