

**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, July 22, 2026** at 1:15 p.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 *by Zoom*
Marshall Tindall
Christine Wells
Chace Arrington *by Zoom*
Rey Malave *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:15 p.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.

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THIRD ORDER OF BUSINESS**Approval of Minutes of the April 22, 2026
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 22, 2026, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had made a correction to Supervisor names.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the April 22, 2026 Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS**Acceptance of Rankings of the Audit
Committee and Authorizing Staff to Send
Notice of Intent to Award**

Ms. Burns presented the Audit Committee's rankings with DMHB as the top ranked firm, and authorized staff to issue a notice of intent to award the audit contract to DMHB.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Acceptance of Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to DiBartolomeo, McBee, Hartley & Barnes, was approved.

FIFTH ORDER OF BUSINESS**Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2026/2027 Budget**

Ms. Burns asked for a motion to open the public hearing on the proposed Fiscal Year 2027 budget.

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

Ms. Burns explained the budget is divided into an administrative section, which remains largely flat (lower Supervisor meeting fees under a proposed bimonthly schedule offset a modest increase in legal fees and advertising), and three separate assessment areas: Cascades, Brentwood, and Wynnstone. Cascades' budget reflects a conservative increase in electric and water costs for its newly added splash pad and spa, and a revised staffing model shifting from remote to an on-site amenity staff member split across all three communities, with security scaled back to

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weekends. Brentwood's budget reflects lower property insurance, higher costs anticipated for its own upcoming second amenity facility, and new landscape maintenance costs for common areas the CDD is now taking over from another provider. Wynnstone Phase 2 is transitioning from the administrative rate to the full platted rate this year, with increased water, sewer, and street lighting costs to reflect a full year of that phase's second amenity facility, which opened about a month before the meeting. The resulting total per-unit assessments are \$953.92 for Cascades (a \$39.94 increase, at the previously noticed cap), \$974.38 for Brentwood (a \$70 increase, below its cap), and \$901.71 for Wynnstone (a \$68 increase, below its cap).

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

i. Consideration of Resolution 2026-17 Adopting the District's Fiscal Year 2026/2027 Budget and Appropriating Funds

Ms. Burns asked for a motion to approve Resolution 2026-17 adopting the District's Fiscal Year 2026/2027 budget and appropriating funds.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Resolution 2026-17 Adopting the District's Fiscal Year 2026/2027 Budget and Appropriating Funds, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to open the public hearing on Resolution 2026-18, imposing special assessments and certifying the assessment roll for collection on the county tax bill to fund the adopted budget and existing debt service primarily affecting Wynnstone Phase 2, based on the newly adopted budget and existing debt assessments.

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

Ms. Burns asked 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.

i. Consideration of Resolution 2026-18 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns asked for a motion to approve the resolution.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-18 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

C. Public Hearing on the Adoption of Parking and Towing Policies (Brentwood Phase)

Ms. Burns asked for a motion to open the public hearing on adoption of parking and towing policies for Brentwood only, in response to extensive resident complaints and photos showing vehicles blocking streets in the townhome community.

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

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

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

i. Consideration of Resolution 2026-19 Adopting Parking and Towing Policies for Brentwood Phase of Community

Ms. Burns stated the policy restricts parking to designated spots, prohibits overnight parking in amenity-area spaces, and reserves certain short-term spots for mail pickup. The Board discussed using general entry signage stating that street parking is prohibited outside of designated spots, rather than installing a sign at every individual space, to reduce signage costs, and directed staff to finalize sign language with counsel and obtain chair approval outside the meeting before mailing a notice to residents that the policy will now be enforced through towing.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-19 Adopting Parking and Towing Policies for Brentwood Phase of Community, was approved.

D. Public Hearing on the Adoption of Amenity Policies & Rates (Wynnstone Phase)

Ms. Burns asked for a motion to open the public hearing on the adoption of amenity policies and rates for Wynnstone Phase.

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

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

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

i. Consideration of Resolution 2026-20 Adopting Amenity Policies & Rates for Wynnstone Phase of Community

Ms. Burns asked for a motion to approve the resolution.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2026-20 Adopting Amenity Policies & Rates for Wynnstone Phase of Community, was approved.

SIXTH ORDER OF BUSINESS

Discussion Regarding Policy for Pavilion Area in Cascades Phase of Community

Ms. Burns The Board discussed a policy, similar to one previously adopted for Brentwood, clarifying that the Cascades pavilion area is for resident use only, is not a reservable event space, and is subject to guest limits, with food permitted in designated covered areas but open flames and cooking prohibited near the pool deck.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Policy for Pavilion Area in Cascades Phase of Community, was approved.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2026-21
Adopting Amended Amenity Policies for
Brentwood Phase of Community
(Playground & Dog Park Policies)**

Ms. Burns presented Resolution 2026-21, amending Brentwood's amenity policies to add playground and dog park rules that had inadvertently been omitted when those policies were first adopted.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Resolution 2026-21 Adopting Amended Amenity Policies for Brentwood Phase of Community (Playground & Dog Park Policies), was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2026-22
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2026/2027**

Ms. Burns discussed Resolution 2026-22, establishing the Fiscal Year 2027 regular meeting schedule on the fourth Thursday of alternating months (moving the November meeting date for the holiday), designed to stagger more heavily attended meetings across even and odd months while preserving the ability to call special meetings as needed.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-22 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2026/2027, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2026-23
Authorizing the Establishment of SBA
Account(s)**

Ms. Burns reviewed Resolution 2026-23, authorizing the establishment of separate, higher-interest SBA investment accounts for Cascades, Brentwood, and Wynnstone.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Resolution 2026-23 Authorizing the Establishment of SBA Account(s), was approved.

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TENTH ORDER OF BUSINESS

**Ratification of Amended Pool
Maintenance Services Agreements
(Brentwood and Cascades Amenities)**

Ms. Burns reviewed the amendment to the pool maintenance services agreement for Brentwood and Cascades incorporating a previously approved temporary fuel surcharge.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Amended Pool Maintenance Services Agreements (Brentwood and Cascades Amenities), was ratified.

ELEVENTH ORDER OF BUSINESS

**Ratification of Irrigation Cost Share
Agreement for Brentwood Phase *(to be
provided under separate cover)***

Ms. Burns reviewed an irrigation cost-share agreement for Brentwood in substantial form, authorizing the chair to execute the final version once minor edits with District Counsel are resolved.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Irrigation Cost Share Agreement for Brentwood Phase, was ratified in substantial form.

TWELFTH ORDER OF BUSINESS

**Consideration of Proposal for Arbitrage
Rebate Services from AMTEC for Series
2026 AA3 Bonds**

Ms. Burns reviewed the arbitrage rebate services proposal from AMTEC for the Series 2026 Assessment Area 3 bonds at an annual cost of \$450.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Proposal for Arbitrage Rebate Services from AMTEC for Series 2026 AA3 Bonds, was approved.

THIRTEENTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate Report
for Series 2024 AA2 Project Bonds**

Ms. Burns reviewed the arbitrage rebate report for the Series 2024 Assessment Area 2 bonds, confirming the District has not earned more interest than it pays on those bonds.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Arbitrage Rebate Report for Series 2024 AA2 Project Bonds, was approved.

FOURTEENTH ORDER OF BUSINESS

Ratification of Quit Claim Deed for Wynnstone Phase

Ms. Burns reviewed a quit claim deed for Wynnstone.

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

FIFTEENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2025 Audit Report

Ms. Burns presented the Fiscal Year 2025 independent audit report, which found no instances of non-compliance, no findings, and no indicators of financial emergency; the audit was timely submitted to the state ahead of the June 30 deadline.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

SIXTEENTH ORDER OF BUSINESS

Goals and Objectives

A. Adoption of Fiscal Year 2027 Goals & Objectives

Ms. Burns presented the District's Fiscal Year 2027 goals and objectives, which mirror the prior year's goals as required under Florida Statutes.

B. Review of Approved Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute Final Form

Ms. Burns reviewed the Fiscal Year 2026 goals and objectives and asked the Board to authorize the Chair to execute the final form.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Adopting the Fiscal Year 2027 Goals & Objectives and Approving the Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute Final Form, was approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

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A. Attorney

Ms. Hammock had nothing to report.

B. Engineer

Mr. Malave reported that facility inspection reports for all three communities, required under the District's goals and objectives, will be completed by September 1, and that a state-required stormwater needs assessment is due by next July 1 and is expected to be completed early next year.

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

Mr. Tindall reported that landscaping services are generally performing well, with an inventory of freeze-damaged plants now complete. Hedges hit hard by the recent frost, especially on the south side, are recovering only slowly and are considered a poor long-term investment given their cost, roughly double that of a hardier Viburnum and Duranta planting mix that has performed well elsewhere in the community; full hedge-wall replacement, originally quoted around \$100,000, was deferred to the \$100,000 landscape-replacement line already budgeted for fiscal year 2027 given the scope of damage.

On entrance palm trees, Mr. Tindall reported that prior Sylvester and foxtail palms have both failed, with foxtail palms proving especially frost-vulnerable, and recommended switching to hardier queen or ribbon/sabal palms going forward. After discussing tradeoffs between fewer 16-foot palms and shorter, less expensive 10-foot palms at the community's three entrance monuments. The Board approved eight 16-foot queen palms and four 10-foot queen palms, arranged in a tiered configuration at the entrances, contingent on staff confirming sufficient current-year funds and cash flow are available, since \$23,675 of this year's \$25,000 landscape-replacement budget had already been committed. The Board also approved a roughly \$1,200 entrance refresh and about \$3,500 in mulch for Cascades from the remaining current-year budget, while deferring further hedge replacement and renovation of a frost- and dog-damaged Cascades dog park (a small pocket park planned for clearing and sodding) to the fiscal year 2027 budget.

The Board approved additional mowing coverage for Wynnstone's amenity and nature trail areas under the existing landscape contract, adding \$1,680 and \$1,290 respectively to account for those newer areas. The Board also approved a roughly \$13,186 gate and fencing upgrade at Wynnstone, quoted through the community's builder and its fence subcontractor, to replace

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undersized five-foot pool gates with six-foot versions after the Field Manager noted the shorter gates could be reached over and opened; the cost will be absorbed within the existing Wynnstone budget given surplus from the facility's delayed opening.

The Board approved adding pond and drainage-structure aquatic treatment coverage in Cascades Phase 3 to the existing aquatics contract, an area the vendor had been treating informally without a formal charge; this adds \$2,280 for the remainder of the current year, bringing the combined annual cost to \$14,400 once the contract renewal takes effect in October. The Board also approved a not-to-exceed \$5,500 per community storm-debris cleanup provision, covering heavy equipment and a crew to clear storm-related debris if needed, to be billed separately by assessment area and incurred only if the service is actually used, for Cascades, Brentwood, and Wynnstone. The Board further approved the landscape vendor's fuel surcharge, consistent with similar surcharges seen across other communities, and directed staff to pursue a multi-year (preferably three-year) holiday lighting contract to preserve a prior discount, with proposals to be brought back at a future meeting.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Purchase of 8-16 ft and 4-10 ft Queen Palms, Entrance Mulch Refresh (FDC and Massee), and Entrance Mulch Refresh for Cascades, was approved pending checking to see if enough funds in budget to cover purchase.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Proposal from Aquatic Weed Management for Cascades Phase 3 Addition to Contract for \$2,280 Additional Cost to Contract, was approved.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Addition of Wynnstone Amenity Landscape for \$12,900 and Addition of Nature Trail for \$16080 to Landscape Maintenance Contract, was approved.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, the Proposal to Replace 5' Gates with 6' Gates and Adjacent Panels with Henkelmen Construction for \$13,186, was approved.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Storm Clean-Up Addendum with Prince and Sons for \$5,500, was approved.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Temporary Fuel Surcharge for Current Contract with Prince and Sons, 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. 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 presented the financial statements for review, and no questions were raised by the Board.

EIGHTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINETEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWENTIETH 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

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Chairman/Vice Chairman