

**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, **July 19, 2023** at 1:15 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairman
Rob Bonin <i>by Zoom</i>	Assistant Secretary
Bobbie Henley	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Kilinski Van Wyk Law Group, District Counsel
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Lisa Dewberry <i>via Zoom</i>	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 in person and one via Zoom 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 June 30, 2023
Board of Supervisors Meeting**

Ms. Burns presented the June 30, 2023 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. Schwenk, seconded by Mr. Lavoie, with all in favor, the Minutes of the June 30, 2023 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns stated this public hearing has been advertised in the paper. Do we have a motion to open?

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

Ms. Burns stated again there are no members of the public present at this time and no members of the public present via zoom. Do we have a motion to close?

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

i. Consideration of Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated that this resolution is included in the agenda package for review. She noted this is substantially similar to what was at the prior meeting. This is set up with the two different assessment areas for field and amenity expenses. She noted everybody shares a portion of the admin and then each section, Cascades and Brentwood have their own field and amenity expenses for a couple of reasons. One due to the fact that they will each have their own amenity that will be used by residents of that area only so we want to make sure all of the fees for that area are only being paid by those residents as well as for the townhomes. There are some agreements where the HOA will be doing some of that landscaping. She stated for Cascades the gross per unit for the current year was \$850. We had some carry forward surplus to offset the budget this year so there is no increase to the platted lots in Cascades. Brentwood did not have any field expenses last year on those platted lots so this contemplates the amenity opening at some point during the fiscal year as well as field expenses that will be coming on line so there is an increase to that phase. She noted the gross per unit O&M for 2024 is \$1,262.18 on that phase. All of the field and amenity expenses for both phases are based on plans and estimates with development timelines that we were given.

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On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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

Ms. Burns stated this public hearing was advertised as well as a mailed notice that was sent to property owners who have an assessment increase. Ms. Burns asked for a motion to open the public hearing.

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

Ms. Burns stated there are no members of the public present. Ms. Burns asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-06 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this will levy the operations and maintenance assessment for the current year and certifies our roll that will be sent to Polk County for collection. She noted the Fiscal Year 2024 O&M based on the budget that the Board just adopted is included as well as the debt assessments that are listed.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, Resolution 2023-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024

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Ms. Burns stated everything in the block today has been proposed to keep the same. She noted this one we are proposing to move to a block because we will have residents. She noted what she has is the first Thursday at 11:30 a.m. so North Powerline and VillaMar and this one so put them in a block together at the hotel on the first Thursday. After Board discussion, the decided to have the Westside Haines City meetings be at 9:30 a.m., 10:00 a.m. for North Powerline Road and 11:00 a.m. for VillaMar.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2023-07 Designation of a Regular Monthly Meeting to be the first Thursday at 9:30 a.m. for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-08 Designating a Date, Time, and Location for a Landowners' Meeting and Election

Ms. Burns stated by statute this one has to be held on the first Tuesday of November. She noted a full Board is not needed and one representative from the landowners' is needed. She noted this one is scheduled for November 7th at 9:20 a.m.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, Resolution 2023-08 Designating Tuesday November 7th at 9:20 at the hotel for Landowner's Meeting and Election, was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Burns noted page 21 of the agenda has the report to management. The District does not meet any of the conditions for a financial emergency and was considered a clean audit. It was submitted to the state by the June 30th deadline. She noted this was an independent audit.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

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EIGHTH ORDER OF BUSINESS

Consideration of Termination of RFP Notice for Cascades Phase 3 Project Construction Services

Ms. Burns stated this was advertised and ran last week and we were notified that perhaps we may want to terminate that. Ms. Schwenk stated yes terminate the RFP for Cascades and continue with Brentwood and add Wynnstone. Ms. Burns asked for a motion to cancel the RFP for Cascades Phase 3.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Termination of RFP Notice for Cascades Phase 3 Project Construction Services, was approved.

NINTH ORDER OF BUSINESS

Consideration of Notice of Wynnstone RFP for Construction Services and Approval of Evaluation Criteria

Ms. Burns stated the date is Monday August 7th. The due date is Wednesday September 6th. All questions due by Wednesday August 23rd. She asked for a motion to approve.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Notice of Wynnstone RFP for Construction Services and Approval of Evaluation Criteria, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Mr. Van Wyk stated there is a memo about ethics training by the end of next year. He noted it was added with new legislature. He stated a number of options are available.

B. Engineer

i. Acceptance of Annual District Engineering Report

Mr. Malave stated to follow up on the Annual District Engineering Report that was submitted, we have basically looked at the parts that are constructed and find that they are pretty much in good standing order and provided the letter to the District for submittal to the shareholders or the bond. He asked for any questions.

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On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Accepting the Annual District Engineering Report, was approved.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented approval of the check register from April through July totaling \$1,041,693.06 included in the agenda package for review. She asked for any questions.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Check Register totaling \$1,041,693.06, was approved.

Ms. Burns stated we are going to be starting field services out there. Clayton is working with Greg right now on the landscaping turn over coming online this month so starting next month you will have field reports so we are monitoring that.

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 Summary of Series 2021 AA1 Requisitions #181 to #187

iv. Ratification of Summary of Series 2021 AA1 Brentwood Account Requisitions #83 to #89

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. Lavoie, seconded by Ms. Henley, with all in favor, the Series 2021 AA1 Requisitions #181-#187, and Brentwood Account Requisitions #83-#89, were ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Rennie Heath
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Chairman/Vice Chairman