

**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, **April 21, 2022** 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 <i>by Zoom</i>	Vice Chairman
Patrick Marone	Assistant Secretary
Brian Walsh	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Jake Whealdon	KE Law Group
Marshall Tindall	GMS

The following is a summary of the discussions and actions taken at the April 21, 2022 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 opened the public comment period to the public present and those joining via Zoom. There was no public comment.

THIRD ORDER OF BUSINESS Approval of Minutes of the March 17, 2022 Board of Supervisors Meeting

Ms. Burns presented the March 17, 2022 Board of Supervisors meeting. She asked if there were any corrections to the minutes. Hearing none, she asked for a motion of approval.

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On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Minutes of the March 17, 2022 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: July 21, 2022) Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operation and Maintenance Assessments

Ms. Burns presented the resolution, noting that they would be approving a preliminary budget as well as setting a public hearing for the actual budget as well. She noted that the resolution would set the cap for the most that the assessment would be for the upcoming year. She also highlighted certain items within the budget including an increase to trustee fees, additional Phases 4 and 5 that were acquired, an increase to landscape maintenance, landscape replacement, pond maintenance, streetlights, water, general repairs and maintenance, and contingency. There was also a temporary increase to the amenity center, the addition of the lease payments for the shade structure, an increase to the pool maintenance, amenity repairs and maintenance, and an increase to security services.

Ms. Burns added that there was a Capital Reserves increase to \$50,000 and an increase of the O&M amount. She also noted that the date for the budget adoption would be July 21, 2022 at 10:00 a.m. at the same location. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operation and Maintenance Assessments, with a Set Date of July 21, 2022 at 10:00 a.m., was approved.

FIFTH ORDER OF BUSINESS

Consideration of RFP for Construction Services for Offsite Improvements – ADDED

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Ms. Burns presented the RFP, noting that the date for the plans to be picked up would be April 29th and the due date for bids was May 31st. Questions are due May 17th. She asked for a motion to approve, subject to verification by the District Engineer.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the RFP for Construction Services for Offsite Improvements, was approved subject to verification by District Engineer.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Whealdon had nothing to report for the Board.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Tindall presented the Engineer's Report. It was noted that he would bring a quote to the next meeting for solar lights at the mailboxes.

i. Consideration of Proposal from Prince and Sons, Inc. for Landscaping Refresh and Sod Repair

Mr. Tindall presented the proposal, noting the total was \$2,096 to replace the plants by the pool.

On MOTION by Mr. Marone, seconded by Mr. Walsh, with all in favor, the Proposal from Prince and Sons, Inc. for Landscaping Refresh and Sod Repair for \$2,096, was approved.

ii. Consideration of Proposal from Resort Pools for Pool Maintenance

Mr. Tindall presented the proposal, noting that the previous pool vendor, Complete Pools, for the District within the past week had resigned. Resort Pools gave a quote for \$1,500 monthly for the remainder of the year, then an increase to \$1,850 would begin. It was noted that the contract from counsel would be needed. He asked for a motion to approve.

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On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Proposal from Resort Pools for Pool Maintenance, was approved.

iii. Consideration of Proposal from Solitude for Physical Removal of Dead Plant Materials in Pond 2 and Pond 6

Mr. Tindall presented the proposal, noting that there were several complaints about Pond #2 due to the pond vendor having staffing issues, however the vendor had started spraying and was going to continue to spray to kill off the cattails and let them decompose to avoid excess cost. He did note that if the Board wanted to remove the physical material, the budget would not support the total amount of \$8,450 in the larger pond and \$9,300 for both the larger and smaller pond, or \$10,000 if chosen to do separately. There was also discussion of the additional Phase 3 pond being added as well.

iv. Consideration of Proposal from Massey Services for the Addition of the Playground Area to the Pest Control Services Agreement Scope

Mr. Tindall presented the proposal, noting that it was his recommendation that they add \$10 additional a month to pest control to address the issue at the playground with spiders. He asked for a motion to approve.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, the Proposal from Massey Services for the Addition of the Playground Area to the Pest Control Services Agreement Scope, for \$10 per month, was approved.

v. Consideration of Proposal from CCS for Additional Trash Empties for Playground/Mailbox Areas

Mr. Tindall presented the proposal, noting that the total would be a \$100 per month increase with the current contract being \$450, making it \$550.

On MOTION by Mr. Walsh, seconded by Mr. Heath, with all in favor, the Proposal from CCS for Additional Trash Empties for Playground/Mailbox Areas, was approved.

D. District Manager's Report

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i. Approval of the Check Register

Ms. Burns presented the check register through March 31st, 2022 for \$158,948.52. She asked for any questions or comments, and hearing none, asked for a motion to approve.

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

ii. Balance Sheet and Income Statement

Ms. Burns presented the unaudited financials through February 28th, 2022 and there was no Board action for this item.

SEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked if there were any Supervisor’s requests or audience comments. Resident Andrew Slater commented his concern for poor lighting at the mailboxes, and Mr. Tindall responded that he would get a quote for solar lights at the mailboxes. Another resident asked if any additional pools would be added, and then Ms. Burns responded that there were no plans confirmed at this time.

NINTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman