

**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, October 22, 2025**, at 9:15 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath  
Lindsey Roden  
Bobbie Shockley  
Rob Bonin *by phone*

Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Meredith Hammock  
Marshall Tindall  
Joey Duncan *by Zoom*

District Manager, GMS  
District Counsel, KVV Law  
Field Manager, GMS  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 9:20 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 a couple members of the public present via Zoom. There were no comments from the public at this time.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 27,  
2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the August 27, 2025, Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

October 22, 2025

Westside Haines City CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the August 27, 2025 Board of Supervisors Meeting, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Review and Ranking of Proposals Received for Landscape Maintenance Services RFP *(to be provided under separate cover)***

Mr. Tindall presented bid summaries from the recent RFP for landscape maintenance services across Brentwood, Cascades, and Wynnstone. He noted that because the project exceeded the bid threshold, formal bidding was required, and each community was bid separately to align with their respective budgets. Brentwood's first-year cost of \$122,880 is expected to be over budget by about \$22,000 due to additional maintenance areas, though the developer will cover the overage for the next year. Cascades's estimate of about \$195,000 is over budget by about \$20,000, and Wynnstone's partial phase estimate of \$79,000, which will increase as new areas are completed, was under budget by about \$15,000.

Ms. Burns noted that four-year averages were included to identify vendors who might raise prices over time, though future evaluations may focus more on first-year costs. Staff rankings were based on vendor experience, field feedback, and past performance and were scored out of 100. Mr. Tindall reviewed the top-ranked vendors: Prince and Sons (95.76), Weber/Continuum (95.00), and ASI (88.57). Other rankings included Rotolo Consultants (86.72), Juniper (86.51), United Land Services (86.23), Yellowstone (84.73), and Red Tree (84.35). The Board can either accept the staff recommendations or complete its own scoring before issuing a notice of intent to award.

On MOTION by Mr. Heath seconded by Ms. Shockley, with all in favor, the Landscape Maintenance Services RFP Sending a Notice of Intent to Award to Prince and Sons, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Presentation of Memo Regarding Amendments to District Rules of Procedure**

##### **A. Consideration of Resolution 2026-02 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns presented Resolution 2026-02 and noted that the date for the public hearing is set for December 10, 2025. This is due to their regular meeting falling on the week of Christmas.

October 22, 2025

Westside Haines City CDD

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-02 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2026-03 Amending the Meeting Location for Fiscal Year 2026 Board Meetings**

Ms. Burns presented Resolution 2026-03 to amend the meeting location for FY26 Board meetings. She noted that they had previously advertised the meeting location for the hotel, but changed it to the PRIME location, as it's more convenient for everybody and has a larger meeting room.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, Resolution 2026-03 Amending the Meeting Location for Fiscal Year 2026 Board Meetings, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2026-04 Amending the Meeting Location for November 2025 Landowners' Election**

Ms. Burns presented Resolution 2026-04 to amend the meeting location for the November 2025 Landowners' Election. She stated that this is also moving from the hotel to the PRIME location.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-04 Amending the Meeting Location for November 2025 Landowners' Election, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Ratification of Audit Services Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns presented the ratification of Audit Services Engagement Letter for Fiscal Year 2025 Audit. She stated that this is part of a multi-year agreement that was previously awarded by the Board; this is the renewal for FY25 and is not to exceed \$4,000.

October 22, 2025

Westside Haines City CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Audit Services Engagement Letter for FY25 Audit NTE \$4,000, was ratified.

## **NINTH ORDER OF BUSINESS**

### **Ratification of Quit Claim Deed for Wynnstone Phase 1**

Ms. Burns presented the Quit Claim Deed for Wynnstone Phase 1. She stated that this has already been approved by the Chair and just needs to be ratified by the Board.

On MOTION by Ms. Shockley, seconded by Mr. Heath, with all in favor, the Quit Claim Deed for Wynnstone Phase 1, was ratified.

## **TENTH ORDER OF BUSINESS**

### **Discussion Regarding Street Parking in Cascades**

Ms. Burns discussed street parking in Cascades. She noted that the “No On-Street Parking” signs were installed per the development order, but the city has stated it will not enforce the restriction. With no towing policy in place and minimal resident complaints, the Board agreed the CDD will not enforce the no-parking rule and will simply maintain the required signage.

## **ELEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hammock reminded the Board about the ethics training and stated she would resend those links if needed. The Board further discussed the street parking issue in Cascades. Ms. Hammock and Ms. Burns confirmed that while law enforcement has the authority to enforce no-parking rules, doing so is entirely at their discretion. The city attorney was also contacted, and he noted that he cannot compel police to respond. Residents have been advised that the CDD has no enforcement policy, as police continue referring calls back to the CDD and HOA.

#### **B. Engineer**

##### **i. Presentation of Annual Goals & Objectives Review for Fiscal Year 2025**

Mr. Duncan presented the annual report, noting that the community is generally well-maintained and that the maintenance and operations budget has sufficient funds. The report, which includes noted maintenance items, has been submitted to the Board for review. He offered to answer any questions from the Board; there were none.

October 22, 2025

Westside Haines City CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Annual Goals & Objectives for Fiscal Year 2025, was approved.

**C. Field Manager's Report *(to be provided under separate cover)***

Mr. Tindall presented the property and amenity inspections for Cascades and Brentwood. Overall, both communities are well-maintained, with minor maintenance items noted, including fence adjustments, pool deck work, and AC servicing. He addressed resident requests for gym mirrors at both facilities, noting potential risks to equipment and budget constraints, and will explore estimates for future installation. There was also discussion of stair steppers that have experienced performance issues; Mr. Tindall will consult with the vendor regarding warranties and potential "lemon law" coverage. Aquatic areas, dry ponds, and newly added mitigation areas are in good condition, with only minor touch-ups, such as mulch, anticipated. He also addressed city concerns related to a staging area for a county project, including removal of concrete and vegetative debris, and a final inspection is expected. Other minor issues included a stolen solar light at Cascades, some wear and tear on signage, and potential access points in Wynnstone; these items will be monitored and managed in coordination with vendors as needed.

**D. District Manager's Report**

**i. 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.

**ii. Balance Sheet & Income Statement**

Ms. Burns noted financial statements were included in the agenda package for review. There is no action required by the Board.

**iii. Next Meeting is Scheduled for Wednesday, November 12, 2025 *(Landowners Meeting scheduled to be held)***

October 22, 2025

Westside Haines City CDD

Ms. Burns reminded the Board that the next meeting is for November 12 because their regular date fell during Thanksgiving. She noted that the Landowner's Election is also scheduled that day, but the Board won't need to be present for that.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

*Jill Burns*

---

Secretary/Assistant Secretary

Signed by:

*Rennie Heath*

8215FA2B8FB744A...

---

Chairman/Vice Chairman