

**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.
--

April 17, 2024

Westside Haines City CDD

**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

April 17, 2024

Westside Haines City CDD

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.

April 17, 2024

Westside Haines City CDD

**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 29<sup>th</sup>. 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 29<sup>th</sup>.

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.

April 17, 2024

Westside Haines City CDD

**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.

April 17, 2024

Westside Haines City CDD

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.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Rennie Heath*

8215FA2B8FB744A...

Chairman/Vice Chairman