

**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, **November 20, 2024**, at 9:30 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
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:35 a.m. and called the roll. Three Board members were in attendance constituting a quorum. Mr. Bonin joined via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there was one member of the public present. There were no public members on Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the September 3,
2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the September 3, 2024, Board of Supervisors meeting. She asked if there were any questions, comments, or changes. The Board had no changes to the minutes.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the September 3, 2024 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of Amenity Rules & Rates for the District (Brentwood Phase)

Ms. Burns asked for a motion to open the public hearing for the Brentwood phase.

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

i. Consideration of Resolution 2025-01 Adopting Amenity Rules & Rates for the District (Brentwood Phase)

Ms. Burns stated these are the same as what the Board saw at the prior meeting when the public hearing was set. There have not been any changes. She suggested setting the annual user rate at \$3,000 as this amenity has a gym. This will allow them to decrease it down the line if needed without having to readvertise. The replacement access card fee is \$25 and insufficient funds fee is \$50. All the other rules are standard in nature that are seen in other communities.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-01 Adopting Amenity Rules & Rates for the District (Brentwood Phase), was approved.

Ms. Burns asked for a motion to close the public hearing.

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

B. Public Hearing on the Adoption of Amenity Rules & Rates for the District (Cascades Phase)

Ms. Burns asked for a motion to open the public hearing for Cascades.

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

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i. Consideration of Resolution 2025-02 Adopting Amenity Rules & Rates for the District (Cascades Phase)

Ms. Burns stated these rules and rates are substantially the same. The only difference is one phase has ponds and one does not so there is a lake and ponds policy included in this phase related to catch and release fishing and all of the CDD’s standard pond policies. Other than that, related to the amenity facilities those policies are the same. She suggested the \$3K rate as they have a gym and some upgraded amenities.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-02 Adopting Amenity Rules & Rates for the District (Cascades Phase), was approved.

Ms. Burns asked 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.

FIFTH ORDER OF BUSINESS

Consideration of Audit Services Engagement Letter for Fiscal Year 2024 Audit with McDirmit Davis

Ms. Burns stated this was a previously awarded contract and this is the renewal for this fiscal year. The total is NTE \$4,000. She noted they may come back and request an additional fee once they have reviewed the documents.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit with McDirmit Davis NTE \$4,000, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report for Series 2021 Assessment Area One Project Bonds from AMTEC

Ms. Burns stated the District is required under internal revenue code to demonstrate that they do not earn more interest on the bonds than they pay. There is a negative arbitrage amount on page 4 of the report. She asked for a motion to accept the report.

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On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, the Arbitrage Rebate Report for Series 2021 Assessment Area One Project Bonds with AMTEC, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County

Ms. Burns stated this would allow the District to post some notices on the new Polk County website that they have set up for their notices and piggyback off of that site. An ad will be placed in the newspaper to direct residents that they will no longer use the newspaper for the majority of their notices and instead direct them to the Polk County website.

On MOTION by Ms. Roden, seconded by Mr. Heath, with all in favor, Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report.

B. Engineer

i. Ratification of Work Authorization 2025-1 Dewberry for District Engineering Services

Mr. Malave asked for ratification of work authorization 2025-1 for engineering services. He stated he is working on various requisitions for all the different villages.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Work Authorization 2025-1 Dewberry for District Engineering Services, was approved.

C. Field Manager's Report

Mr. Tindall presented the Field Managers Report on page 120 of the agenda package.

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i. Consideration of Proposal to Remove and Replace Palm Trees in Community from Prince & Sons

Mr. Tindall presented the proposal to remove and replace palm trees in the community for \$2,225. The budget line is \$25K so this is within budget. Ms. Burns asked for a motion to NTE if the trees are not under warranty.

On MOTION by Mr. Heath seconded by Ms. Roden, with all in favor, the Prince & Sons Proposal to Remove and Replace Palm Trees in the Community NTE \$2,225 if Trees are not under Warranty, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register. She asked for any questions; otherwise, she is looking for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that financial statements were included in the agenda package for review. She asked if anyone had any questions.

iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24

Ms. Burns reminded the Board to complete the 4 hours of ethics training by 12/31/24.

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 asked for a motion to adjourn.

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On MOTION by Mr. Heath, seconded by Ms. Roden, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman