

**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 **Thursday, June 12, 2025**, at 10:34 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Lindsey Roden
Bobbie Henley
Rob Bonin *by Zoom*

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Meredith Hammock
Savannah Hancock *via Zoom*
Marshall Tindall
Heather Wertz *by Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
Field Manager, GMS
Absolute Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:34 a.m. and called the roll. Three Supervisors 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.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 23, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 23, 2025 Board of Supervisors meeting. He asked for any questions, comments, or concerns. Hearing no changes from the Board, Ms. Burns asked for a motion to approve.

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On MOTION by Ms. Henley, seconded by Ms. Roden with all in favor, the Minutes of the April 23, 2025 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for Wynnstone Phase 2 Project RFP and Authorization of Staff to Send Notice of Intent to Award

Ms. Wertz presented the ranking of the proposals on page 11 of the agenda package. She stated they opened the RFP on June 2nd and received four proposals back from QGS, Kearney, Tucker Paving, and Tiger. She noted Kearney received the maximum votes of 100 because they have the lowest price and lowest amount of completion days.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Ranking of Proposals Received for Wynnstone Phase 2 project RFP and Authorization of Staff to Send Notice of Intent to Award, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Conveyance Documents for:

A. Brentwood Phase 2/3 and Cascades Phase 3

B. Wynnstone Phase 1

Ms. Burns stated these have both already been recorded then they are looking for a motion to ratify.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Conveyance Documents for Brentwood Phase 2/3 and Cascades Phase 3 and Wynnstone Phase 1, were ratified.

SIXTH ORDER OF BUSINESS

Consideration of License Agreement Regarding the Use of Certain District Property for Vending Machines

Ms. Burns stated at the last meeting they discussed adding vending machines at the Cascades and Brentwood facilities, however there were questions regarding insurance requirements. Ms. Hammock drafted this agreement, and it was sent to the vendor, and they are fine with the terms the agreement has. She noted the District will be receiving 10% of the revenue made from the vending machines, and that will be transferred to the District monthly.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the License Agreement Regarding the Use of Certain District Property for Vending Machines, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report for Series 2024 AA2 Project Bonds

Ms. Burns stated the District must demonstrate that they do not earn more interest than what they pay on the bonds. She noted on page 4 of the rebate report it shows that the District has a negative arbitrage amount listed.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Arbitrage Rebate Report for Series 2024 AA2 Project, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board of the required ethics training that is due by the end of the year and to file the Form 1s by July 1, 2025.

Ms. Henley noted she has not received the link for the Form 1.

B. Engineer

Mr. Malave noted they are continuing to monitor construction and assisting in the requisition review.

C. Field Manager's Report

Mr. Tindall reviewed the Field Managers Report on page 71 of the agenda package. He stated the amenities at Cascade opened up and they had to reinforce the pool gates to prevent forced entry. He noted there were solar lights installed at some mailboxes and all janitorial maintenance has been going well since the opening. In Brentwood, he noted there was some sod still missing and the pool is in satisfactory condition. He added all of the gym equipment in Brentwood has been accounted for.

Ms. Burns asked about the dog park equipment the builder's had that was removed. She noted it was conveyed to residents that there will be a dog park in the community.

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Mr. Tindall stated the landscaping has continued to be satisfactory. He noted there were five solar lights installed at the Cascades Entrance and the monuments for Cascades Phase 3 and Brentwood Phases 4 and 5 have been completed.

i. Consideration of Proposal to Trim Sabal Palms Throughout Cascades Phases 1-3

Mr. Tindall presented the proposal on page 77 of the agenda package. He stated this proposal is to trim all the remaining Sabal Palms in Cascades for \$3,250 from Prince & Sons. He noted this proposal fits into their budget.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Proposal for \$3,250 to Trim Sabal Palms Throughout Cascades Phases 1 – 3, was approved.

ii. Consideration of Proposal for Monthly Fitness Equipment Maintenance (Cascades Phase)

Mr. Tindall presented the proposal on page 79 of the agenda package. He stated this proposal will allow for monthly inspection and maintenance of the gym equipment from Fitness Machine Technicians for \$197 per month. He noted this price does not include the work done to the equipment, it is just for the inspection.

Ms. Schwenk asked about staffing the gym.

Ms. Hammock stated the city attorney is asking that Districts have overnight personnel on site for at least a month to deter trespassing. She added they are not asking the personnel to confront any trespasser, but rather call the police to have them handle the situation. She noted once they have someone onsite for one month, they can switch to a remote monitoring system. She stated the police told her that the majority of the trespassing calls they get happen from 8:45 p.m. to midnight.

Ms. Schwenk asked if they could have someone there from 8:00 p.m. to midnight.

Ms. Burns noted they are having issues with residents scanning the cards to get into the gym after it closes and leaving the door open, allowing other access to the pool. She added if they have security every night from 8:00 p.m. to midnight for a month, it would be around \$3,500.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Adding Security from 8:00 p.m. to Midnight in the Gym for One Month, was approved.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, the Proposal for Monthly Fitness Equipment Maintenance, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register for Board review. She offered to answer any questions.

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

ii. Balance Sheet & Income Statement

Ms. Burns noted financial statements were included in the agenda package for review. These are for informational purposes only.

iii. Presentation of Registered Voters- 511

Ms. Burns stated there were currently 511 registered voters in the District.

iv. Reminder to File Form 1's by the July 1, 2025 Deadline

Ms. Burns reminded the Board to file their Form 1's by July 1st.

NINTH ORDER OF BUSINESS

Other Business

Ms. Burns stated as they are approaching the Brentwood facilities Amenity Center opening, staff has been collecting applications and many of the applications have come from rental properties. It was advised to change the number of access cards from two cards to one card and give them the option to purchase a second card. She noted the purchasing of a second card was not in the original rules and they must hold a public hearing to change the rules and to set a price for the access cards.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Changing the Number of Access Cards Given from Two to One and Setting the Public Hearing Date for July 23, 2025 at 9:15 a.m., was approved.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns stated the next Board meeting is set for June 25, 2025 and asked the Board if they would like to cancel the meeting because there is nothing on the agenda as of now. The Board decided to keep the meeting set at this time.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman