

**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, **March 2, 2021** at 3:15 p.m. at 346 E. Central Ave., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath  
Lauren Schwenk  
Brian Walsh

Chairman  
Vice Chairman  
Assistant Secretary

Also, present were:

Jill Burns  
Michelle Rigoni *via Zoom*  
Clayton Smith  
Dennis Wood

District Manager, GMS  
Hopping Green & Sams  
GMS  
District Engineer

*The following is a summary of the discussions and actions taken at the March 2, 2021 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.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated there were no members of the public present. She noted that she had received a call prior to the meeting from Mr. Rhinehart stating he was resigning effective immediately. The Board nominated Mr. Patrick Marone to fill the vacancy until further notice.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Appointment of Patrick Marone to Replace Mr. Rhinehart, was approved.
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Ms. Burns swore in Mr. Marone and had him sign the proper documents.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 13, 2021 Board of Supervisor's Meeting**

Ms. Burns presented the January 13, 2021 Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the January 13, 2020 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Ranking of Proposals Received for Construction Services for Phase 4**

Mr. Wood stated that they had received five different bids for the construction services for Phase 4 and noted that Exhibit 'B' provided a summary of the bids. He noted that Blue Ox was the lowest bid at \$3,158,253.33, and that Cobb was the 5<sup>th</sup> lowest bidder at \$3,511,762.06. He also noted the rankings came in with Blue Ox having a point total of 97.56, Kearney came in second with 97.19, TGS was third at 92.59, Tucker was fourth at 90.32, and Cobb came in last with 87.26. Based on his findings, Mr. Wood recommended that the District go with Blue Ox.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Accepting the Engineer's Ranking of the Proposals Received for Construction Services for Phase 4 with Blue Ox being the #1 ranked proposal and Authorization for Staff to send Notice of Intent to Award, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07 Appointing Treasurer and Assistant Treasurer**

Ms. Burns stated that the resolution would appoint George Flint as Treasurer and Katie Costa as Assistant Treasurer.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-07 Appointing Mr. Flint as Treasurer and Ms. Costa as Assistant Treasurer, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08  
Authorizing Additional Validation**

Ms. Burns stated that because of the pending boundary amendment and that fact that they would be bringing in additional lands into the District, they would need to increase their capacity to issue bonds. She noted they would be increasing the bond capacity from \$22,250,000 to \$50,000,000. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, Resolution 2021-08 Authorizing Additional Validation, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Amenity Center Policies**

Ms. Burns noted that were putting together policies as they open the Amenity Center and stated that there were a couple items highlighted in the agenda regarding the issuance of two access parts per household as well as guests per household at any one time. She also stated that as seen in Exhibit 'A' regarding the Amenity rates they would need to establish an annual \$2,500 user fee, and a \$30 replacement access card if the resident had lost their access card three times.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Amenity Center Policies, were approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-09  
Setting a Public Hearing on Amenity  
Policies and Rates**

Ms. Burns suggested the public hearing be on the Board's next regularly scheduled meeting on April 14<sup>th</sup> at 3:15 p.m. at the Board's current location. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-09 Setting a Public Hearing on Amenity Policies and Rates for April 14, 2021 at 3:15 p.m. at the Cassidy Homes offices at 346 E. Central Ave., Winter Have, FL 33880, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Special Warranty Deed  
for Tract G Phase 2**

Ms. Rigoni stated that during the previous year the District had accepted conveyance of all the common areas, and that during the property due diligence review they learned that Tract G was still under the Developer Entity Ownership. She noted that the warranty deed being presented brought the title to the CDD. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Special Warranty Deed for Tract G Phase 2, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Pool Furniture Quote  
for the Amenity Center**

Ms. Burns stated that the total quote amount was for \$11,867.88, noting that there was an existing lease agreement for the playground equipment and that would need to be amended as they wanted to include the pool furniture. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Pool Furniture Quote for the Amenity Center and Adding to the Existing Financing Agreement for Playground Equipment, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Fee Increase Letter  
from Hopping, Green & Sams**

Ms. Burns asked if there were any questions, and hearing none asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Fee Increase Letter from Hopping, Green & Sams, was approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rigoni updated the Board on the boundary amendment process, noting that the first ordinance reading with the City of Winter Haven had been scheduled for March 22<sup>nd</sup>, and that the final second hearing to adopt the ordinance would be April 12<sup>th</sup>.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

**i. Consideration of Maintenance Proposals for New Amenity Facility**

Mr. Smith presented the field manager's report for the Board. The highlights included that they were doing walkthroughs of the amenity center with the pool. He added that they had the landscaper meet with the installer to go through all of the zones for the site irrigation. He also noted that there were ponds that were now holding water and therefore he was getting together quotes for an aquatic contractor to come out for monthly inspections. He presented the amenity contracts for janitorial services, pool maintenance services, and the pool landscape for the amenity area. He started with the janitorial services, noting that Clean Star was the lowest bid for \$5,400 annually as compared to Fuqua at \$8,580 annually. Based on that information he recommended that they choose Clean Star for the janitorial services.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal from Clean Star for Janitorial Services, totaling \$5,400, was approved.

Mr. Smith then presented the proposals from the pool contractors, one from Bunch, totaling \$1,300 with a \$1,600 increase after one year, and the other from Complete Pool Care for \$1,350. Based on the information provided, he recommended Complete Pool Care for pool maintenance services.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Proposal from Complete Pool Care for Pool Maintenance Services totaling \$1,350, was approved.

Mr. Smith stated that the proposal for landscaping of the amenity area was for the current landscaper to take over the responsibilities of mowing the amenity, while also including pruning of the palms once annually, upkeep of the amenity area plants, and turf, totaling \$15,595 annually. He noted that plus the current contract of \$27,960 for an annual would put them slightly over the budget, but that they would be able to amend the budget the next fiscal year to account for that. He asked for approval from the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal for Landscape Services of the Amenity Area and Amending the Prince Contract to Include the Amenity Area totaling \$15,595, was approved.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns reported the check register totaled \$41,367.45. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Check Register totaling \$41,367.45, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that the financials were included in the package for review. These are for informational purposes and there was no action required.

**iii. Ratification of Series 2020 Requisitions Summaries**

**a) Summary of Series 2020 Requisitions #8-#10;#12-#26**

Ms. Burns stated that she was looking for a motion to ratify the Series 2020 Requisitions #8 through #10 and #12 through #26.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Series 2020 Requisitions #8 - #10 and #12 - #26, were ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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VillaMar CDD

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman