

**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, **August 18, 2022** at 10:13 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
Eric Lavoie	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lauren Gentry	KE Law Group
Marshall Tindall	GMS
Brian Walsh	Appointed as Supervisor

*The following is a summary of the discussions and actions taken at the August 18, 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 stated that there were no members of the public present. There was one member of the public joining via Zoom. She asked if the member of the public joining had any comments on the agenda items. Hearing none,

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Swearing in of Appointed Supervisor Milton Andrade**

Ms. Burns stated that Milton Andrade was not in attendance. This item was tabled.

**B. Appointment to Fill the Vacant Board Seat #3**

Ms. Burns asked the Board if there was a nomination to fill vacant seat #3. Ms. Schwenk nominated Brian Walsh to fill the vacant seat.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Nominating Brian Walsh to the Board of Supervisors, was approved.

**C. Administration of Oath to Newly Appointed Supervisors**

Ms. Burns administered the oath to the newly appointed Supervisor Brian Walsh.

**D. Consideration of Resolution 2022-09 Appointing Assistant Secretaries**

Ms. Burns stated that Rennie Heath was Chair, Brian Walsh was Vice Chair, Lauren Schwenk, Milton Andrade, and Eric Lavoie were Assistant Secretaries along with George Flint and Ms. Burns was Secretary.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-09 Appointing Supervisors as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 21, 2022 Board of Supervisors Meeting**

Ms. Burns presented the July 21, 2022 Board of Supervisors meeting. She asked if there were any corrections, comments, or changes to the minutes. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Minutes of the July 21, 2022 Board of Supervisors Meeting, were approved.

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**FIFTH ORDER OF BUSINESS****Consideration of Notice of RFP for Construction Services for Offsite Improvements and Phase 6 Construction**

This item was tabled until the next meeting, the next item followed.

**SIXTH ORDER OF BUSINESS****Presentation of Fiscal Year 2021 Audit Report**

Ms. Burns stated that on page 32 of the agenda package was a report to management, which summarized the audit. She noted that there were no instances of non-compliance and that the District did not meet any of the conditions for financial emergency. She stated that this had been submitted to the state.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Gentry had nothing to report other than the Boundary Amendment that was pending and that they were waiting on those final cost estimates and hoping to get that filed before the end of the month.

**B. Engineer**

Ms. Burns stated that the District Engineer was not on the line today.

**C. Field Manager's Report**

Mr. Tindall reviewed the completed items which included monitoring facilities with contractors, regular playground inspection, and coordinating for the playground integrated shade install. He noted that he would verify the shade installation this week. He reviewed the completed landscape and general maintenance which included continuing to monitor the ponds with the vendor, assessing Phase 4 and the new landscaping elements as well as working with the landscaper to get a contract addendum, the missing cypress along Cunningham was replaced, and the split rail fence was installed in Phase 4 along the main road. He then discussed the in-progress items which included the mainline break that was repaired near the playground, but they were arranging to fill in the dirt. He stated that they were also scheduling the installation of the

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solar lights that were approved and ordered. He stated that there was an erosion spot that they were hoping to get resolved. He noted that the area was being monitored while they work to assemble repair options. He discussed that the fence panels were removed to prevent damage from the sagging post.

**i. Consideration of Engineer's Proposal to Address Flooding Issues on Vittorio Drive**

Mr. Tindall stated that there was a flooding issue on Vittorio Drive and that they were assessing these issues with the engineer. He referred the Board to pages 73 through 77 of the agenda package, which outlined the areas.

**ii. Consideration of Lake Maintenance Contract Proposal with Solitude Lake Management for Phase 4**

Mr. Tindall presented the proposal which totaled \$9,855 annual. The budget is \$10,000. He further discussed the proposal with the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Lake Maintenance Contract Proposal with Solitude Lake Management for Phase 4, was approved.

**iii. Consideration of Landscape Proposal for Phase 4 from Prince & Sons *(to be provided under separate cover)***

Mr. Tindall presented this proposal to the Board which totaled \$84,900 for the landscape expansion of Phase 4 and the large pond in 5. He stated that landscaping costs had been going up with labor. Mr. Tindall further explained the proposal to the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Landscape Proposal for Phase 4 from Prince & Sons, was approved.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register through August 5, 2022 which totaled \$52,513.78. She asked for any questions or comments. Hearing none, asked for a motion to approve.

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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. There was no Board action for this item.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Burns asked if there were any Supervisor’s requests or audience comments. Hearing none,

**TENTH 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