

**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, December 10, 2025**, at 9:23 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lindsey Roden	Assistant Secretary
Bobbie Shockley	Assistant Secretary
Rob Bonin <i>by Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, KVW Law
Marshall Tindall	Field Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:23 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

Organizational Matters

A. Administration of Oath of Office to Newly Elected Board Members – Rennie Heath (Seat #1), Lauren Schwenk (Seat #2) & Rob Bonin (Seat #5)

Ms. Burns stated that this was swearing in the newly elected Board Members, Rennie Heath, Lauren Schwenk, and Rob Bonin. She noted that Mr. Bonin sent his oath, and he was sworn in outside of the meeting, so he is already sworn in. She stated that they just swore in Rennie Heath

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and Lauren Schwenk was not in attendance, therefore they will swear in Lauren Schwenk next time.

B. Consideration of Resolution 2026-05 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns presented Resolution 2026-05 canvassing and certifying the results of the Landowner's election to the Board. She stated that this outlines the three Supervisors who were elected at the last meeting and the number of votes each received.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-05 Canvassing and Certifying the Results of the Landowner's Election, was approved.

C. Election of Officers

D. Consideration of Resolution 2026-06 Electing Officers

Ms. Burns presented Resolution 2026-06 Electing Officers to the Board. Ms. Burns stated that because they had a Landowners election, they were required to reelect officers. She noted that previously Rennie Heath was Chair and Lauren Schwenk was Vice Chair. She stated that the other three Supervisors were Assistant Secretaries, along with George Flint in her office, and she was serving as a Secretary.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, Resolution 2026-06 Electing Officers as slated above, was approved.

E. Consideration of Resolution 2026-07 Extending Board Seat Terms to Coincide with Election Years

Ms. Burns presented Resolution 2026-07 extending Board seat terms to coincide with election years to the Board. She stated that once they get to the point where the two seats will turn over to residents that is handled by the Supervisor of Elections. She noted that they need to extend the terms so that they line up with even years so that they align with the Supervisor of Election calendar. She stated that this will bump them out from 27 and 29 to 28 and 30.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-07 Extending Board Seat Terms to Coincide with Election Years, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 22, 2025 Board of Supervisors Meeting & the November 12, 2025 Landowners' Meeting

Ms. Burns presented the minutes from the October 22, 2025, Board of Supervisors meeting and the November 12, 2025, Landowners meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Bonin, seconded by Ms. Roden, with all in favor, the Minutes of the October 22, 2025 Board of Supervisors Meeting and the November 12, 2025 Landowner's Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Amended and Restated Rules of Procedure for the District

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

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

i. Consideration of Resolution 2026-08 Adopting Amended and Restated Rules of Procedure for the District

Ms. Burns presented Resolution 2026-08 adopting amended and restated rules of procedure for the District to the Board. She stated that these have not changed since the Board saw them last time. She noted that they are just updating for recent statutory changes and a couple of cleanup items.

On MOTION by Ms. Shockley, seconded by Mr. Heath, with all in favor, Resolution 2026-08 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2026-09
Adopting Policy Change to Amenity
Parking Policies**

Ms. Burns presented Resolution 2026-09 adopting policy change to amenity parking policies to the Board. She stated that they added this to include the grass areas around where they had issues with people parking in the grass. She stated they had no overnight parking in the amenity area in the reserved spots. She noted that this will prevent long-term people from leaving their vehicles parked there full time and taking up the amenity parking spots. She added that this is adding that you cannot park in the grass or landscaped areas.

On MOTION by Ms. Shockley, seconded by Mr. Heath, with all in favor, Resolution 2026-09 Adopting Policy Change to Amenity Parking Policies, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of Conveyance Documents for
Brentwood Phases 4 & 5 Townhomes**

Ms. Burns presented the ratification of Conveyance Documents for Brentwood Phases 4 & 5 Townhomes to the Board. She stated that these have already been executed, she is just looking for a motion to ratify.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Conveyance Documents for Brentwood Phases 4 & 5 Townhomes, was ratified.

EIGHTH ORDER OF BUSINESS

**Ratification of Agreement for Holiday
Lighting Services**

Ms. Burns presented the Agreement for Holiday Lighting Services to the Board. She stated that this was approved outside of the meeting. She noted that the lights are already up and ready for the holiday season and they are just looking for a motion to ratify this agreement.

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On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, the Agreement for Holiday Lighting Services, was ratified.

Ms. Burns stated that the Board needed to approve the annual Data Sharing & Usage Agreement.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Data Sharing & Usage Agreement, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board that it was their last month to get their ethics training completed for this calendar year.

B. Engineer

Mr. Malave had nothing to report but offered to answer any questions from the Board.

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

i. Consideration of Approval of Increase from ConstaFlow for Lift Station

Mr. Tindall presented the increase from ConstaFlow for the lift station to the Board. He stated that they have adjusted the design of the reports to be more concise and to help with that makes reading and following a little easier. He stated that they did some upkeep on the gym facilities. He noted that a barbell was added to the squat rack, which is not included in the original equipment. He stated that along with the clips for those weights, free weights are already included with the adjacent Smith machine, so there are no issues. He noted that there were some issues with the spin bikes. He stated that there was an echelon machine in both the Brentwood and Cascades gym after some back and forth with the original manufacturer and Echelon themselves, neither of which were very clear. He stated that the entrance signs were cleaned. He noted that the lanai lights and fans at Cascades were checked and adjusted as needed. He added that Channing Coreal is also doing well.

Mr. Tindall stated that the pool lifts are on schedule for Cascades in Brentwood this month. He noted that he has equipment now for playgrounds that are being added to insurance as well as the dog park. He stated that they have some work where the City is cracking down on builder flags

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outside of the entrances, especially in the city right of way and the CDD tracts along those entrances. He stated that they have notified the builder as a whole. He noted that they have asked the city for an extension and will continue to follow up. He stated that there is also a note that ConstaFlow had a request for increase. He noted that it is a marginal increase. He stated that the line item is coming out of field contingency at the stands currently. He noted that they are looking to increase that orderly charge from \$30 to \$50, bringing them up to \$1,000 a year. Ms. Burns stated that they can approve that subject to the confirmation that it is a monthly charge.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Increase from ConstaFlow for Lift Station, was approved subject to confirmation of terms of agreement being Quarterly.

D. District Manager’s Report

Ms. Burns suggested that the Board set a public hearing for the amenity rules for Wynnstone.

On MOTION by Mr. Heath, seconded by Ms. Shockley, with all in favor, Setting a Public Hearing on Amenity Rules for January 28, 2026, was approved.

i. Approval of Check Register (to be provided under separate cover)

Ms. Burns presented the check register and asked for any questions or comments.

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

ii. Balance Sheet & Income Statement (to be provided under separate cover)

Ms. Burns noted financial statements were included in the agenda package for review.

There is no action required by the Board.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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