

**MINUTES OF MEETING
VILLAMAR
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the VillaMar Community Development District was held on Thursday, **November 18, 2021** at 10:00 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Brian Walsh	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS

The following is a summary of the discussions and actions taken at the November 18, 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 four Supervisors present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated no members of the public were in attendance in person or via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Elected Board Members (Brian Walsh, Patrick Marone, and Lauren Schwenk)

Ms. Burns swore in all three Board members and had them sign their oaths of office.

B. Consideration of Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Bruns stated that a landowners' election was held on November 2nd and three Supervisors were elected with Mr. Walsh and Ms. Schwenk receiving 250 votes each and Mr. Marone receiving 200 votes. She noted that Mr. Walsh and Ms. Schwenk would serve 4-year terms and Mr. Marone would serve a 2-year term.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-01 Canvassing and Certifying the Results of the Landowner's Election, was approved.

C. Consideration of Resolution 2022-02 Electing Officers

Ms. Burns stated that Mr. Heath would be Chair, Ms. Schwenk would serve as Vice Chair, and the other three Supervisors and Mr. Flint would serve as Assistant Secretaries, and Ms. Burns herself as Secretary. She asked for motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 21, 2021 Board of Supervisors Meeting and November 2, 2021 Landowners' Election

Ms. Burns presented the October 21, 2021 Board of Supervisors and November 2, 2021 Landowners' Election meeting minutes. She asked if there were any corrections to the minutes. Hearing none, there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Minutes of the October 21, 2021 Board of Supervisors Meeting and November 2, 2021 Landowners' Election, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-03 Amending the Fiscal Year 2021 Budget

Ms. Burns noted that the resolution was a technicality for the audit so that if the District went over budget, the auditors would have them bring it back to the Board to have them reapprove it. She stated for Fiscal Year 2021 they were over the total budget amount due to there

being some carry-forward from the prior year water costs. She explained that the resolution was just a revised and adopted budget for Fiscal Year 2021 and asked that it be approved.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, Resolution 2022-03 Amending the Fiscal Year 2021 Budget, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Equipment/Lease Purchase Agreement for Pool Shade (to be provided under separate cover)

Ms. Burns noted that the total amount for the quote was \$59,999 for a shade structure at the pool but added that they did not have money in the budget for it. Mr. Marone responded that he was going to talk to Gary to see if they would be able to defer the payments to the next fiscal year. After discussion, the Board decided to table this item until funds were lined up and attainable.

SEVENTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for Phase 5 Construction Services (Note: bid deadline has been extended to November 22, 2021)

**This item was tabled until the continued meeting.*

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted that he had a bond validation hearing scheduled for December 2, 2021, therefore they would most likely have a bond issuance mid-January. He noted the meeting would be at 1:45 p.m. via Zoom.

B. Engineer

There being none, the next followed.

C. Field Manager's Report

Mr. Tindall presented the field manager's report to the Board which can be found in the agenda package. He presented one proposal to the Board.

i. Consideration of Proposal for Adding Wheelchair Access Ramps to Amenity Parking Lot (to be provided under separate cover)

**This item was tabled for later discussion.*

D. District Manager’s Report

i. Approval of the Check Register

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

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

ii. Balance Sheet and Income Statement

Ms. Burns presented the unaudited financials and there was no Board action for this item.

iii. Ratification of:

- a) **Series 2020 Requisition #98**
- b) **Series 2021 Phase 4 FY 21 Funding Request #1**
- c) **Series 2020 Phase 3 FY 22 Funding Request #1 and #2**

Ms. Burns stated that these had already been approved and funded and asked for them to be ratified.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Series 2020 Requisitions #98 and Series 2021 Phase 4 FY 21 Funding Request #1 and FY 22 Funding Request #1-#2, were ratified.

NINTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked if there were any supervisors requests or audience comments.

One resident asked if the Board followed through about the incident at the pool with the representative from Express. Ms. Burns responded that they were able to find out that the

representative did work for Express and was also a resident of the community, therefore they did have a right at the pool but were not allowed to be unattended.

Another resident asked about street parking, and Ms. Burns explained that for an Amenity facility, the general rule would be no overnight parking from 9:00 p.m. to 6:00 a.m., adding that they could get signs that say “*No parking overnight, all violators will be towed*” to see if that took care of the problem on its own. The Board agreed to order signs.

ELEVENTH ORDER OF BUSINESS

Continue Meeting to Tuesday, November 30, 2021 @ 9:45 AM at the Holiday Inn Winter Haven, 200 Cypress Gardens Blvd, Winter Haven, FL 33880

The meeting was continued.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman