

**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, **August 6, 2024**, at 9:49 a.m. at 346 E. Central Ave., Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Bobbie Henley	Assistant Secretary
Eric Lavoie	Assistant Secretary
Rob Bonin <i>via Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Joel Blanco	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 and one Board member was 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 May 7, 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.

August 6, 2024

Westside Haines City CDD

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Minutes of the May 7, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

Ms. Burns stated this public hearing was advertised in the paper.

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

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

i. Consideration of Resolution 2024- 14 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns stated this resolution was included in the package for Board review. The budget was passed out separately. The budget has changed since the last time the Board reviewed it. Ms. Burns noted that in the preliminary budget they used their previous amounts to tie to all phases of each section. She noted that it is set up as an administrative budget that is applied equally to all of the phases based on the ERU and product type. She stated there is also the field expenses separated by phase. Each phase has to stick to the one amenity designated for their phase. The budget listed for Brentwood was \$1,049.34, however they are going to reduce the reserve transfer to get the net to \$850. All phases will be \$850 net, with the exception of one part of Phase 2, which has an admin only because there are no field expenses for the year.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2024-14 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

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

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated this public hearing was advertised in the paper and asked for a motion to open the public hearing.

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Westside Haines City CDD

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

i. Consideration of Resolution 2024-15 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that they will certify collections based on the budget the Board just approved.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Resolution 2024-15 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Closing of the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-16 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

Ms. Burns stated the monthly Board meetings will be held on the 4th Wednesday of the month at 9:30 a.m. at the same location.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2024-16 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

SIXTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns stated Florida Statute changed and now Districts must adopt a collection of goals and objectives.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

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SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Audit Report

Ms. Burns stated this is located on page 21 in the agenda package. This is a clean audit. There were no finding of noncompliance or findings that the District meets a funding emergency.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Equipment Lease/Purchase Agreements for pool Furniture and Fitness Equipment

- A. Brentwood Phase 1 & 2**
- B. Cascades**

Ms. Burns noted that the terms that were set are in the budget for the next year.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, the Equipment Lease/Purchase Agreements for pool Furniture and Fitness Equipment for Brentwood Phase 1 & 2 and Cascades, was approved.

NINTH ORDER OF BUSINESS

Ratification of Proposals from ProPlaygrounds for Playground Equipment

- A. Brentwood Phase 1& 2**
- B. Cascades**
- C. Wynnstone**

Ms. Burns stated these were purchased outright and have already been paid for. She asked for a motion to ratify the proposals.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Proposals from ProPlaygrounds for Playground Equipment for Brentwood Phase 1 & 2, Cascades, and Wynnstone, was ratified.

TENTH ORDER OF BUSINESS

Ratification of Corrective Deeds for Cascades Phase 1A and 1B

Ms. Burns stated these have already been approved, they just need to be ratified by the Board.

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On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, the Corrective Deeds for Cascades Phase 1A and 1B, were ratified.

ELEVENTH ORDER OF BUSINESS

Ratification of FDC Grove Road Agreements

- A. Agreement Between Owner and Contractor for Construction Contract**
- B. Assignment of Contractor Agreement**
- C. Assignment of Infrastructure Agreement**
- D. Construction Funding Agreement**

Ms. Burns stated these agreements just need to be ratified by the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, the FDC Grove Road Agreements, were ratified.

TWELFTH ORDER OF BUSINESS

Ratification of Wynnstone Phase 1 & Phase 2 Construction Documents

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

Ms. Burns stated these have already been approved, they just need ratification from the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Wynnstone Phase 1 & 2 Construction Documents, were ratified.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**

Ms. Hancock stated there was nothing further to report.

- B. Engineer**

- i. Presentation of 2024 Annual Engineer’s Report**

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Westside Haines City CDD

Mr. Arrington stated they have completed the annual review for a portion of the project for the CDD. They found that everything was being maintained and was in great condition. They have also reviewed the insurance coverage and they believe it to be adequate and fit for the community.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the 2024 Annual Engineer’s Report, was approved.

C. Field Manager’s Report

Mr. Blanco stated they have conducted a poll and they were made aware of the issues in one of the ponds. After they sprayed, everything looked fine. Any type of algae is in the process of being sprayed or removed. Trees have began being replaced. Construction has begun at Cascades, so they have added parking signs around the area.

i. Consideration of Proposal from Duval Landscape Maintenance to Replace 3 Sabal Palms and 1 Wax Myrtle Tree in Brentwood Phase

Mr. Blanco stated we can remove the Wax Myrtle and 2 of the Sabal Palms and not have to replace any not ruin the aesthetic. One Sabal Palm is in the front and does not to be replaced. This is not to exceed 10,000.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Proposal from Duval Landscape Maintenance to Replace 3 Sabal Palms and 1 Wax Myrtle Tree in Brentwood Phase NTE \$10,000, was approved.

ii. Consideration of Landscaping Addendum from Prince & Sons to Add Additional Tracts to Current Contact

Ms. Burns stated this contract was for 9,500.

On MOTION Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Landscaping Addendum from Prince & Sons to Add Additional Tracts to Current Contact, was approved.

D. District Manager’s Report

i. Approval of Check Register

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

On MOTION by Ms. Schwenk, 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.

FOURTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS Adjournment

Ms. Burns asked for a motion to adjourn.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:
Rennie Heath
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Chairman/Vice Chairman