

**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, **April 14, 2021** at 3:15 p.m. at 346 E. Central Ave., Winter Haven, FL.

Present and constituting a quorum:

Lauren Schwenk
Brian Walsh
Patrick Marone

Vice Chairman
Assistant Secretary
Assistant Secretary

Also, present were:

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

District Manager, GMS
Hopping Green & Sams
GMS
District Engineer

The following is a summary of the discussions and actions taken at the April 14, 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, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 2, 2021
Board of Supervisors Meeting**

Ms. Burns presented the March 2, 2021 Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, the Minutes of the March 2, 2021 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of Amenity Policies and Rates

i. Consideration of Resolution 2021-10 Adopting Amenity Policies and Rates

Ms. Burns noted that this was talked about in the last meeting and the public hearing date was set for today. Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing on the Adoption of Amenity Policies and Rates, was approved.

The hearing was advertised in the paper. Resolution 2021-10 adopting Amenity Policies and Rates was provided to the Board in the agenda package. The rules have not changed. There will be two access cards given to each household. The rates are attached as Exhibit 'A' and the nonresident user fee will be \$2,500. Lost keycards that must be replaced will cost \$30 per card. There being no questions about the resolution, Ms. Burns asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Resolution 2021-10 Adopting Amenity Policies and Rates, was approved.

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

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

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-11
Setting the Public Hearing and
Approving the Proposed Fiscal Year 2022
Budget (Suggested Date: July 14, 2021)**

Ms. Burns noted that the proposed budget is included in the agenda package attached as Exhibit 'A'. Included for Board review is the addition of a third bond issuance that is included

due to the admin fees. Field services include a full year of landscaping, including additional areas that will be brought on. Amenity operations is included for a full year because that is estimated to open soon. The figures are based off actual contracts with estimates for included utilities. There is an included ERU of 1 for all the platted lots and a lower ERU of .25 for the unplatted lots. Ms. Burns explained that because the unplatted lots only gets the benefit of the admin expenses which is about 25-26% of the budget, it has a lower ERU. On the field expenses, the platted lots benefit from the landscaping and the amenity facility. On the unplatted parcels, no one is using the amenity facility and they are not landscaping those areas. Ms. Rigoni asked Ms. Buns, based on her analysis if she believes the allocation of assessments are fairly and reasonably allocated and Ms. Burns answered yes. The suggested date for the public hearing is July 14, 2021.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Resolution 2021-11 Setting the Public Hearing and Approving the Proposed Fiscal Year 2022 Budget for July 14, 2021, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Notice of Boundary Amendment

Ms. Burns stated that the boundary amendment was approved on April 12th. She is looking for a motion to authorize counsel to record the notice of the boundary amendment.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Authorization for Counsel to Record the Notice of Boundary Amendment, was approved.

SEVENTH ORDER OF BUSINESS

Assessment Items for Boundary Amendment

- A. Presentation of First Amendment to the Engineer's Report**
- B. Presentation of Amended and Restated Master Assessment Methodology**
- C. Consideration of Resolution 2021-12 Declaring Special Assessments on Boundary Amendment Parcels**
- D. Consideration of Resolution 2021-13 Setting a Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

This item was tabled for the engineer to make some changes and will be continued to the next meeting.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2021-14
Setting a Public Hearing Expressing the
District's Intent to Utilize the Uniform
Method of Levying, Collecting, and
Enforcing Non-Ad Valorem Assessments
on Boundary Amendment Parcels**

In correspondence with the engineer making changes to the boundary amendment, he will also make changes to the methodology. This item will be tabled and continued until those changes have been made.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni had nothing further to report to the Board.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Smith presented the field manager's report for the Board. Completed and in progress items for the amenity include:

- Entry sign and lettering install complete
- Landscape and sod in progress
- Pool and playground are being scheduled for final conveyance
- Electronic access and WIFI systems are being coordinated and installed
- Pool contractors have started scheduled maintenance

The irrigation testing for landscaping is complete and the timers have been set correctly. The areas that are not connected to the irrigation system have been affected by the dry season, but he expects them to bounce back with the expected rain fall. Ponds have been reviewed by contractors and proposals are being reviewed for cleanup.

i. Consideration of Quotes to Maintain Lake Bank and Ponds on South Side of Property

- a) Aquagenix**
- b) Aquatic Weed Management, Inc.**
- c) Solitude Lake Maintenance**

Mr. Smith presented three quotes for pond maintenance for the Boards review. Based on price range, his suggestion was Solitude Lake Maintenance at a price of \$150 per month and a \$435 one-time cleaning fee which he believes would be beneficial.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Proposal for Lank Bank and Ponds on South Side of Property from Solitude Lake Maintenance for \$150 Per Month, was approved.

D. District Manager's Report

i. Approval of the Check Register

Ms. Burns reported the check register totaled \$49,431.81 through April 6th. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Marone, with all in favor, the Check Register totaling \$49,431.81, 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 Requisition Summaries

a) Summary of Series 2020 Requisitions #11 and #27 to #33

Ms. Burns stated that she was looking for a motion to ratify the Series 2020 Requisitions #11 and #27 through #33.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, the Series 2020 Requisitions #11 and #27 through #33, were ratified.

April 14, 2021

VillaMar CDD

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Continuation of Meeting

The meeting was continued to April 28, 2021 at 9:15 a.m.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman