

**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, **May 7, 2024**, at 9:34 a.m. at 346 E. Central Ave., Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, Kilinski Van Wyk Law
Joel Blanco	Field Manager, GMS
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Lisa Kelley <i>by Zoom</i>	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 and two Board members joining by Zoom.

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 April 17, 2024
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 17, 2024, Board of Supervisors meeting. She asked if there were any questions, comments, or changes. Hearing no changes from the Board, 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 April 17, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

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

Ms. Burns presented Resolution 2024-12 to the Board. She stated this would kick off their budget process. The suggested date is their regular August meeting, which is August 6, 2024. She presented a copy of the budget to the Board members. She explained that there were a few items they are still working through on the amenity versus what items are going to be leased for some of the gym equipment in the phases and a couple of things that Mr. Lavoie and herself are working on. She noted a couple of routes they could go with.

Ms. Burns noted that they accounted for leasing the playgrounds and leasing the gym equipment for the phases that have a gym. She pointed out that the numbers are a little on the higher end, so they have the ability to take them out rather than having to add them in later. She stated they were still working through a few of those things, and they will have answers by the time they adopt the final budget.

Ms. Burns pointed out that they have notice amounts for the first phases of both Cascades and Brentwood that were previously sent. She explained that if they increase the capital reserve or contingency line items to back into those notice numbers that they already sent for Phases 1 and 2 of Cascades and Phase 1 of Brentwood, all those Phases will have a notice at the same amount that they anticipate being higher than what they will ultimately adopt. This will give them more flexibility to bring those numbers down when they get to the final budget adoption. She added that Wynnstone would be a first time O&M levy. She noted this budget was set up a little different than what they are used to seeing. She explained they have it set up as three different assessment areas due to the fact that each community or phase has their own amenities that the other phases don't use. She stated that all areas, with the exception of Wynnstone Phase 2, is anticipated to be

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platted prior to the start of the fiscal year based on the development timelines they were given. She explained that it was almost like three separate budgets where they share the admin portion.

Ms. Burns continued reviewing the budget with the Board. After her review, she stated for the preliminary, if they match the notice amounts back into those numbers by increase contingency, it allows them the time to finalize the amenity plans and will give them flexibility. She read through and noted the notice amounts for each of those phases and noted that they will increase the capital reserve to those numbers. Cascades notice amount is \$953.92, Brentwood’s notice amount is \$1,416.49 and Wynnstone is first time O&M levy.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2024-12 the Proposed Fiscal Year 2024/2025 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and Maintenance Assessments, was approved as amended.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-13
Ratifying the Series 2024 Bonds**

Ms. Burns stated they closed on the Series 2024 bonds on April 29th. She explained that this resolution ratifies, confirms, and approves all the actions taken by District staff and officers in coordination of the closing of those bonds. Ms. Burns noted that she was happy to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2024-13 Ratifying the Series 2024 Bonds, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Amended and Restated
Disclosure of Public Financing**

Ms. Burns stated this was going to be recorded in order to put property owners within the Series 2024 Assessment Area on notice of the bonds that were issued.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Authorizing Counsel to Record the Amended and Restated Disclosure of Public Financing, was approved.

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SEVENTH ORDER OF BUSINESS

Discussion Regarding Mailbox Parking

Ms. Burns stated they have an existing parking policy that covers just the amenity only. They don't have street parking and towing policies in place that were on the roadways. They had a couple of residents reach out regarding the mailbox spots asking if they designate two or three of the spots in front of the mailboxes for five-minute parking. Ms. Burns explained that they could do that now while the amenity is under construction. Ms. Gentry is comfortable designating, in addition to the no overnight parking at the amenity, those spots as five-minute parking and updating the policy without a hearing. Ms. Gentry noted they would bring back the policy with those updates for ratification at the next meeting, but they can make the change now if that is the Board's desire.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Updating the Parking Policy to Designate Five-Minute Parking for Two Spots Near Mailbox, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry reported that the bonds closed successfully. She stated Mr. Van Wyk had some conversations while she was out last week about doing a change order for their existing Wynnfield Construction Contract to include the cost for those 44 additional lots that are being constructed as part of their existing contract.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Having Documents Drafted for Change Orders #1 and #2, was approved.

B. Engineer

Mr. Arrington had nothing to report to the Board.

C. Field Manager's Report

Mr. Blanco presented the Field Manager's report to the Board. The first item reviewed was the pond. He stated the landscaping surrounding the ponds and at dry ponds continue to remain in satisfactory conditions. He noted the maintenance has been scheduled to remove present vegetation at the dry pond outlet on Cascades Ave. He also noted that Quality by Design, who installed the

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Sylvester palms at the District, inspected the trees and determined that the palms would not be covered under warranty. He explained that proposals for palm replacement, palm trimming at the entrances including Phase 2 palms and palm injections were requested and will be presented to the Board. He also noted there were several “end of roadway” signs detached from the ground and some missing. The signs have been purchased and maintenance has been scheduled to repair the signs on site and install new signs once they are delivered.

i. Consideration of Landscape Proposals from Prince & Sons

a) Proposal to Trim and Clean-Up All Palms and Remove Debris

Mr. Blanco presented a proposal to trim and clean-up all palms and remove debris at both phases to the Board.

b) Proposal to Inject Sylvester Palms to Prevent Decline

Mr. Blanco presented a proposal to inject Sylvester palms at both phases to the Board.

On MOTION by Mr. Lavoie, seconded by Mr. Heath, with all in favor, the Proposals to Trim and Clean-Up All Palms and Remove Debris and to Inject Sylvester Palms to Prevent Decline, were approved.

c) Proposal to Replace 2 Dead Sylvester Palms

Mr. Blanco presented a proposal to replace two dead Sylvester palms at the Masee Road entrance. After discussion, it was decided to do a not to exceed for the Prince & Sons quote.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, a Not to Exceed Prince & Sons Quote to Replace Two Dead Sylvester Palms, was approved.

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.

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On MOTION by Mr. Heath, 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.

iii. Presentation of Number of Registered Voters – 118

Ms. Burns stated the number of registered voters is 118.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman