

**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 16, 2023** at 1:15 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Bobbie Henley  
Eric Lavoie

Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Roy Van Wyk *via Zoom*  
Rey Malave *via Zoom*  
Chace Arrington *via Zoom*  
Clayton Smith  
Chuck Cavaretta

District Manager, GMS  
District Counsel, KVW Law  
District Engineer, Dewberry  
District Engineer, Dewberry  
Field Manager, GMS  
Project Development Staff

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present in person 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 July 19, 2023  
Board of Supervisors Meeting**

Ms. Burns presented the July 19, 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.

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On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Minutes of the July 19, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09  
Ratifying Staff Actions Regarding Fiscal  
Year 2024 Budget**

Ms. Burns stated after the last meeting she spoke to Lauren and there were some builder contracts that she reviewed and given that they are going to have a larger developer contribution that will be built if needed in order to lower the per lot assessment so that updated budget is included in the agenda package. Ms. Burns noted that they are basically going to levy \$850 on both Cascades and Brentwood for the upcoming year. They will have a deficit funding agreement next. The actual budget line items are the same other than reducing and increasing the contribution.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-09 Ratifying Staff Actions Regarding Fiscal Year 2024 Budget, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2024 Budget  
Deficit Funding Agreement**

Ms. Burns stated this is with GLK and looks like it is just for Brentwood. There will need to be a second one for Cascades as well. Ms. Schwenk asked if there will be a deficit in Cascades. Ms. Burns stated technically yes because of the issue of the admin portion. It is overall to put both of them at \$850. She stated we will just revise this and because it just references the Brentwood property and will add Cascades to it rather than two agreements.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Fiscal Year 2024 Budget Deficit Funding Agreement, was approved in substantial form.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10  
Amending the Fiscal Year 2024 Meeting  
Schedule**

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Ms. Burns stated we adopted a meeting schedule but then removed North Power Line because Kevin was not here on Thursday, so we moved it to Tuesday. This is to change from the first Thursday to the first Tuesday.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-10 Amending the Fiscal Year 2024 Meeting Schedule, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Special Warranty Deed for Tract PS-2 at Cascades Phase 1A**

Mr. Lavoie stated this was inadvertently transferred to a third party and needs to be deeded out again. As part of the cleanup, we have been working with Richard’s office to convey this parcel from essential housing and giving it to the District so that we can clean up. It was deeded to a third party by error.

On MOTION by Ms. Schwenk, seconded by Ms. Henley with all in favor, the Special Warranty Deed for Tract PS-2 at Cascades Phase 1A, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Notice Regarding Use of Amenity Facilities**

Ms. Burns stated that the Chairman signed off on this and it has been recorded. This agreement that Roy put together regarding the intent that each neighborhood will have their own amenity facility so residents in Cascades have access to their amenities in Cascades but not in Brentwood. Brentwood will have their own use of those facilities. The budget was set up that way so the costs are going to other facilities, so this agreement adds another layer of notice.

Mr. Van Wyk stated this will be recorded so that anybody that buys land in any one of those neighborhoods will have notice that they are not to be using the amenities in the other neighborhoods. It will detail that each neighborhood has its own specific amenity that they are paying for, and the costs are split by neighborhoods so everyone knows up front. Ms. Burns stated it will be set up in their office that there are different forms for different neighborhoods just to make sure that is clear.

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On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Notice Regarding Use of Amenity Facilities, was ratified.

**NINTH ORDER OF BUSINESS**

**Consideration of Notice of Cascades Phase 3 RFP for Construction Services and Approval of Evaluation Criteria**

Ms. Burns stated we received notice from the developer that they want to put this phase out to bid. You can see the RFP and evaluation criteria included in your package. We are looking at pickup August 22<sup>nd</sup>. The questions would be due August 7<sup>th</sup>. The bids would be due September 21<sup>st</sup>. This has the revised price.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Notice of Cascades Phase 3 RFP for Construction Services and Approval of Evaluation Criteria, was approved.

**TENTH ORDER OF BUSINESS**

**Review and Ranking of Proposals Received for Brentwood Phases 2 and 3 RFP Construction Services and Authorizing Staff to Send Notices of Intent to Award (to be provided under separate cover)**

Ms. Burns stated rankings on Brentwood 2 and 3 will be tabled to next Wednesday.

Ms. Burns asked if any Board action is needed on the Wynnstone Phase? They already authorized Wynnstone 1 and 2 the whole project that was already issued and now we are talking about Phase one. Mr. Lavoie asked about switching to the new point system then all of the bids in the whole CDD would be due the same.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Amending Wynnstone Evaluation Criteria and have staff send addendum to Wynnstone RFP to get Phase cost, plus phase 2 mass grading, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

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**B. Engineer**

Mr. Malave stated that they are working on a revised Supplemental Engineer's Report and also assisting in the petition documents so we can clarify the removal so you know that we are working on that. Mr. Lavoie asked if this is removal of the apartments that he is talking about.

**C. Field Manager's Report**

**i. Consideration of Proposals for Landscape Maintenance and Aquatic Maintenance** *(to be provided under separate cover)*

Mr. Smith stated that they reached out to vendors asking them to include all three sections of Cascades that are there right now, main Cascades, Cascades at BC extension, and Cascades 2. They have some bids but unfortunately, they all are slightly different based on the areas that they have included. The Weber bid does not include the small section of Cascades 2 for \$119,266. There is a Yellowstone bid that includes all three sections of Cascades for \$159,600 will include the extra services. Prince and Sons includes all three sections of Cascades and a partial inclusion for Brentwood based on discussions that they had not even a week ago. We didn't expect any bidder to bid on Brentwood Park so we will keep those mowed in the interim, but Prince was able to include some numbers for some ponds in the Brentwood area at \$151,120 including the additional extra services.

Ms. Schwenk asked do they include Cascades 2? Mr. Smith stated yes. The only one that did not include Cascades 2 for some reason is Weber. But the other two include all three sections of Cascade and then Prince also included Brentwood.

Mr. Smith stated that the other item that we did include for all three bids is the injection of the Sylvester palms out there. There are some big beautiful expensive palms. The 17 included and 3 are waiting to be installed. The three are replants and will get opened next week and get trimmed. All of them are alive. It sounds like we might end up with 14. He noted he thinks 17 is an accurate number unless something were to change. Mr. Smith noted based on our service from Prince and their lower bid, I would recommend them.

Mr. Smith stated that for aquatics maintenance, he reached out to Sitex and Aquatic Weed Management. Aquatic Weed Management we used at several communities in the area and Sitex we used at a few communities in the area. We are still waiting on pricing from Sitex. We did get pricing back from Aquatic Weed Management to service 12 ponds for \$9,600. He stated Aquatic

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Weed Management is a great vendor, but I was thinking here we wanted to wait for Sitex pricing we could perhaps set the NTE approval at \$9,600 then I could get with Eric for a final decision if Sitex comes in lower. As far as service level goes though, I would prefer Aquatic Weed Management over Sitex. They edge them out just slightly in quality overall. Even if they are a little cheaper, I think we are getting better value with Aquatic Weed Management, just something to take into consideration.

Ms. Burns suggested that they set the landscaping up in separate contracts especially if the intent is that the Brentwood portion is going to be likely terminated at some point. She suggested they do a Cascades agreement and a Brentwood agreement to give us a price for both of them.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Approval of Cascades and Brentwood Landscape Quotes from Prince and Sons with Request for Them to Provide Separate Quotes and Authorize Counsel to Draft Two Agreements, One for Each Section, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, to Approve the Cascades Portion of the Landscaping Agreement and Authorize Counsel to Draft that Agreement and Approve the Brentwood Portion NTE subject to confirmation from Lauren to put in place, was approved.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, to Approve Eric to Select Aquatics Vendor NTE Price of Aquatic Weed and Authorize Eric to Select Vendor for Lift Station Maintenance and Authorize Counsel to Draft Agreement, was approved.

**D. District Manager’s Report**

**ii. Approval of Check Register**

Ms. Burns presented approval of the check register. She asked for any questions on that, otherwise looking for a motion to approve.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

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**iii. Balance Sheet & Income Statement**

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

**iv. Ratification of Summary of Series 2021 AA1 Requisitions #188 to #195**

Ms. Burns stated that Requisitions #188 to #195 have already been approved so just need to be ratified by the Board.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, the Series 2021 AA1 Requisitions #188 to #195, were ratified.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**FOURTEENTH 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, to Continue this Meeting to August 23<sup>rd</sup> at 9:45 a.m. at this location.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Rennie Heath*  
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Chairman/Vice Chairman