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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**, **September 23, 2026** at 9:18 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 *by Zoom*	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock *by Zoom*	District Counsel, KVW Law
Marshall Tindall	Field Manager, GMS
Chace Arrington *by Zoom*	District Engineer, Dewberry
Joey Duncan *by Zoom*	District Engineer, Dewberry

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Burns called the meeting to order at 9:18 a.m. and called the roll. Three Supervisors were present in person constituting a quorum and one Supervisor joined by Zoom.

SECOND ORDER OF BUSNESS **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 or participating via Zoom.

THIRD ORDER OF BUSINESS **Approval of Minutes of the August 26, 2026 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the August 26, 2026, Board of Supervisors meeting and Audit Committee meeting and asked for any comments, corrections, or changes.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the August 26, 2026 Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS **Consideration of Audit Services Engagement Letter for Fiscal Year 2026 Audit**

Ms. Burns stated the Board recently rewarded this audit. It's a multi-year agreement. The fees are outlined on page four, which show not to exceed amounts for the previously awarded amounts. Ms. Hammock noted that a statement regarding corrective actions needed to be added to the letter. She explained that the letter would need to be approved in substantial form, with staff adding a statement pursuant to Section 218.39(7), Florida Statutes, indicating that a statement describing the corrective actions to be taken in response to each recommendation included in the audit report, if any, would be provided.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2026 Audit, was approved substantial form.

FIFTH ORDER OF BUSINESS **Presentation of Arbitrage Rebate Report for Series 2021 Assessment Area 1 Project Bonds from AMTEC**

Ms. Burns presented the arbitrage rebate report for the Series 2021 Assessment Area One Project, explaining that the Internal Revenue Code requires the District to demonstrate that it does not earn more interest than it pays on the bonds. She noted that the report reflected a negative arbitrage amount and was required under the trust indenture and prepared independently.

> On MOTION by Ms. Shockley, seconded by Mr. Heath, with all in favor, Accepting the Arbitrage Rebate Report for Series 2021 Assessment Area 1 Project Bonds from AMTEC, was approved.

SIXTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hammock stated she had nothing to report but was happy to answer questions.

B. Engineer

i. Consideration of Work Authorization 2027-1 for Fiscal Year 2027 Engineering Services from Dewberry

Mr. Duncan pointed out that this item was approved at the last meeting. He stated that he had nothing further to report to the Board at this time but was happy to answer any questions.

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C. Field Manager's Report

Mr. Tindall provided the field manager's report, noting that moderate drainage repairs were completed in Brentwood, including addressing washouts near the pool area and townhomes. Contracted mowing and detailing services were proceeding without issues, and water supply issues at Cascades were resolved. He reported ongoing coordination with the city regarding drainage concerns at the FTC Grove watershed, where a potential retaining wall or alternative curbing solution was under consideration. He also discussed a damaged Cascades II entrance sign, a fallen tree on a retaining wall near an empty lot, and the need for fence repairs. The Brentwood II amenity center was nearing completion, pending permitting and issuance of a certificate of occupancy.

i. Consideration of Proposals for Brentwood II Amenity Facility Maintenance

- **a) Pool Maintenance Services**
- **b) Janitorial Maintenance Services**
- **c) Pest Control Services**
- **d) Landscape Maintenance Services *(to be provided under separate cover)***

Mr. Tindall presented proposals for Brentwood II amenity facility maintenance for Board consideration, which included the pool maintenance services, janitorial maintenance services, pest control services, and landscape maintenance services. He reviewed several maintenance items, including damaged pool umbrellas at Cascades and a vandalized picnic table at Wynnstone. Mr. Tindall and Ms. Burns recommended against replacing the pool umbrellas due to their susceptibility to damage at unmanned facilities. The Board discussed replacing the damaged picnic table, and staff was directed to proceed with a replacement. Staff would also remove the portion of the fallen tree within the District's easement and coordinate the necessary fence repairs.

ii. Consideration of Maintenance Contract Renewal

- **a) Janitorial Maintenance Services**
- **b) Pool Maintenance Services**
  - **1. Brentwood I Amenity Facility Increase Request**
- **c) Pest Control Services**
- **d) Landscape Maintenance Services**
  - **1. Letter Regarding Continuing Fuel Surcharge for All Phases**

Mr. Tindall presented the proposed fiscal year contract renewals for Cascades, Brentwood, and Wynnstone, including janitorial, pool maintenance, pest control, landscaping, and aquatics services. The proposals generally maintained existing contract rates, with adjustments for seasonal service, additional facilities, and expanded service areas. The Board approved the presented renewals for each

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community, including the recommended aquatics service option two for Wynnstone that would treat the perimeter of the pond while leaving the interior wetland area untreated.

After review of the contract renewal proposals for Cascades, the Board all, which included janitorial maintenance, pool maintenance, pest control maintenance, and landscaping maintenance as discussed.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, All Cascades Contract Renewals on Summary as Discussed, was approved.

After discussion of the janitorial maintenance services for Brentwood, the Board approved the contract renewal as discussed with extension adding Amenity Two.

On MOTION by Mr. Heath, seconded by Ms. Shockley, with all in favor, the Brentwood Contract Renewal for Janitorial Maintenance Services with Extension– Add Amenity Two as Discussed, was approved.

After review of the pool maintenance services, pest control services and landscape maintenance services contract renewals for Brentwood, the Board approved all as discussed.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, the Brentwood Contract Renewals for Pool Maintenance Services, Pest Control Services and Landscape Maintenance Service as Discussed, was approved.

iii. Consideration of Proposals for Services at Wynnstone

a) Pest Control Services

b) Aquatic Maintenance Services

1. Ongoing Services

2. Mowing Berm Around Mitigation Pond

Mr. Tindall presented proposals for contract renewal services at Wynnstone, which include janitorial maintenance, pool maintenance, pest control maintenance, landscaping maintenance, and aquatics maintenance. After discussion, the Board chose option two for $7,200, which would treat the perimeter of the pond while leaving the interior wetland area untreated. After review of the contract renewal proposals for Wynnstone, the Board approved the contracts for janitorial maintenance, pool

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maintenance, pest control maintenance, landscaping maintenance, and aquatics maintenance option two for as discussed.

> On MOTION by Ms. Roden, seconded by Mr. Heath, with all in favor, the Wynnstone Contract Renewals for Janitorial Maintenance, Pool Maintenance, Pest Control Maintenance, Landscaping Maintenance, and Aquatics Maintenance with Option Two as Discussed, was approved.

Mr. Tindall also presented a one-time $3,500 proposal for clearing the berm area to provide access for maintenance and treatment.

> On MOTION by Mr. Heath, seconded by Ms. Shockley, with all in favor, the Proposal for Clearing Berm Along Large Pond for $3,500, was approved.

iv. Consideration of Proposals for Landscape Services at Brentwood

a) Proposal to Fix Leaning Trees on Maloof Drive

b) Proposal for Tree Replacement at Dog Park

c) Proposal for Tree Replacement Along Trail/Walking Path

Mr. Tindall presented the proposals for landscape services at Brentwood, which included straightening leaning trees along Maloof Drive for $875 and replacing dead or unsuccessful trees near the dog park for $1,728 and along the trail for $4,400.

> On MOTION by Ms. Roden, seconded by Mr. Heath, with all in favor, the Proposals for Landscape Services at Brentwood as Discussed, was approved.

Mr. Tindall noted he is reviewing sod work that may need to be done along the trail. He will provide an update on this matter at the next meeting.

v. Update on Fence Damage from Recent Storms

Mr. Tindall provided an update on the fence damage from recent storms stating that they are assessing the damage and coordinating the necessary fence repairs.

D. District Manager's Report

i. Approval of Check Register

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

> On MOTION by Ms. Shockley, seconded by Mr. Heath, 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.

SEVENTH ORDER OF BUSINESS **Other Business**

There being no comments, the next item followed.

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

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS **Adjournment**

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

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

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
Lauren O. Schenck
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Chairman/Vice Chairman