

**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, August 26, 2026** at 10:00 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
Meredith Hammock *by Zoom*
Marshall Tindall
Christine Wells
Chace Arrington *by Zoom*
Rey Malave *by Zoom*
Joey Duncan *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:00 a.m. and called the roll. Three Supervisors were present in person constituting a quorum, and one Supervisor attended via Zoom.

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 July 22, 2026
Board of Supervisors Meeting & Audit
Committee Meeting**

Ms. Burns presented the minutes of the July 22, 2026, Board of Supervisors meeting and Audit Committee meeting and asked for any comments, corrections, or changes.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the July 22, 2026 Board of Supervisors Meeting & Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2026-25
Ratifying Revision in Resolution Number
for Fiscal Year 2026/2027 Budget Adoption
Appropriation Resolution (*adopted July 22,
2026*) from 2026-17 to 2026-24 to Avoid
Duplicate Resolution Number**

Ms. Burns stated that Resolution 2026-25 was only to correct the resolution number for the Fiscal Year 2027 budget because the previous number had already been used.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-25 Ratifying Revision in Resolution Number for Fiscal Year 2026/2027 Budget Adoption Appropriation Resolution (adoption July 22, 2026) from 2026-17 to 2026-24 to Avoid Duplicate Resolution Number, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-26 Setting
a Public Hearing on the Adoption of Parking
& Towing Policies (Cascades Phase Only)**

Ms. Burns stated that Resolution 2026-26 would set a public hearing for November 4, 2026 at 9:30 a.m. to consider adopting parking and towing policies for Cascades. The proposed policy would not restrict regular-sized vehicles from parking, but would allow removal of abandoned, junked, unregistered, overnight, or oversized vehicles such as semis after the required period. She clarified that enforcement of the existing “no on-street parking” signs would remain with the police department rather than through CDD towing.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2026-26 Setting a public Hearing on the Adoption of Parking & Towing Policies (Cascades Phase Only), was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Agreement with GMS
Central Florida for Amenity Access Onsite
Staff**

Ms. Burns stated that the Board was considering an agreement with GMS for amenity on-site staffing. The staffing plan had already been discussed for Cascades, Brentwood, and Wynnstone and

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was included in the approved budget. The proposed staff member would work 40 hours per week during weekdays, with weekend security coverage continuing separately. explained that the staff member would rotate among the amenity facilities, with 50% of the time and cost assigned to Cascades, 25% to Brentwood, and 25% to Wynnstone. Their duties would include helping with amenity access, welcoming residents, wiping down gym equipment, picking up trash, monitoring the facilities, reporting maintenance issues, and becoming familiar with residents so they could help identify after-hours issues through security footage.

She also noted that the schedule would vary so residents could not predict exactly when staff would be present. The agreement had been provided by Ms. Hammock and sent to Keith, who had a few comments or concerns, so she suggested approving it in substantial form while those remaining issues were worked out.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Agreement with GMS Central Florida for Amenity Access Onsite Staff, was approved in substantial form.

SEVENTH ORDER OF BUSINESS

Discussion Regarding Improvements on CDD Property

Ms. Burns discussed unauthorized improvements located on CDD property, including a permanent structure extending beyond a resident's property line and irrigation tubing that had been pulled and redirected to water the resident's plants. She noted that two letters had already been sent requesting removal of the structure and restoration of the tubing, but no response had been received.

Ms. Burns suggested that the HOA first send an enforcement letter because the improvements may not have received HOA approval, including possible items such as a trampoline or fire pit. The goal was to resolve the issue through the HOA process before pursuing legal action and incurring CDD legal costs.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Fences in Drainage Easements in Wynnstone

MS. Burns regarding fences in drainage easements in Wynnstone. Heather Wertz had been on site and sent an email identifying concerns, with photos included in the agenda immediately after the prior item. She explained that the fences in the drainage easement appeared to follow the grade of the swale, and there were also blocks shown in the area. Before the meeting, she had forwarded the

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information to Ms. Shockley, who reviewed the records with Mike. That review showed that only two of the affected properties had actually received permission to install a fence at all.

For the properties that did not have fence approval, Ms. Burns stated that the HOA would send letters because the fences had been installed without permission. For the two properties that did have approval, the HOA would also follow up because the approvals specifically required that any fence installed within a drainage easement be lifted off the ground to allow water to flow beneath it. She noted that the fences plainly did not appear to meet that requirement. Heather had specifically flagged the issue as a problem, particularly the location where blocks were present. The HOA would review and address those violations first, and the issue would be brought back to the CDD later if CDD action became necessary.

When asked whether one of the properties was a model home, Ms. Burns confirmed that one appeared to still be owned by Lennar based on the HOA's records. She stated the information could be sent to Mr. Bonin and that staff would follow up with someone at Lennar to review that fence. Ms. Burns also noted that it was possible Lennar did not actually install the fence; depending on the exact location, the fencing may have been installed by residents on either side of the Lennar-owned model property. She stated staff would confirm whether the fence was part of a perimeter fence or whether it had been constructed by neighboring property owners. Because no one had closed on the Lennar-owned property yet, the HOA could not handle that one in the same way, so staff would review it separately and determine the next appropriate steps.

NINTH ORDER OF BUSINESS

Consideration of Proposals from Current Demands for Brentwood II Amenity Facility (provided to Board of Supervisors under separate cover for confidentiality purposes)

A. Proposal for Installation of Camera System and Overnight Monitoring System

B. Proposal for Monthly Fee for Overnight Monitoring Service

Ms. Burns presented proposals from Current Demands for the Brentwood amenity facility. The proposals had been distributed to the Board members, with the first page covering installation of cameras for overnight monitoring because there were no cameras in the facility at that time. She noted that the Brentwood facility was nearing completion and expected it to open soon, so staff wanted to have the camera system in place before opening.

Ms. Burns stated that the second page covered the monthly fee for remote monitoring, including a call-down service. The cost was not included in the amenity contingency line item, but she

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explained that unused funds were available in the amenity repair and maintenance budget and could be used for the installation. A Board member asked whether that would put the district in good shape for the next fiscal year, and Ms. Burns confirmed that it would.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Proposals from Current Demands for Brentwood II Amenity Facility, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing to report.

B. Engineer

i. Consideration of Work Authorization 2027-1 for FY 2027 Engineering Services

Mr. Malave stated that the Fiscal Year 2027 work order was included for approval and was essentially an updated work order covering the engineering work performed for the entire CDD. Ms. Burns clarified that the approval related to the engineer's hourly rates for Fiscal Year 2027.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Work Authorization 2027-1 for FY 2027 Engineering Services, was approved.

Mr. Malave also noted that the District would be completing the state-required stormwater needs assessment update report, which is due in June of the following year. He stated that the report would be completed in conjunction with the annual inspection, although it would require some additional work. He anticipated beginning that process at the start of the next year and stated that the District was in good shape, then invited any questions from the Board.

C. Field Manager's Report

i. Consideration of Revised Proposal for Holiday Lighting Services (Brentwood, Cascades & Wynnstone Phases)

Mr. Tindall presented the field manager's report beginning on page 69. He reviewed several general maintenance items, including routine chain-link fencing and gate issues at the dog parks. One fence repair was needed after a mower or landscaper bumped it, and several gate issues were caused by hinges shifting, gates being installed low before sod was placed, or gates dragging and being pulled out of alignment. He stated those gates issues had been resolved.

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He reported that an access panel in the Brentwood amenity restroom had come down after the trim popped off, but maintenance reinstalled it. Mesh was added to the Cascades interior gate, and two plumbing issues were resolved, including one backup and one fixture that required some internal rebuilding. He noted general maintenance and detailing were otherwise doing okay. He also noted some landscaping scope issues at Brentwood, specifically end caps in areas four and five that may not have appeared as individual tracts, causing them not to be landscaped, but said those would be corrected.

He provided an update on palms for Cascades. A quote had previously contemplated 16-foot palms, but the size was reduced to 14 feet, lowering the price to \$12,820, which he presented as an informational update.

The Board discussed the holiday lighting proposal for a three-year contract. The proposal included Brentwood entry signs and amenity facilities, Cascades entry signs and amenity center, and Wynnstone entry signs and amenity center. Ms. Burns clarified the budget amounts, Cascades had \$15,000 budgeted and the proposal came in at \$11,680, about \$3,500 under budget; Brentwood also had \$15,000 budgeted and came in at \$12,335, also under budget. Wynnstone had not been separately budgeted because its entry signs had not been completed the prior year, but there was \$15,000 available in contingency. The Wynnstone proposal was \$4,600, or \$2,800 if the amenity center portion was removed. After discussion, the Board agreed to approve Brentwood and Cascades as proposed and Wynnstone without the amenity center, focusing on entry lighting only. The proposal was approved as amended.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Revised Proposal for Holiday Lighting Services (Brentwood, Cascades & Wynnstone Phases), was approved as amended.

Mr. Tindall reviewed the field report and stated that the Cascades splash pad was still down. Rogers was working on warranty repairs after multiple mainline breaks caused the equipment unit to flood, which damaged the solenoids. The line breaks had been repaired, but the District was waiting on replacement solenoids before the splash pad could operate again. Ms. Burns noted the splash pad had been down for most of the time since the facility reopened.

Mr. Tindall reported that a drain grate at the Brentwood pool deck had been repaired under warranty by Rogers. The grate had sunk, and the pavers around it were starting to collapse because

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material underneath appeared to have washed away or settled. Rogers completed the repair, and staff planned to continue monitoring it.

The discussion then shifted to drainage and runoff issues. Mr. Tindall stated the District Engineer had been asked to review a Brentwood irrigation or water runoff issue, and he also described an ongoing FTC Grove watershed issue. That issue had initially seemed to fall under the county, but the county later indicated the property and maintenance responsibility had been transferred to Haines City. He stated he had been following up with Haines City once or twice a week for about a month but had not received feedback.

Mr. Arrington noted that he had also tried to contact Pierre, believed to be responsible for the issue, but had not received a response. He noted the area appeared to be near a jurisdictional boundary between Auburndale and Haines City, but they had been told it ultimately fell under Haines City.

Ms. Burns explained that water was coming off the road, entering behind the fence, and causing washout into residents' yards. A Board member added that runoff was covering the sidewalk, moving into the swale near the wall where CDD ownership begins, and prompting homeowner complaints about water flowing through the rear section and washing out beneath the fence. Mr. Tindall stated the issue had been lingering, that staff had cleaned the sidewalk before, and that the lack of response from the public entity responsible had been a continuing problem.

He raised a separate Brentwood watershed issue near the townhomes, where water flows into the tract by the walls and there is a significant drop-off. Mr. Arrington noted he had not yet been able to inspect that specific Brentwood issue because he had been working on the annual goals and objectives report, but he planned to visit the site the next day. Ms. Burns noted that the drain had been cleared of dirt. Mr. Malave added that the key questions were whether the District had drainage easements on both sides of the wall and what level of structural improvements might be needed to prevent long-term problems in that corner. Ms. Burns asked Mr. Arrington to report back after inspecting the site, and Mr. Tindall noted he would also follow up with Tyler to see whether he had another contact or additional feedback regarding the walls.

ii. 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.
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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