

**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, July 23, 2025**, at 9:16 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lindsey Roden	Assistant Secretary
Bobbie Henley	Assistant Secretary
Rob Bonin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Joel Blanco	Field Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:16 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 however there were people on the Zoom line.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the June 12, 2025
Board of Supervisors Meeting & the June
25, 2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the June 12, 2025, Board of Supervisors meeting and the June 25, 2025 Board of Supervisors meeting. She asked for any comments, questions, or corrections. 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 June 12, 2025 Board of Supervisors Meeting and the June 25, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

Ms. Burns asked to open the public hearing.

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

i. Consideration of Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns presented Resolution 2025-06. She noted this resolution is included in the agenda package for review. She provided an updated budget to everyone at the meeting. There were a couple of changes made. She explained that they were not proposing an increase for any of the three assessment areas, Cascades, Brentwood or Wynnstone. Cascades is the same as the current year and there is a decrease for Brentwood and Wynnstone. She reviewed and discussed the budget for Cascades, Brentwood and Wynnstone.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

ii. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented Resolution 2025-07. She noted the assessment roll in this resolution needs to be updated based on the budget the Board just approved. She explained that this resolution will certify their assessments for collection and certify their assessment roll that they will send to Polk County.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

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Ms. Burns asked 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 Amended Amenity Policies & Rates

Ms. Burns asked to open the public hearing.

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

i. Consideration of Resolution 2025-08 Ratifying the Boards Actions in Setting and Advertising a Public Hearing and Adopting Amended Amenity Policies & Rates for Brentwood Phase

Ms. Burns presented Resolution 2025-08. She explained that they went ahead and advertised for this meeting when they started getting applications for Brentwood. She further explained that their amenity staff realized that the majority of these were renters and not homeowners and a lot of them had a six month term lease. In saying that, they want to change from giving two cards per household to give one card per household and give the option to purchase a second one. To conclude, she stated the update is to the rate for the purchase of the second card only for Brentwood.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-08 Ratifying the Boards Actions in Setting and Advertising a Public Hearing and Adopting Amended Amenity Policies & Rates for Brentwood Phase, was approved.

Ms. Burns asked to close the public hearing.

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

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-09
Adopting Amended Amenity Rules**

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**Regarding Lake & Pond Policies for
Brentwood & Cascades Phases**

Ms. Burns presented Resolution 2025-09. She explained that this resolution clarifies that boats are not allowed in the stormwater ponds for Brentwood and Cascades phases.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-09 Adopting Amended Amenity Rules Regarding Lake & Pond Policies for Brentwood & Cascades Phases, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-10
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

Ms. Burns presented Resolution 2025-10. It was decided to designate the fourth Wednesday at 9:15 a.m. for the regular monthly meeting date and time for Fiscal Year 2025/2026. She noted they moved November's and December's dates up because they fall close to Thanksgiving and Christmas.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-11
Designating a Date, Time, and Location
for a Landowners' Meeting and Election
(Wednesday, November 12, 2025 –
Regular Meeting Date) (Seat #1, Seat #2 &
Seat #5)**

Ms. Burns presented Resolution 2025-11. She stated they need to hold a Landowners' Election this November. The proposed date for the Landowners' Election is Wednesday, November 12, 2025. The Board agreed to this proposed date.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-11 Designating a Date, Time, and Location for a Landowners' Meeting and Election (Wednesday, November 12,

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2025 – Regular Meeting Date) (Seat #1, Seat #2 & Seat #5), was approved.

EIGHTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Audit Report

Ms. Burns presented the Fiscal Year 2024 Audit Report on page 22. She stated there were no instances of noncompliance and no findings for the audit. It was submitted to the state by the June 30th deadline. It was an independent audit report.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

NINTH ORDER OF BUSINESS

Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns stated the goals and objectives for 2026 are the same as the goals and objectives the Board adopted in 2025. The Board agreed to keep the same goals and objectives they adopted in 2025 for 2026.

On MOTION by Ms. Roden, seconded by Mr. Bonin, with all in favor, the Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to

C. Execute

Ms. Burns stated the goals and objectives are included in the agenda for review. She noted they are on track to meet those goals and objectives for the current year. The Board will authorize the Chair to execute.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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Ms. Hammock reminded the Board of Form 1's and standard ethics training. She noted that her office provided minor updates to the meeting minutes. She explained that Savannah was in attendance via Zoom. She further explained that the minutes the Board approved will include the edits that her office provided.

B. Engineer

Mr. Duncan noted that they are working on the drainage issues in Phase 1.

C. Field Manager's Report

i. Brentwood Phase Proposals

- a) Consideration of Proposal for Phase 1 Pond Discing**
- b) Consideration of Proposal for Pond Discing in Phase 2 through Phase 4**
- c) Consideration of Proposal for Recurring Landscape Services for Phase 2 through Phase 4**

Mr. Blanco reviewed the field manager's report. He noted field staff has continued to conduct reviews of the amenity areas in Brentwood in preparation for opening. His report of Brentwood included construction communicated that the CO has been issued with walk-through completed, janitorial, pest control, and pool vendor have been notified about potential opening with janitorial performing an initial deep clean of facilities, laminate signs have been installed throughout the District in preparation for opening, playground area remains clean and free of trash, and the portable toilets in the corner of the amenity parking lot have been communicated to the builder for removal with pressure washing schedule. For the landscaping review, Brentwood continues to be found in satisfactory conditions. The pond mowings have been consistently maintained. It was also noted that the previously approved foxtail palms have been ordered and pending scheduling along with Sylvester palm removal.

Mr. Blanco presented proposals for Brentwood.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Brentwood and Wynnstone Proposal for Two Months, was approved.

Ms. Burns noted they would come back with a formal RFP for the full contract.

ii. Cascades Phase

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**a) Consideration of Proposal for Aquatic Maintenance Services for Phase 3
(to be provided under separate cover)**

Mr. Blanco reviewed the field manager's report. He noted field staff has continued to review the amenity areas in Cascades. His report for Cascades included the amenity sprinkler heads being moved to avoid any possible rust staining on the amenity walls, maintenance staff applied rust remover and painted sections throughout the amenity wall that experienced staining, playground shade structures have been completely installed, both pool and gym area have been noted as consistently maintained and clean during each review, field staff is coordinating with the vending machine vendor on drop off and installation of the machine. For the landscaping review, Cascades continues to be found in satisfactory conditions. The pond mowings have been consistently maintained. It was also noted that the previously approved foxtail palms have been ordered and pending scheduling along with Sylvester palm removal.

Mr. Blanco presented a proposal for Cascades. This item was tabled.

iii. Wynnstone Phase

a) Consideration of Proposal for Recurring Landscape Services (to be provided under separate cover)

Mr. Blanco reviewed the field manager's report. He stated field staff has been monitoring Wynnstone. He noted during reviews, staff noticed that the pond tracts were ready to be mowed with vegetation growing inside the dry ponds. He also noted that the landscape vendor performed a one-time mow and disking of all the ponds within the District. He presented a proposal for recurring landscape services.

b) Consideration of Proposal for Pond Discing (to be provided under separate cover)

Mr. Blanco presented a proposal for pond discing excluding the winter/dry months. This item was tabled.

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.

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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.

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 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