

*Westside Haines City
Community Development District*

Meeting Agenda

May 7, 2024

AGENDA

Westside Haines City

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

April 30, 2024

Board of Supervisors
Westside Haines City
Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the **Westside Haines City Community Development District** will be held on **Tuesday, May 7, 2024 at 9:30 AM** at the **Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/84591475035>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 845 9147 5035

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the April 17, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2024-12 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: August 6, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the Imposition of Operations and Maintenance Assessments (*budget to be provided under separate cover*)
5. Consideration of Resolution 2024-13 Ratifying Series 2024 Bonds
6. Consideration of Amended and Restated Disclosure of Public Financing (*to be provided under separate cover*)
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - i. Consideration of Landscape Proposals from Prince & Sons
 - a) Proposal to Trim and Clean-Up All Palms and Remove Debris
 - b) Proposal to Inject Sylvester Palms to Prevent Decline
 - c) Proposal to Replace 2 Dead Sylvester Palms
 - D. District Manager's Report
 - i. Approval of Check Register (*to be provided under separate cover*)
 - ii. Balance Sheet & Income Statement (*to be provided under separate cover*)
 - iii. Presentation of Number of Registered Voters—118
8. Other Business
9. Supervisors Requests and Audience Comments
10. Adjournment

¹ Comments will be limited to three (3) minutes

MINUTES

**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, **April 17, 2024**, at 2:40 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Bobbie Henley	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk Law
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Clayton Smith	Field Manager, GMS

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 there were no members of the public present in person nor joining via Zoom.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 18, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes from the March 18, 2024, Board of Supervisors meeting. 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. Heath, with all in favor, the Minutes of the March 18, 2024 Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Imposition of Amended Master Special Assessments

Mr. Burns asked for a motion to open the public hearing.

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

Ms. Burns stated the mailed notice was sent to all property members for Assessment Area Two and there were no members of the public present at the meeting. She asked for a motion to close the public hearing.

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

i. Presentation of Second Amended and Restated Engineer’s Report dated March 18, 2024

Mr. Mauve presented the restated Engineer’s Report dated March 18, 2024. He stated the details include the total land use of 165 acres. He added the total units are included on the tables for a total cost of \$103,654.755. He noted these costs are reasonable and sufficient to build the infrastructure as proposed. He noted there is no reason the project could not be constructed.

On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, the Second Amended and Restated Engineer’s Report Dated March 18, 2024, was approved.

ii. Presentation of Master Assessment Methodology Report for Assessment Area Two dated March 18, 2024

Ms. Burns presented the Master Assessment Methodology Report for Assessment Area Two dated March 18, 2024. She noted this report allocates the debt that will be incurred by the district to the properties that benefit from Assessment Area Two. She presented each table to include Table 1 reflecting two product types of single family 40 and single family 50 with a total of 1,406 units. Table 2 outlines the cost estimates for the capital improvement area for Assessment Area Two for a total of \$64,893,640. Table 3 shows bond sizing of \$85,935,000. Table 4 breaks down the improvement cost per unit. Table 5 shows a par debt per are townhomes at \$47,165, and

single-family 40 units at \$62,887, and the single family 50 at \$78,609. Table 6 breaks down net and gross and annual per unit. The townhomes for \$3,829.75, the single family 40 for \$5,106.37 and the single family 50 at \$6,382.92. Table 7 shows the preliminary rolls with all parcels for a total of 342.68 acres.

Ms. Burns noted the assessments are reasonable apportioned across the product types for the district and the benefit is equal to or greater than the burden.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Master Assessment Methodology Report for Assessment Area Two, was approved.

iii. Consideration of Resolution 2024-10 Levying Amended Master Special Assessments

Ms. Burns this resolution will levy assessments across assessment area 2 with the specifics from the Master Methodology Report.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2024-10 Levying Amended Master Special Assessments, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Updated Ancillary Documents for Series 2024 Assessment Area Two Bonds

- A. True-Up Agreement**
- B. Collateral Assignment Agreement**
- C. Completion Agreement**
- D. Acquisition Agreement**
- E. Declaration of Consent**

Mr. Van Wyk reviewed the documents for the Series 2024 Assessment area to include a True-up Agreement with two different developers. He noted these are standard agreements. He asked for a motion to approve all documents.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Updated Ancillary Documents for Series 2024 Assessment Area Two Bonds, were approved in substantial form.

SIXTH ORDER OF BUSINESS

Presentation of Updated Supplemental Assessment Methodology Report for Assessment Area Two with Final Numbers dated April 16, 2024

Ms. Burns presented the updated Supplemental Assessment Report dated April 16, 2024. She added these are final number for the bond issuances on April 29th. She noted she will ask for approval in substantial form so that other noted can be added.

She reviewed the tables for the report to include total area of 1,406 units, cost estimate \$64,893,640., and total bond sizing is \$35,500,000. The par debt is listed different for the different builders. The gross annual and preliminary assessment roll were listed.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Updated Supplemental Assessment Methodology Report for Assessment Area Two with Final Numbers Dated April 16, 2024, was approved as amended.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-11 Supplemental Assessment Resolution (Series 2024, Assessment Area Two Project)

Ms. Burns noted this resolution includes the numbers for the final pricing and sets bond issuance dated for April 29th.

On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, Resolution 2024-11 Supplemental Assessment Resolution (Series 2024, Assessment Area Two Project), was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Acknowledgement and Acceptance of Assignment of Developer Agreements for Assessment Area Two Bonds

Mr. Van Wyk stated this assigns permission to the agreements.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Assignment of Developer Agreements for Assessment Area Two Bonds, was approved.

NINTH ORDER OF BUSINESS

Ratification of Brentwood Phase 4/5 Construction Documents:

- A. Notice of Proceed**
- B. Notice of Commencement**
- C. Temporary Construction Access and Easement Agreement**
- D. Construction Funding Agreement**

Ms. Burns noted these documents have already been signed and only need ratification.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Brentwood Phase 4/5 Construction Documents, were ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Van Wyk had nothing further to report.

B. Engineer

- i. Consideration of Work Order 2024-2 for Annual Consulting Engineering Services from Dewberry**

Ms. Burns noted that an Annual Engineer’s Report will need to be submitted on behalf of bond holders for the bond agreements for this year. This work order will review the storm water systems.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Work Order 2024-2 Annual Consulting Engineering Services from Dewberry, was approved.

C. Field Manager’s Report

Mr. Smith presented the Field Manager’s Report to include updates on ponds, landscaping, plantings, and the filtration system installation.

D. District Manager’s Report

- i. Approval of Check Register**

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

On MOTION by Ms. Henley, seconded by Mr. Lavoie, 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 for review.

No action needed.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2024-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Westside Haines City Community Development District (“**District**”) prior to June 15, 2024, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the “**District’s Office**,” 219 East Livingston Street, Orlando, Florida 32801. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the

Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2024, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: Tuesday, August 6, 2024
HOUR: 9:30 AM
LOCATION: Holiday Inn—Winter Haven
200 Cypress Gardens Blvd.
Winter Haven, FL 33880

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Haines City and Polk County at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

6. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Polk County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

7. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 7TH DAY OF MAY 2024.

ATTEST:

**WESTSIDE HAINES CITY
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

*Budget will be
provided under
separate cover.*

SECTION V

RESOLUTION 2024-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF \$35,500,000 WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2024 (ASSESSMENT AREA TWO PROJECT); PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Westside Haines City Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, located partially within the City of Haines City, Florida and unincorporated Polk County, Florida; and

WHEREAS, the District previously adopted Resolution Nos. 2021-35, 2024-03, and 2024-05 on March 29, 2021, November 7, 2023, and March 18, 2024, respectively (collectively, the “**Bond Resolution**”), authorizing the issuance of its Westside Haines City Community Development District \$35,500,000 Special Assessment Bonds, Series 2024 (Assessment Area Two Project) (the “**Assessment Area Two Bonds**”), for the purpose of financing the acquisition and/or construction of all or a portion of the public infrastructure necessary for 870 single-family lots and 536 townhomes, in Brentwood Phases 2 – 5, Cascades Phase 3, and Wynnstone Phases 1A and 1B of the District (together, the “**Assessment Area Two Project**”), as described in the *Westside Haines City Community Development District Engineer’s Report*, dated March 29, 2021, as amended by the *Second Amended and Restated Engineer’s Report*, dated March 18, 2024 (together, the “**Engineer’s Report**”); and

WHEREAS, the District closed on the issuance of the Assessment Area Two Bonds on April 29, 2024; and

WHEREAS, as prerequisites to the issuance of the Assessment Area Two Bonds, the Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and District staff including the District Manager, District Assessment Consultant, District Counsel and Bond Counsel (the “**District Staff**”) were required to execute and deliver various documents (the “**Closing Documents**”); and

WHEREAS, the District desires to ratify, confirm, and approve all actions of the District Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and District Staff in closing on the issuance of the Assessment Area Two Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The issuance of the Assessment Area Two Bonds, the adoption of resolutions relating to such Bonds, and all actions taken in the furtherance of the closing on such Bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed by the Board of Supervisors of the District.

SECTION 2. The actions of the Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Assessment Area Two Bonds, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Assessment Area Two Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 7th day of May 2024.

ATTEST:

**WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

Chairperson, Board of Supervisors

SECTION VI

*Item will be
provided under
separate cover.*

SECTION VII

SECTION C



Westside Haines City CDD

Field Management Report



May 7th, 2024

Joel Blanco

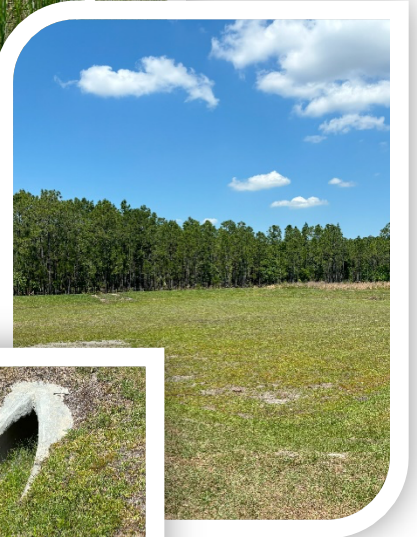
Field Manager

GMS

Completed

Pond Review

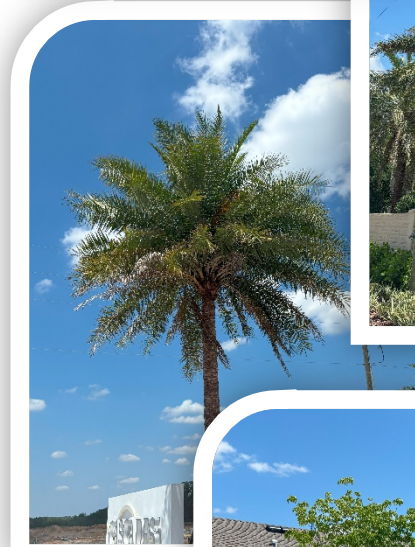
- ✚ GMS staff has performed pond reviews throughout the district.
- ✚ Ponds remain free of algae blooms or spotted with treated algae blooms.
- ✚ Dry pond previously holding water by the Masee Rd. entrance, has dried.
- ✚ Landscaping surrounding the ponds and at dry ponds continue to remain in satisfactory conditions.
- ✚ Maintenance has been scheduled to remove present vegetation at dry pond outlet on Cascades Ave.



Completed

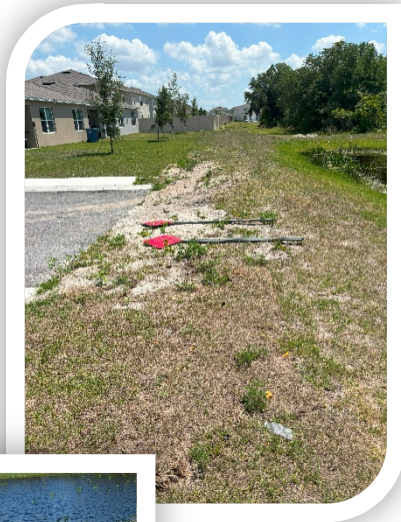
Landscaping Review

- ✚ GMS staff has reviewed the landscaping throughout the district.
- ✚ Quality By Design, who installed the Sylvester palms at the district, inspected the trees and determined that the palms would not be covered under warranty.
- ✚ Proposals for palm replacement, palm trimming at the entrances (including Phase 2 palms), and palm injections were requested and attached to the Field Manager's report.
- ✚ Overall, landscaping throughout the district remains in satisfactory conditions (neat, trimmed, and healthy.)



In Progress

Reinstallation of End of Roadway Signs



- ✚ During site review, GMS staff identified several end of roadway signs detached from the ground with some missing.
- ✚ 2 End of Roadway signs have been purchased.
- ✚ Maintenance has been scheduled to repair signs on site and install new signs, once delivered.

Conclusion

For any questions or comments regarding the above information, please contact me by phone at 786-238-9473, or by email at jblanco@gmscfl.com. Thank you.

Respectfully,

Joel Blanco

SECTION 1

SECTION (a)



200 S. F. Street
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: April 29,2024

SUBMITTED TO:

GMS Services
135 W. Central Blvd
Orlando, FL 32801
Clayton Smith
Phone: 407-201-1514
Email: csmith@gmscf.com

Job Name / Location:

Haines City West CDD (Cascades)
Haines City, FL 33844

Proposal to trim and clean up all palms and remove debris

	Qty	Unit	Unit Cost	TOTAL
Sabal Palms (Mainly seed POD's)	47	Ea	\$45.00	\$2,115.00
Sylvester Palms (Full trim)	14	Ea	\$65.00	\$910.00
				\$3,025.00

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc.required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: **Craig Bramblett**

Date Submitted: April 29, 2024

Accepted by: _____

Date Accepted: _____

SECTION (b)

SECTION (c)

SECTION D

SECTION 1

*Item will be
provided under
separate cover.*

SECTION 2

*Item will be
provided under
separate cover.*

SECTION 3



April 19, 2024

Samantha Ham – Recording Secretary
Westside Haines City CDD
219 E. Livingston Street
Orlando, Florida 32801-1508



RE: Westside Haines City Community Development District Registered Voters

Dear Ms. Ham,

In response to your request, there are currently **118** voters within the Westside Haines City Community Development District. This number of registered voters in said District is as of **April 15, 2024**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards".

Lori Edwards
Supervisor of Elections
Polk County, Florida

P.O. Box 1460, Bartow, FL 33831 • Phone: (863) 534-5888

PolkElections.gov

Para asistencia en Español, por favor de llamar al (863) 534-5888