

**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, August 27, 2025**, at 9:30 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

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

Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Meredith Hammock  
Marshall Tindall  
Chace Arrington *by Zoom*

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field Manager, GMS  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 9:30 a.m. and called the roll. Three Supervisors were present in person constituting a quorum. Mr. Bonin joined via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted there were no members of the public present or via Zoom.

**THIRD ORDER OF BUSINESS**

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

Ms. Burns presented the minutes from the July 23, 2025, Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

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| On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the July 23, 2025 Board of Supervisors Meeting, were approved. |
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**FOURTH ORDER OF BUSINESS****Consideration and Approval of Landscaping Services Request for Proposals Documents & Published Notice of Request for Proposals *(to be provided under separate cover)***

Ms. Burns stated this is a standard RFP with some modifications made and the map was attached at the end. She noted they are looking for three different bid numbers because of the different assessment areas. She added the deadline for questions would be September 26<sup>th</sup>, and the bids will be due on Thursday October 9, 2025. She noted this was redone because when they added Cascades, it pushed the amount over the limit. Ms. Burns asked the Board if they wanted to have a prebid meeting. She noted the Board would not have to be present at this meeting.

Ms. Roden stated having a prebid meeting would be a smart choice.

Ms. Hammock noted by the Board approving the proposal, they will also be approving the evaluation criteria. She stated if there were any criteria the Board would like to change, now is the time to do so. The Board had no changes to the evaluation criteria.

Ms. Burns added they will have their Field Manager conduct their own ranking of the proposals.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, the Landscaping Services Request for Proposals Documents & Published Notice of Request for Proposals, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-12 Spending Authorization Resolution**

Ms. Burns presented Resolution 2025-12 to the Board and stated this authorizes the spending authorization for the Chair and the District Manager outside of a meeting.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Resolution 2025-12 Spending Authorization Resolution, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Proposal to Install Lock System on Gate by Pool Equipment at Brentwood**

Ms. Burns stated there is currently a gate to the pool equipment that does not have a lock and anyone can enter. She added this will be for a second card reader that will not allow anyone without access to enter the area.

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On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Proposal to Install Lock System on Gate by Pool Equipment at Brentwood for \$2,614, was approved.

## **SEVENTH 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.

#### **B. Engineer**

##### **i. Consideration of Work Authorization 2026-1 from Dewberry for FY 2026 District Engineering Services – ADDED**

Ms. Burns presented the work authorization to the Board. She added this is their standard pricing for the year.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Work Authorization 2026-1 from Dewberry for FY 2026 District Engineering Services, was approved.

#### **C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's Report. He stated there was a pile of dirt left by the playground from the fence construction that they are currently trying to find a place to put the dirt. He noted there is an issue with the mushroom in the pool that is still under investigation by the pool vendor. He added they were able to resolve the issue with IST by bringing someone from the security vendor and IST on site at the same time and they should not have any more issues going forward. He added the landscaping throughout the neighborhood is looking good. He noted they have reached out to the aquatics vendor to add maintenance for the ponds at Windstone. He continued with maintenance items, stating, they are continuing to fix signs around the neighborhood that are not straight. He noted there was a trash violation in Phase 3 that they are currently keeping track of and are learning who owns the area.

#### **D. District Manager's Report**

- i. Approval of Amenity Policy Clarification Regarding Access Card Issuance**
  - a) Brentwood Phase**
  - b) Cascades Phase**

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Ms. Burns stated the clarification is residents will need to register for access upon closing. She noted Brentwood will get one card and Cascades will get two.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

**ii. Approval of Check Register**

Ms. Burns presented the Check Register and asked for any questions or comments.

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

**iii. Balance Sheet & Income Statement**

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

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
Rennie Heath  
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Chairman/Vice Chairman