

**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, January 28, 2026** at 9:15 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
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, KVV Law
Mitchell Zwang <i>by Zoom</i>	District Counsel, KVV 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
Bob Gang <i>by Zoom</i>	Bond Counsel, Greenberg Traurig

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 9:21 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 December 10,  
2025 Board of Supervisors Meeting**

Ms. Burns presented the Minutes of the December 10, 2025 Board of Supervisors meeting. With no questions or comments a motion was moved for approval of minutes.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the December 10, 2025 Board of Supervisors Meeting Minutes, were approved.

**FOURTH ORDER OF BUSINESS**

**Presentation and Approval of Third Amended and Restated Engineer’s Report dated January 28, 2026**

Ms. Burns presented the Third Amended and Restated Engineer’s Report dated January 28. Mr. Arrington explained that the report covers approximately 595 acres within the District. He stated that the report was updated in connection with the issuance for Wynnstone 2, which consists of 193 40’ lots and 17 50’ lots, for a total of 210 lots. The total infrastructure cost associated with Wynnstone 2 is \$14,340,290, bringing the new grand total for the entire District to \$103,654,755. He stated that it is the engineer’s opinion that the costs identified in the report are reasonable and sufficient to complete the construction of the public infrastructure improvements.

A Board member raised a question regarding the cost estimate reflected in Exhibit 7, which is also included in the delegation resolution. It was noted that the exhibit referenced 271 lots, whereas the updated total should reflect 210 lots. Mr. Arrington confirmed that, based on the most recent update, the correct number is 210 lots. Staff acknowledged the discrepancy and stated that the exhibit would be corrected and redistributed once revised.

It was further noted that the meeting would need to be continued, as certain exhibits to the delegation resolution were still pending. Counsel advised that the Board could review the documents in preliminary form and approve them in substantial form at this time, with final updated versions to be presented at the continued meeting. Staff will identify and communicate any revisions made prior to final approval. The Board agreed to proceed accordingly.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Third Amended and Restated Engineer’s Report dated January 28, 2026, was approved in substantial form.

**FIFTH ORDER OF BUSINESS**

**Presentation and Consideration of Preliminary Supplemental Assessment Methodology – Assessment Area Three dated January 28, 2026**

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Ms. Burns presented the Preliminary Supplemental Assessment Methodology Report for Assessment Area 3. Ms. Burns stated that the report allocates the proposed debt to the 210 parcels included within Assessment Area 3, identified as Wynnstone Phase 2. Table 1 outlines the development plan, consisting of 193 single-family 40’ lots and 17 single-family 50’ lots, for a total of 210 lots. Table 2 reflects the project cost estimates derived from the Engineer’s Report, totaling \$14,340,290. Table 3 presents the estimated bond sizing based on the most recent figures provided by FMS, in the approximate amount of \$4,055,000. Table 4 details the improvement cost allocated per unit. Table 5 identifies the total par debt per unit, approximately \$19,310, and notes a developer contribution for the 50’ lots to equalize assessments across product types. Table 6 shows the net and gross annual debt assessments per unit, with a net annual assessment of approximately \$1,350. The gross annual assessment, inclusive of early payment discounts and Polk County collection fees when placed on the tax bill, is approximately \$1,451.61. Table 7 contains the preliminary assessment roll allocating debt to each of the platted parcels.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, the Preliminary Supplemental Assessment Methodology Report dated January 28, 2026, was approved in substantial form.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-10  
Delegation Resolution (Series 2026–  
Assessment Area Three Bonds–  
Wynnstone Phase 2)**

Ms. Burns presented Resolution 2026-10, the Delegation Resolution for Assessment Area 3. She noted that certain exhibits were still pending; however Mr. Gang confirmed that the substance of the resolution was accurate, with the exception of the cost table to be updated as Schedule 1. He advised that the resolution could be approved in substantial form with the revised exhibit to be incorporated prior to finalization.

Mr. Gang reviewed the background of the District’s bond validation. In 2021, the District validated a total of \$110 million. Of that amount, \$19,810,000 was issued for Assessment Area One, and \$35,500,000 was issued in 2024 for Assessment Area Two, leaving approximately \$54,690,000 of remaining validated. The current Delegation Resolution authorized the issuance of bonds in a principal amount not to exceed \$5 million for Assessment Area three (Wynnstone Phase 2), consisting of 210 lots.

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Mr. Gang summarized the attached documents, including the form of Third Supplemental Trust Indenture, Bond Purchase Agreement with FMS Bonds, Preliminary Limited Offering Memorandum, Rule 15c212 certificate required by the SEC, and Continuing Disclosure Agreement. Section 4 of the resolution contains the required Board findings supporting a negotiated sale, which is appropriate for unrated debt. Section 5 establishes the delegation parameters, including: a principal amount not to exceed \$5 million; a maximum interest rate not to exceed 300 basis points over the 20 Bond Index published on the last day of the prior month; an amortization period not to exceed 30 years; an underwriter's discount not to exceed 2%; and optional redemption provisions to be determined at pricing, typically between years 10 and 11.

Mr. Gang confirmed that Schedule 1 would be updated to reflect the revised engineer's cost table.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-10 Delegation Resolution (Series 2026-Assessment Area Three Bonds-Wynnstone Phase 2, was approved in substantial form.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Series 2026 Assessment Area Three Project Ancillary Financing Documents**

- A. True-Up Agreement**
- B. Completion Agreement**
- C. Acquisition Agreement**
- D. Collateral Assignment Agreement**
- E. Declaration of Consent**
- F. Notice of Special Assessments**

Ms. Burns presented the Series 2026 Assessment Area Three financing documents. She explained that these are the standard financing-related agreements required in connection with the bond issuance. The documents include the True-Up Agreement, Completion Agreement, Acquisition Agreement, Collateral Assignment, Declaration of Consent (to be updated to reflect the transfer of the lots to the new developing entity), and the Notice of Special Assessments.

Ms. Burns advised that these documents are customary for this type of financing and are necessary to secure the bonds and ensure completion of the improvements. She further noted that an updated Declaration of Consent would be provided due to change in ownership of the lots.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Series 2026 Assessment Area Three Project Ancillary Financing Documents Items A, B, C, D, E and F, were approved in substantial form.

**G. Consideration of Resolution 2026-11 Supplemental Delegation Assessment Resolution**

Ms. Burns presented Item G, the Supplemental Delegation Assessment Resolution. Ms. Burns advised that this is the standard supplemental resolution. She offered to answer any questions from the Board. Hearing no questions, a motion was made.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2026-11 Supplemental Delegation Assessment Resolution, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Letter for Underwriter Services from FMS Bonds for Series 2026 Bonds**

Ms. Burns presented the letter for underwriting services from FMS bonds for the Series 2026 bonds. She stated this is their standard engagement letter.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Letter for Underwriter Services from FMS Bonds for Series 2026 Bonds, was approved.

**NINTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amenity Rules & Rates for the District (Wynnstone Phase)**

Ms. Burns conducted the duly advertised public hearing regarding the adoption of amenity rules and rates for the Wynnstone Phase amenity. Ms. Burns confirmed that there were no members of the public present or via zoom who wished to provide comment.

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

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**i. Consideration of Resolution 2026-12 Adopting Amenity Rules & Rates for the District (Wynnstone Phase)**

Ms. Burns presented Resolution 2026-12 adopting the amenity rules and rates for the Wynnstone Phase amenity. Ms. Burns explained that the rules are substantially similar to those previously adopted for the Cascades and Brentwood amenities, with modifications to reflect the specific facilities included in the Wynnstone Phase amenity currently under construction.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-12 Adopting Amenity Rules & Rates for the District (Wynnstone Phase), was approved.

Ms. Burns presented a motion to close public hearing.

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

**TENTH ORDER OF BUSINESS**

**Consideration of 2026 Contract Agreement with Polk County Property Appraiser**

Ms. Burns presented the 2026 Contract Agreement with the Polk County Property Appraiser. She stated Polk County requires an annual renewal of this agreement and this is the standard agreement for the year.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Equipment Lease/Purchase Agreement for Pool Furniture at Wynnstone Phase Amenity**

Ms. Burns presented the Equipment Lease/Purchase Agreement for the pool furniture in Wynnstone. She stated it is similar to the agreement with Cascades and Brentwood where we are leasing the furniture over a term of five years and is within budget that was contemplated for the Wynnstone Phase.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Equipment Lease/Purchase Agreement for Pool Furniture at Wynnstone Phase Amenity, was approved.

**TWELFTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hammock reminded Supervisors of the annual ethics training requirement. It was noted that the ethics training is based on the calendar year, not the fiscal year, and Supervisors have the full calendar year to complete the requirement. She offered to resend the training link to any Board member upon request.

Ms. Hammock further noted that there were no additional items to report at this time, other than that the meeting would likely be continued in order to finalize the bond issuance documents for the Board's consideration.

**B. Engineer**

Mr. Arrington stated he would get the cost table updated and offered to answer any questions.

**C. Field Manager's Report****i. Consideration of Approval of Increase from ConstaFlow for Lift Station (Monthly)**

Mr. Tindall presented the Field Manager's report, beginning on page 271 of the agenda package. He reviewed completed items, noting that winter mulch refreshes were performed at Brentwood and Cascades, particularly along FTC Grove at Brentwood where prior road widening had disturbed plantings and mulch. He also reported meeting with insurance adjusters for a site review to confirm progress on previously identified items.

Mr. Tindall advised that a washout behind the Brentwood pool was repaired and rip rap installed to stabilize the area near a drain. He noted that insufficient riprap had originally been in place, and erosion was exacerbated by pool deck discharge. While on site, the contractor also addressed drainage swales behind nearby townhomes by removing filter fabric that had remained in place following prior construction. These items were reported as substantially complete, and overall site maintenance was satisfactory.

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At Brentwood and Cascades, new lifts were installed, and gym maintenance contracts are currently under review. In Wynnstone, irrigation enhancements for tree plantings along Wind Street were completed, and tree installations are nearing completion. Mr. Tindall also reported coordination with Code Compliance regarding builder flags and confirmed compliance issues have been addressed.

Mr. Tindall stated that construction at Wynnstone is progressing, including the amenity facility and pool. Staff will coordinate with an internet service provider and ensure signage and operational preparations are in place as the amenity nears completion. At Cascades, amenity improvements remain under construction with fencing in place, and staff will ensure vendors maintain access for cleaning and servicing as needed. Mailbox pedestal repairs have been delivered to the Postal Service for completion, and staff will follow up to confirm progress.

Mr. Tindall reported that stair climbers at both Brentwood and Cascades remain out of service due to warranty claims. Replacement parts are backordered with no confirmed delivery timeline. Staff noted increasing resident complaints and limited information to provide beyond the backorder status. The Board discussed potentially relocating the equipment temporarily to reduce complaints while pursuing warranty resolution. Staff will continue to pursue warranty claims and explore alternative options if delays persist.

Mr. Tindall addressed ConstaFlow services clarifying that the previously discussed \$250 service fee is monthly rather than quarterly and would be paid from field contingency funds.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Increase from ConstaFlow for Lift Station (monthly), was approved.
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**ii. Consideration of Proposal for Plant Fill-Ins at Brentwood Amenity**

Mr. Tindall presented a proposal from Prince & Sons for potential plant installation behind the pool. The Board discussed ongoing pond work and agreed to defer consideration of the proposal until pond improvements are completed and final conditions are known.

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**iii. Consideration of Proposal for Palm Tree Replacement in Cascades**

Mr. Tindall presented a proposal to replace a dead Sylvester palm at Cascades Avenue and Massey. The Board discussed options, including removal only or replacement to maintain aesthetic consistency. A motion was made to remove the dead tree and replace it with a foxtail palm while retaining the remaining Sylvester palm.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Palm Tree Replacement in Cascades, was approved.

**iv. Consideration of Proposal from Kitt’s Fitness Services for Fitness Center Maintenance**

- a) Brentwood**
- b) Cascades**

Mr. Tindall presented proposals from Kitt’s Fitness Services (page 286) for quarterly gym maintenance at Brentwood and Cascades. He explained that the current vendor has been unresponsive due to staffing changes and communication gaps. Kitt’s Fitness Services offers improved responsiveness and lower service call rates. The Board discussed terminating the existing maintenance agreement, subject to attorney review, and approving the new proposals. A motion was made and seconded to proceed pending legal review of the existing agreement.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Proposal from Kitt’s Fitness Services for Fitness Center Maintenance Pending Legal Review of Existing Agreement, was approved.

**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.

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**THIRTEENTH ORDER OF BUSINESS                      Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS                      Supervisors Requests and Audience  
Comments**

There being no comments, the next item followed.

**FIFTEENTH ORDER OF BUSINESS                      Continuation of Meeting**

Ms. Burns asked for a motion to continue the meeting to February 3, 2026 at 10:15 at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

On MOTION by Ms. Roden, seconded by Ms. Shockley, Continuing the meeting to February 3, 2026 at 10:15 a.m. was approved.

*Jill Burns*  
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Secretary/Assistant Secretary

Signed by:  
*Rennie Heath*  
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Chairman/Vice Chairman