

**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 Tuesday, **December 5, 2023** at 10:46 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Bobbie Henley	Assistant Secretary
Rob Bonin <i>by Zoom</i>	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, Kilinski Van Wyk
Savannah Hancock	District Counsel, Kilinski Van Wyk
Joel Blanco	Field Manager, GMS
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Heather Wertz	Project Engineer, Absolute Engineering

**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 and one Board member joining via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that there were no members of the public were present in person or via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 7, 2023 Landowners' Meeting and Board of Supervisors Meeting**

Ms. Burns presented the November 7, 2023 Landowners' Meeting and 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 Mr. Heath seconded by Ms. Henley, with all in favor, the Minutes of the November 7, 2023 Landowners' Meeting and Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Rules for Overnight Parking at the Amenity Center**

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

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

Ms. Burns stated there are no members of the public present so looking 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 2024-04 Adopting Rules for Overnight Parking at the Amenity Center**

Ms. Burns stated Resolution 2024-04 is included in the package for review. She noted this is a little different than the other policies. We are not doing the street parking and towing but wanted to do the amenity as trucks and trailers have been parking there. She noted there will be no overnight parking from 10 until 6 which will stay in place once residents are there.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2024-04 Adopting Rules for Overnight Parking at the Amenity Center, was approved.

**FIFTH ORDER OF BUSINESS**

**Review and Ranking of Proposals Received for Brentwood Phase 4 & Phase 5 RFP for Construction Services and Authorizing Staff to Send Notices of Intent to Award**

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Ms. Wertz stated townhomes in Phases 4 & 5 bids opened on November 9<sup>th</sup> with four respondents, Kearney, Tucker Paving, QGS, and RIPA She noted they looked at all of the proposals to make sure they were complete and responsive. Adjustments were made from the opening price to make them apples to apples including removing some survey from Tucker and putting that down in the alternate. QGS had a price change for their asphalt, added \$5,000. They was some escalation language that we were not comfortable with so we asked them to remove it and adjust their pricing and they added \$100,000 to it. She noted after all was said and down after comparing the revised numbers, QGS was low on both price and days so came in first with 100 points and then Kearney second, Tucker third and RIPA fourth. She noted they are recommending going with QGS base bid.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Ranking of Proposals Received for Brentwood Phase 4 & 5 RFP for Construction Services and Authorizing Staff to Send Notices of Intent to Award to QGS Base Bid, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated this is the annual renewal.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing to report.

**B. Engineer**

Hearing nothing.

**i. Ratification of Work Authorization 2024-2 for Surveying Services for Brentwood Phases 2 and 3**

Ms. Burns stated this has already been approved so just needs a motion to ratify.

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On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Work Authorization 2024-2 for Surveying Services for Brentwood Phases 2 and 3, was ratified.

**C. Field Manager’s Report**

Mr. Blanco noted they have been doing landscaping reviews in Phase 1A & B and Phase 2 as the District is being built out and new landscaping is being placed in. He noted there are several varnished trees on the frontage of Phase1B losing leaves but the trees do appear healthy so will monitor. He noted several oaks and palms were installed and look good. He reviewed the front entrance and reports no rusting on either the sidewalk or monument with all in good clean condition. They are continuously monitoring the ponds and surrounding landscape. Both dry and wet ponds appear clean and serviceable. Vendor maps were just finalized so starting to get service contracts for aquatics and landscaping. He noted they are monitoring the progress of the amenity as it is in build preparation stages.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented approval of the check register from October 28<sup>th</sup> through November 24<sup>th</sup> with a total amount of \$55,701.82. 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 totaling \$55,701.82, 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.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

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**TENTH ORDER OF BUSINESS**

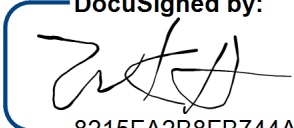
**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

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Chairman/Vice Chairman