

**MINUTES OF MEETING  
VILLAMAR  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the VillaMar Community Development District was held on Wednesday, **August 12, 2020** at 3:27 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Rennie Heath  
Lauren Schwenk  
Andrew Rhinehart

Chairman  
Vice Chairman  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Michelle Rigoni  
Clayton Smith  
Patrick Marone

District Manager, GMS  
Hopping Green & Sams  
Hopping Green & Sams  
GMS

*The following is a summary of the discussions and actions taken at the August 12, 2020 VillaMar Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and noted that a quorum was established with three Supervisors present. The meeting was held via Zoom call.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated there were no members of the public present via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 10, 2020  
Board of Supervisor's Meeting**

Ms. Burns presented the June 10, 2020 meeting minutes and asked for any comments, changes, or corrections. The Board had no changes.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the June 10, 2020 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2021 Budget**

**i. Consideration of Resolution 2020-07 Adoption of the District's Fiscal Year  
2021 Budget and Appropriating Funds**

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

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns presented Resolution 2020-07 and noted that the budget was attached as Exhibit 'A'. She noted some changes that were made to the budget due to the updated development timeline. In speaking with Patrick, they now anticipate the amenity to come online later than originally planned when the preliminary budget was approved. The gross per unit for the O&M Assessment for the platted lots is \$692.83. The unplatted gross per unit is \$311.78. Both totals are less than the notice amount that was sent out. Ms. Burns noted the total budget amount was \$304,513.

Ms. Schwenk noted that because of the wetland line, the unplatted units had gone down from 308 to 281. After discussion between Board members and Ms. Burns, Ms. Burns suggested changing the budget amount to \$304,513 and the assessable units that are unplatted to 281, the new gross O&M total would be \$703.55. They noticed \$705.46. The new unplatted gross O&M amount would be \$316.60. The Board had no further changes to the budget.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-07 Adopting the District's Fiscal Year 2021 Budget and Appropriating Funds, was approved, as amended.

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

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

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

**i. Consideration of Resolution 2020-08 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns noted that a mailed notice was sent to all landowners within the District and they also published a newspaper ad. She asked for a motion to open the public hearing.

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

Ms. Burns presented Resolution 2020-08 and noted that this will be the first time the District has had an O&M levied. This District was previously under a Developer Funding Agreement. This resolution will levy the O&M Assessment and will also adopt the Assessment Roll. The per unit gross debt amount for the platted lots is \$1,303.76. The Board had no questions on the resolution.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved, as amended.

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

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, Closing the Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Assignment of Amenity Center Contract**

Ms. Burns noted that the developer, Highland Cassidy, LLC, has an agreement with Henkleman Construction, Inc. to construct the Amenity Center. She noted that they will be assigning from Highland Cassidy, LLC to the District. The Board had no question on the assignment.

*\*Supervisor Brian Walsh joined the meeting at this time.*

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Assignment of Amenity Center Contract with Highland Cassidy, LLC., was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-09  
Designation of Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2021**

Ms. Burns presented the meeting schedule and noted that it contemplates keeping the schedule the same as the current schedule, which is the second Wednesday of each month at 3:15 p.m. The Board had no changes to the meeting schedule.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-09 Designating the Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2021, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Addendum to  
Landscaping Contract with Prince &  
Sons, Inc.**

Ms. Burns stated that there was an additional area outside the fence that was not on the original contract. Patrick and Clayton worked to get the contract revised to include that additional area. Ms. Burns noted it added about \$5,000 annually to the contract. The Board had no questions on the contract.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Addendum to Landscaping Contract with Prince & Sons, Inc., was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Notice of Phase 3 RFP  
for Construction Services and Approval  
of Evaluation Criteria – ADDED**

Ms. Burns noted that the ad was included in the agenda package. The ad will run on Tuesday and the project manual will be available Tuesday, August 18<sup>th</sup> at 12:00 p.m. Questions are due Friday, September 4<sup>th</sup> and the proposals are due Friday, September 18<sup>th</sup>.

The Board decided to hold the next Board meeting on September 25<sup>th</sup> at 10:00 a.m. in order to review proposals.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Notice of Phase 3 RFP for Construction and Evaluation Criteria, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk noted that the Boundary Amendment was filed, and they are working to coordinate with the city for the hearing.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

Mr. Smith presented the field manager's report. He noted that they are continuing to do regular drive throughs and regular meetings with contractors. They are working with the landscaper to add areas for maintenance as they come on. Mr. Smith stated that he will continue to monitor all CDD areas for damage due to construction or anything else. The Board had no questions for Clayton.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register from April 17<sup>th</sup> to August 4<sup>th</sup> totaling \$32,095.06.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$32,095.06, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns presented the financials to the board. No action was required to be taken.

**iii. Ratification of Summary of Series 2019 Requisitions #110 to #118; #120 to #125; and #127 to #132**

Ms. Burns noted that Requisitions #110 through #118, #120 through #125, and #127 through #132 had already been approved by the Engineer and Chair and needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Schwenk, with all in favor, Series 2019 Requisitions #110 through #118, #120 through #125, and #127 through #132, were ratified.

**iv. Ratification of QGS CO #36**

Ms. Burns noted that this had already been approved by the Chair, and just needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the QGS CO #36, was ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being the none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

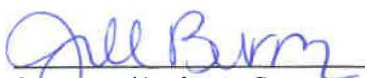
**Supervisors Requests and Audience Comments**

There being the none, the next item followed.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman