

**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, **September 22, 2021** at 10:15 a.m. at 346 E. Central Ave., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Brian Walsh <i>via Zoom</i>	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Clayton Smith <i>via Zoom</i>	GMS
Marshall Tindall	GMS

*The following is a summary of the discussions and actions taken at the September 22, 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 there were three Supervisors present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated there were no members of the public present in person or via Zoom. There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 11, 2021 Board of Supervisors Meeting**

Ms. Burns presented the August 11, 2021 Board of Supervisors meeting minutes. She asked if there were any corrections to the minutes. Hearing none,

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Minutes of the August 11, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Notice of RFP for Phase 5 Construction Services**

Ms. Burns stated the pickup date for this was October 15, 2021 and that the questions were due November 1, 2021 while the proposals were due November 15, 2021 for Phase 5. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Notice of Phase 5 Construction Services RFP, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-22 Revising Fiscal Year 2022 Meeting Schedule**

Ms. Burns stated that they had decided to move the meetings to the 3<sup>rd</sup> Thursday of the month at the hotel location.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-22 Revising Fiscal Year 2022 Meeting Schedule, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-23 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings**

Ms. Burns stated that Mr. Van Wyk stated at the last meeting that this resolution would allow them to not have to place an individual meeting and that they can post the annual schedule and post it on the website as well.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-23 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Termination of Temporary Construction and Access Easement Agreement**

Ms. Burns stated that this was proposed and needed to be ratified. The Board had no questions.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Termination of Temporary Construction and Access Easement Agreement, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Request for Vending Machine at Amenity (requested by Supervisor Walsh)**

Ms. Burns stated that there was a resident who reached out and requested a vending machine. Ms. Burns stated that they typically do not allow this because it provides unnecessary trash and mess. The request was not approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk brought forth information on the memorandum regarding wastewater and stormwater management needs analysis which was included in the agenda. He stated they have talked about it in the past. Ms. Burns asked the Board if they had questions for Mr. Van Wyk but there were none.

**B. Engineer**

There being none, the next followed.

**C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's report for the Board. He stated there was a proposal for security cameras.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Quote for Additional Cameras Totaling \$5,491.50, was approved.

Mr. Smith asked if the drainage issue mentioned in the report would be taken up with Highland Homes or if they needed to try to find the issue. Mr. Smith wanted to know how to proceed. Ms. Burns suggested they start with Highland Homes and if it is not rectified then they could go the other route. Mr. Smith also inquired about the reports of people who are not residents taking boats to the end of the amenity parking lot and putting them in the pond. He stated they are trying to find a solution by adding signage. It was decided there will also be bollards and signs added at the end of the parking lot.

Ms. Burns brought up that residents have inquired about the sidewalk in front of the school not being long enough. She stated that they are going to send a letter to the school board regarding the situation and see if they can get more help on the issue.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that there was not any information to go over regarding the financials.

**iii. Ratification of Summary of Series 2020 Requisitions #72 to #86**

Ms. Burns stated that these had been approved and she was looking for a motion to ratify the Series 2020 Requisitions #72 through #86.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Series 2020 Requisitions #72 through #86, were ratified.

**iv. Ratification of Fiscal Year 2021 Funding Requests #7 and #8**

Ms. Burns stated that these had been approved and she was looking for a motion to ratify the Fiscal Year 2021 Funding Requests #7 and #8.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fiscal Year 2021 Funding Requests #7 to #8, were ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Burns asked if there were any supervisors requests or audience comments. Hearing none, the next item followed

**TWELTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman