

**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 17, 2023** at 1:15 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rob Bonin	Assistant Secretary
Bobbie Henley	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KVV Law
Rey Malave	District Engineer, Dewberry

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.

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

**Approval of Minutes of the August 17,
2022 Board of Supervisors Meeting**

Ms. Burns presented the August 17, 2022 Board of Supervisors meeting minutes. She asked if there were any questions, comments, or changes. Hearing no changes, she asked for a motion to approve.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Minutes of the August 17, 2022 Board of Supervisors, were approved.

May 17, 2023

Westside Haines City CDD

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2023-01 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 19, 2023), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2023/2024 Budget and the Imposition of Operations and Maintenance Assessments**

Ms. Burns stated the budget is included in the agenda package. There are the admin expenses and those are relatively the same as the current year. The field and amenity expenses are broken out into two separate assessment areas, the Cascades assessment area for the field and amenity expenses related to the single-family homes in Cascade and the Brentwood Townhome section that has the field and amenity expenses. She noted the reason for doing that is because each section has their own amenity and residents in one area are not utilizing the amenities in the other areas so we want to make sure they are not paying for amenities that they will not have access too. Mr. Bonin asked about Wind Stone. Ms. Burns stated right now that is all unplatted and has no field or amenity so the only thing that Wind Stone is getting is the admin portion. Ms. Burns noted the admin portion is allocated across all of the lots and then did the Cascades field and amenity those are allocated to just the Cascades platted lots which is the 671 platted single-family homes in that area. Brentwood field and amenity expenses are allocated to just the platted 226 Brentwood Townhomes right now so there is the admin plus their field and that is showing their total on the bottom of page 2. These estimates are based on development timelines.

Ms. Burns stated it is likely that there is going to be some carry forward to offset those assessments for the next year for the preliminary budget. She stated it made sense to send the notice at the higher amount of what they anticipate it will be closer to, so for the following years there is that cap notice set in place. She noted right now for Cascades, the gross per unit proposed budget is \$953.92 and that is an increase of \$103 from the prior year, which they can probably reduce that with a carry forward. She noted Brentwood is a little higher at this point, the proposed is \$1,416.49 and that is because it only has 226 platted townhomes right now. She noted as more townhomes go in that section and they are sharing field and amenity expenses, that can be lowered but the unplatted Brentwood Townhomes right now are just getting admin. Ms. Burns stated she thinks those numbers will come down but for the notice before a lot of residents are in those areas, they

May 17, 2023

Westside Haines City CDD

are better off to send the notice at the higher amount than they anticipate it to be and can utilize the carry forwards when they adopt the budget in July.

Ms. Burns noted maintenance for the Brentwood Townhomes, the actual mowing they will do an agreement with the HOA who is mowing already for the townhome parcels to just take care of those few CDD common areas that are not in place yet but that is something that they have discussed with them and they have agreed to do that at no charge. The CDD would just be responsible for any plant replacement or irrigation repairs for those areas and the utility bills as well is CDD property if there is watering. The actual mowing would be under contract with the HOA or the entity that the HOA engages. Ms. Henley asked as more units are put into Brentwood, do they have to wait until the end of the fiscal year in order for it to go down. Ms. Burns stated no that once they adopt this budget, that will be the amount because it is building one annual installment on the tax bill so that would be the amount. She stated there will be a couple of things taken into consideration when the final budget is done. If there are carry forwards, that could lower this or if there is a builder contract in place with an O&M cap then they would show a developer contribution.

Ms. Burns stated all of those listed have bond debt on them already so they will all be assessed on roll and both the debt and O&M assessments for the upcoming year. Ms. Burns stated again this is setting the cap for each area and mailed notices will be sent to the developer and builder owned. She noted that the suggested date for the public hearing is July 19th at 1:15 p.m. at this location.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Resolution 2023-01 Approving the Proposed Fiscal Year 2023-2024 Budget, Declaring Special Assessments, and Setting Public Hearings on the Adoption of Fiscal Year 2023/2024 Budget and the Imposition of Operations and Maintenance Assessments on July 19, 2023 at 1:15 p.m., was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-02 Authorizing Bank Account Signatories

Ms. Burns stated this appoints certain offices rather than certain people as signers on the account so that they can provide the resolution to the bank along with the signers in case those change.

May 17, 2023

Westside Haines City CDD

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Resolution 2023-02 Authorizing Bank Account Signatories, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-03
Appointing a Treasurer and Assistant
Treasurers**

Ms. Burns stated the people listed on this resolution were previously listed with the exception of Darrin Mossing who is the only one being added.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Resolution 2023-03 Appointing a Treasurer and Assistant Treasurer adding Darrin Mossing, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Arbitrage Rebate Report
for Series 2021 Assessment Area 1 Project**

Ms. Burns noted under internal revenue code, the District has to demonstrate that we do not earn more interest than we pay. She stated on page 4 of that report there is a negative arbitrage amount listed so we are in compliance required by the Trust Indenture.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Arbitrage Rebate Report for Series 2021 Assessment Area 1 Project, was approved.

EIGHTH ORDER OF BUSINESS

**Ratification of Brentwood Townhomes
Phase 1 and Cascades Phase 1A & 1B
Common Area Conveyance Documents**

Ms. Burns stated these have already been approved by the Chair and just need to be ratified by the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Brentwood Townhomes Phase 1 and Cascades Phases 1A & 1B Common Area Conveyance Documents, were ratified.

NINTH ORDER OF BUSINESS

**Ratification of Notice of Boundary
Amendment**

May 17, 2023

Westside Haines City CDD

Ms. Burns stated the boundary amendment was approved so this was recorded and shows the new boundary of the District.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Notice of Boundary Amendment, was ratified.

TENTH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this agreement requires an annual renewal so this is the renewal to be able to collect assessments on the tax bill this coming November.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

ELEVENTH ORDER OF BUSINESS

Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated this agreement requires an annual renewal so this is the renewal to be able to collect assessments on the tax bill this coming November.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

TWELFTH ORDER OF BUSINESS

Ratification of Engagement Letter for Fiscal Year 2022 Audit Services

Ms. Burns stated the Audit Committee met and made a recommendation the Board has engaged the audit so this is the renewal for fiscal year 2022 and per contract it was \$4,000.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services, was ratified.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

May 17, 2023

Westside Haines City CDD

Mr. Van Wyk stated that they are working on parcel PS2 in Cascades. He stated that is the only thing he is working on and will do a summary on the bills that were passed this legislative session.

B. Engineer

i. Consideration of Work Authorization for Annual Reporting Services from Dewberry

Mr. Malave stated there was ratification of the agreement to do the annual Engineer's Report for mostly the storm water systems for those two areas and forgot what the budget would be. Ms. Burns stated it was an estimated budget amount of \$2,000 for the annual storm water systems.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Work Authorization for Annual Reporting Services from Dewberry, was approved.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns presented approval of the check register included in the agenda package for review. She asked for any questions.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Check Register, 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 #172 to #180

b) Summary of Series 2021 AA1 Brentwood Account Requisitions #80 to #82

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

May 17, 2023

Westside Haines City CDD

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Requisitions #172-#180, and Brentwood Account Requisitions #80-#82, were ratified.

iv. Presentation of Number of Registered Voters

Ms. Burns stated the Supervisor of Elections noted there were 1,068 registered voters in the District which there is no way that is correct. She stated this is the one with an issue with the legal description and the ordinance. She stated they will follow up with the Supervisor of Elections and look at it again, as they are pulling from somewhere else and there is no way 1,000 people live in the community at this point. She stated it has been announced but does not believe it is correct.

FOURTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS Adjournment

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

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

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman