

**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, **October 3, 2023** at 9:30 a.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*  
Lisa Kelley *by Zoom*

District Manager, GMS  
District Counsel, KVV Law  
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 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 16, 2023 Board of Supervisors Meeting and the August 23, 2023 Continued Board of Supervisors Meeting**

Ms. Burns presented the August 16, 2023 Board of Supervisors meeting minutes and August 23, 2023 Continued 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 Ms. Schwenk, with all in favor, the Minutes of the August 16, 2023 Board of Supervisors
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Meeting and August 23, 2023 Continued Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Notice of Brentwood Phases 4 and 5 RFP for Construction Services and Approval of Evaluation Criteria**

Ms. Burns stated this is a notice for Brentwood Phases 4 and 5 Construction Services. This has a pickup date of October 11<sup>th</sup> with questions due on October 30<sup>th</sup> and then bids would be due Monday, November 13<sup>th</sup>. Mr. Van Wyk asked Eric if they want on this RFP to request an alternate bid with the number of build out deadlines for them to meet a target substantial completion date.

Mr. Lavoie stated we finished within a certain timeframe because the length of the schedules has been coming in so long and that is kind of what Chuck was getting at yesterday. Lennar would have to close December 2024. Roy is saying if we put in an alternate that it will be done final by October/November at the latest as an alternate. Ms. Schwenk stated let’s approve for an alternate date and then work with the project manager to provide what the date would be. Mr. Van Wyk stated he would have to calculate the substantial completion times that would work. Ms. Schwenk stated to do that. Mr. Van Wyk asked for a motion to approve the evaluation criteria and authorize the RFP for construction with an alternate bid request for substantial completion within a certain number of days as determined by our construction manager.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Notice of Brentwood Phases 4 and 5 RFP for Construction Services and Approval of Evaluation Criteria with an Alternate Bid Request for Substantial Completion, was approved.

**FIFTH ORDER OF BUSINESS**

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

Ms. Burns stated these are not quite complete yet. We talked to Heather yesterday so we are going to table this and then continue this meeting at the end, probably Wednesday October 11<sup>th</sup> which is the same day we are going to look at the Crosswinds East one as well.

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**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing special to report.

**B. Engineer**

**i. Consideration of Work Authorization 2024-1 from Dewberry to Provide District Engineer Services**

Ms. Kelley stated on the agenda today is consideration of a work authorization. Ms. Burns stated that Resolution 2024-1 is the updated fee schedule.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Work Authorization 2024-1 from Dewberry to Provide District Engineer Services, was approved.
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**C. Field Manager's Report**

Mr. Smith stated overall the first four items we have selected vendors for landscape maintenance, aquatic maintenance and also the single lift station. I sent over the landscape quote this morning and will be sending the other two to finalize the contract write ups and will get all of those services rolling. So far as far as the site goes, we have been keeping it maintained and coordinated one-time mows with the landscaper and then some other areas are still being monitored as the installs are not finalized. We are monitoring some of the palms. The plan is to try and get them pruned and injected as soon as possible so we can keep up with that. He noted the injection is part of the landscape proposal. We included those 17 palms knowing that we would need to keep those injected. I am going to start getting those fully treated. The last items are a few maintenance items that we want to do. He noted the Cascades signs because they are such bright white, they tend to hold a little bit of dirt on them, so we just want to make sure we keep them clean with not only pressure washing but maybe some Wet and Forget type chemical treatments every now and again as well. We have noticed that some of the sidewalks and other areas are getting some iron stains due to the well. Right now, we just want to leave it as is but maybe in the future we will consider filtration as this one does seem to have an extreme amount of iron coming out of it. We are going to keep an eye on it for now. He stated otherwise they are just keeping an eye on the amenity progress and the rest of the site progressing as things come up. He noted that is all he has for today unless there are any questions.

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Ms. Burns stated she has seen a lot of issues with sites that are under construction with amenity parking lots with truckers coming in and leaving their big trucks there overnight and residents complain. We generally are not putting any street parking and towing in place but if you want, we can do no overnight parking at just the amenity parking lot much earlier on, so it is established from the beginning. Ms. Burns stated they will put the signs up now and will put for the next Board meeting will do the hearings so that we can actually tow but will go ahead and put signage like no overnight parking 10-6 and until we can hold the hearing, we can't actually do that. She stated this will be done just for Cascades right now.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented approval of the check register with a total amount of \$310,487.05. She asked for any questions on that, otherwise looking for a motion to approve.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Check Register for \$310,487.05, was approved.

**ii. Balance Sheet & Income Statement**

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

**iii. Ratification of Summary of Series 2021 AA1 Requisitions #196 to #199**

Ms. Burns stated that Requisitions #196 to #199 have already been approved so just need to be ratified by the Board.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Series 2021 AA1 Requisitions #196 to #199, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

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**NINTH ORDER OF BUSINESS**

**Continuation of Meeting to October 11,  
2023**

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

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Continuing the Meeting to Wednesday October 11, 2023 at 3:45 p.m. at 346 E. Central Avenue, Winter Haven, FL 33880.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Rennie Heath*

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Chairman/Vice Chairman