

**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, April 22, 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
Lindsey Roden
Bobbie Shockley
Rob Bonin *by Zoom*

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Savannah Hancock
Megan Birnholz-Couture
Marshall Tindall
Chace Arrington

District Manager, GMS
District Counsel, KVV Law
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 opened the public comment period for agenda items. She noted that no members of the public were present in person and one participant was present via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the February 25,
2026 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the February 25, 2026, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes.

April 22, 2026

Westside Haines City CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the February 25, 2026 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-14 Approving the Proposed Fiscal Year 2026-2027 Budget (Suggested Date: July 22, 2026), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments

Ms. Burns presented Resolution 2026-14 approving the proposed Fiscal Year 2027 budget, declaring special assessments, and setting a public hearing for budget adoption. Ms. Burns presented an overview of the proposed budget, noting that it includes administrative and field expenses across the Cascades, Brentwood, and Wynnstone assessment areas. Key items discussed included increases in landscape replacement, street lighting, amenity operations, and the addition of a capital reserve study, as well as the use of carryforward surplus in certain areas to offset assessment increases.

Ms. Burns noted that the proposed budget establishes maximum assessment levels and that adjustments may be made prior to final adoption. The public hearing for adoption was scheduled for July 22, 2026, at the District's regular meeting, contingent upon a quorum being present.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2026-14 Approving the Proposed Fiscal Year 2026-2027 Budget (Suggested Date: July 22, 2026), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-15 Ratifying Series 2026 Assessment Area Three Bonds

Ms. Burns presented Resolution 2026-15 ratifying the Series 2026 Assessment Area 3 bonds. She noted that the District closed on the Wynnstone Phase 2 bonds on March 10 and that

April 22, 2026

Westside Haines City CDD

the resolution serves to ratify, confirm, and approve actions taken by District staff related to the bond issuance.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-15 Ratifying Series 2026 Assessment Area Three Bonds, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Second Amended and Restated Disclosure of Public Financing

Ms. Burns presented the second amended and restated disclosure of public financing. Ms. Burns explained that the document updates the District's existing disclosure to include Wynnstone Phase 2 and provides notice to prospective property owners regarding the assessments associated with the bonds.

On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, the Second Amended and Restated Disclosure of Public Financing, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2026-16 Setting a Public Hearing on the Adoption of Parking and Towing Policies (Brentwood Phase)(Suggested Date: July 22, 2026)

Ms. Burns presented Resolution 2026-16 setting a public hearing for adoption of parking and towing policies for the Brentwood phase. She presented the proposed policy and map, noting that unlike Cascades and Wynnstone, Brentwood has experienced ongoing issues with on-street parking, including blocked driveways and limited access due to the townhome layout. The proposal would mirror City requirements by prohibiting on-street parking except in designated areas, as identified on the map.

Ms. Burns discussed the designation of limited short-term parking near mailbox and amenity areas, recommending a small number of spaces for brief use (e.g., five-minute parking) and prohibiting overnight parking in those locations to ensure accessibility.

The Board discussed scheduling the public hearing and agreed to set the hearing for July 22, 2026, to coincide with the budget hearing and allow additional time for review.

April 22, 2026

Westside Haines City CDD

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-16 Setting a Public Hearing on the Adoption of Parking and Towing Policies for July 22, 2026, was approved.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Wynnstone Nature/Walking Trail Area

A. Consideration of Resolution 2026-17 Setting a Public Hearing on the Adoption of Amended Amenity Policies (Nature/Walking Trail Policies)(Suggested Date: July 22, 2026)

Ms. Burns discussed the Wynnstone nature walking trail area and the need to amend the District's amenity policies to include rules specific to the trail. She noted that the trail was not in place when the original policies were adopted and that additional provisions are needed to address safety, maintenance, and usage. Proposed updates include establishing hours of operation, requiring pets to be leashed, and installing signage related to wildlife hazards, including snakes, as recommended by the District's insurance carrier.

The Board also discussed operational considerations, including the potential need to limit access during certain times of the year due to standing water and maintenance challenges, as well as the anticipated need for frequent mulch replacement and ongoing upkeep. Additional discussion included supervision requirements for children and maintaining flexibility for staff to manage access conditions. The Board agreed to set the public hearing for July 22, 2026, to allow additional time to evaluate conditions and refine policies if necessary.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-17 Setting a Public Hearing for July 22, 2026, was approved.

NINTH ORDER OF BUSINESS

Consideration of Proposal for Camera System Installation at Wynnstone Amenity and Monthly Remote Monitoring Services

Ms. Burns presented proposals for installation of a camera system and access control at the Wynnstone Amenity which is currently under construction. She presented a proposal in the amount of \$4,364.50 for cameras and access control, including card readers at the main entrance

April 22, 2026

Westside Haines City CDD

and two additional side gates. It was clarified that these additional readers were not included in the original construction scope and are necessary to secure all access points.

The Board reviewed a proposal for monthly remote monitoring services in the amount of \$160 per month, which would provide overnight monitoring with motion detection capabilities.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Proposal for Camera System Installation and Monitoring Services for Wynnstone Amenity in the Amount of \$4,364.50 and Monthly Monitoring Services in the Amount of \$160 per Month, was approved.

TENTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report for Series 2021 (Assessment Area One) Project Bonds

Ms. Burns presented the arbitrage report for the Series 2021 Assessment Area 1 project bonds. She explained that the report is required under the Internal Revenue Code to confirm that the District has not earned more interest on bond proceeds than it pays on the bonds. The report indicated a negative arbitrage amount, demonstrating compliance.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting the Arbitrage Rebate Report for Series 2021 Project Bonds, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reported that there were no significant updates. It was noted that one staff member has begun maternity leave, and Board members were advised to include additional team members on communications as needed during this period. No further reports or questions were presented.

B. Engineer

Mr. Arrington reported that there were no major updates and noted that the annual inspection of District facilities will be conducted in the coming months in accordance with District requirements.

April 22, 2026

Westside Haines City CDD

The Board discussed a retaining wall located within the Brentwood area, which has sustained visible damage. Mr. Arrington indicated that an assessment report with recommendations for repair will be provided. Discussion followed regarding ownership and maintenance for the wall, including whether it falls within a District easement or is the responsibility of the builder or adjacent property owners. Staff and counsel will review the plats and easement documentation to determine responsibility and report back to the Board.

C. Field Manager's Report

i. Consideration of Proposals for Wynnstone Amenity

a) Proposal for Janitorial Maintenance Services

b) Proposal for Pool Maintenance Services

c) Proposal for Pest Control Services *(to be provided under separate cover)*

d) Proposal Addendum to Add Amenity Landscaping to Current Maintenance Contract *(to be provided under separate cover)*

Mr. Tindall presented multiple proposals related to the Wynnstone Amenity, including janitorial services, pool maintenance, pest control, and landscaping services. He presented a proposal for janitorial services at approximately \$6,300 annually for three days per week service, as well as pest control services at \$100 per month. Pool maintenance services were also discussed, noting that costs would be prorated for the partial year and remain within the approved budget.

The Board reviewed a landscaping addendum proposal for new areas within Wynnstone, including boulevard landscaping, entrance features, and the nature trail, in the amount of approximately \$2,440 per month. After discussion, the board approved the Wynnstone Amenity service proposals.

ii. Consideration of Proposal for Fitness Center Mirrors at Cascades and Brentwood Amenities

a) Scope Photos for Project

b) Bids Received for Project *(to be provided under separate cover – under review)*

Mr. Tindall presented proposals for installation of mirrors in the fitness centers at Cascades and Brentwood, noting resident feedback and requests for additional mirrors. Staff presented multiple vendor pricing options, with significant variation in cost. Placement considerations were also discussed, particularly avoiding areas near free weights for safety reasons.

April 22, 2026

Westside Haines City CDD

Following discussion, the Board approved installation of mirrors at a not-to-exceed amount of \$6,500, with staff to finalize vendor selection and placement.

iii. Consideration of Proposal for Additional Solar Street Lights in Brentwood Phase

a) Presentation of Review Document for Consideration

b) Bids Received for Project (*to be provided under separate cover – under review*)

Mr. Tindall presented a proposal for additional solar streetlights in the Brentwood phase. He presented preliminary observations and noted that while existing lighting met design and inspection requirements, additional lighting could be considered as an enhancement. It was agreed that staff would further evaluate options, including coordination with the District Engineer, and bring back recommendations at a future meeting.

iv. Presentation/Discussion of Brentwood Retaining Wall Review & Report

Mr. Tindall discussed the Brentwood retaining wall condition as part of the field report. Staff and the District Engineer discussed observed damage and the need to determine ownership and maintenance responsibility. It was noted that an engineering report with repair recommendations would be forthcoming.

The Board directed staff to review plats and easements to determine whether the wall is a District responsibility or that of the builder or adjacent property owners. Staff will report back with findings and recommended next steps.

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. Schwenk, seconded by Ms. Shockley, with all in favor, the Check Register, was approved.

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

Ms. Burns presented the financial statements for review, and no questions were raised by the Board.

April 22, 2026

Westside Haines City CDD

iii. Presentation of Number of Registered Voters – 939

Ms. Burns reported that, as of April 15, there are 939 registered voters within the District. It was noted that this exceeds the 250-voter threshold for resident-based elections; however, the District has not yet reached the six-year threshold required for transition, as it was established in March 2021.

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

Appointment of Audit Committee

The Board considered the appointment of the Audit Committee. A motion was made and seconded to appoint the Board of Supervisors to serve as the Audit Committee.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Appointing the Board of Supervisors to Serve as the Audit Committee, was approved.

FIFTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn the meeting.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

8215FA2B8FB744A...

Chairman/Vice Chairman