

**MINUTES OF MEETING  
VILLAMAR  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the VillaMar Community Development District was held on Tuesday, **April 4, 2023** at 11:51 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brian Walsh	Vice Chairman
Lauren Schwenk	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law
Marshall Tindall	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the April 4, 2023 VillaMar Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order. 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 or joining via Zoom.

**THIRD ORDER OF BUSINESS  
Board of Supervisors Meeting**

**Approval of Minutes of the March 7, 2023**

Ms. Burns presented the March 7, 2023 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.

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On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, the Minutes of the March 7, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2023-08 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: August 1, 2023), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2023/2024 Budget and the Imposition of Operations and Maintenance Assessments**

Ms. Burns stated that the budget was included as an exhibit to the resolution. There were increases to several line items; however, because they have phases that were unplatted last year and have a lower ERU that are now developed and platted, they have a little bit of compacity. This budget doesn't contemplate an increase to any of the platted lots, so they will have the same assessment rate. The only phases that will have an increase based on this budget would be Phase 4 because it had the lower unplatted rate last year and now has the platted rate. They also have a \$.39 increase to Phases 5 and 6. Phases 7A, 7B, and 8 are first-time O&M levy because those were added to the District. Phases 5, 6, 7A, 7B, and 8 all have the unplatted and undeveloped rate based on the development timelines. Phases 1 through 4 are all platted at the full platted rate.

Ms. Burns noted that most of the increases are to the field expenses for electric for streetlights, landscape maintenance, landscape replacement, pool maintenance for the amenity facility and pond maintenance, which all to account for those phases that have either came online this year or will be coming online next year. She noted that this budget in addition to being able to accommodate those increases, they were also able to increase the capital reserve transfer at that amount. She explained that they were in pretty good shape with the budget with the additional phases coming on. She stated that she would be happy to answer any questions. She asked if there was anything the Board wanted to add or change. She noted that this would set their cap, so if the Board thinks that they need to increase, this would be the time to do that. She also stated that when they go back to the budget, they can move line items around as long as they aren't planning to increase assessments on those platted lots. Hearing no changes or additions, Ms. Burns noted that they set the public hearing for August 1, 2023.

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On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Resolution 2023-08 the Proposed Fiscal Year 2023/2024 Budget for August 1, 2023, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2023/2024 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09  
Authorizing Bank Account Signatories**

Ms. Burns presented Resolution 2023-09 to the Board. She stated that this resolution was administrative, and it points to the actual offices instead of people as signers on the account. This allows them to give this resolution along with an officer’s resolution to the bank if the officers change.

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, the Resolution 2023-09 Authorizing Bank Account Signatories, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Master Lien Notice of  
Assessment for Phases 5, 6, 7A, 7B, and 8**

Ms. Burns stated that at the last meeting they held an assessment hearing for the master levy on the Phases 5, 6, 7A, 7B, and 8 and the lien was recorded.

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, the Master Lien Notice of Assessment for Phases 5, 6, 7A, 7B, and 8, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated that they were on track for their new Validation Hearing on April 10, 2023. She added that they were also on track to delegate for bonds at their May meeting. She stated that everything was going according to schedule, and they will keep the Board updated.

**B. Engineer**

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

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**C. Field Manager's Report**

Mr. Tindall reviewed the field manager's report starting with the amenity review. He noted a vandalism issue on the playground with the slides. It wasn't structurally compromised though. They trimmed and eased the edges where needed so that it wouldn't be a safety concern. He added that they also replaced the stakes. He explained that the pool looked good, and they were planning to do some cleaning in a couple of spots. A consideration of pool maintenance increase was noted and would be discussed further into this meeting. He stated that the chemical pumps were currently operating at a reduced compacity. He further explained that before the busy season kicks in, the pumps will be replaced. It will be about \$1,000 come out of the amenity repair budget.

Mr. Tindall reviewed the landscaping items stating that they had a few minor issues that they were working on with the landscaper, which was primarily tied to irrigation. He stated that overall, the landscape had done well, and the amenity landscape was good. He noted an issue with the amenity in Phase 5 where someone had tampered with irrigation control over this past week. He further noted that they were investigating the situation. He stated that the busy mowing season would kick in as of this month and they will be out there every week for the common areas. He added that pond mowing would be increased as well. He reviewed the site items stating that the approved parking exception signs in Phase 2 were installed. The fence repairs were completed. The construction entrance signage was installed where possible.

**i. Consideration of Playground Fence Proposals****a) Jim Williams Fence Company, Inc.****b) Hillcrest Fence, LLC**

Mr. Tindall presented the playground fence proposals to the Board. He noted that they were short about \$10,000 for a playground fence. He also stated that it was not in the budget for this year, but they could budget for next year. The Board discussed the issue leading to the fence proposals and decided to not approve the proposals.

**ii. Consideration of Pool Maintenance Vendor Increase Request from Resort Pools (to be provided under separate cover)**

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Mr. Tindall presented the pool maintenance vendor increase request from Resort Pools. He stated that the pool vendor had chemical increases this year. It would be a budget increase from \$1,850 a month to \$2,500 a month. He noted that it was their recommendation to go with the increase. Mr. Walsh asked for Mr. Tindall to see how much it would cost to go to salt and compare the long-term maintenance of salt versus chlorine. After further Board discussion, it was decided to do \$2,000 for April and May and \$2,500 increase through the end of the fiscal year.

On MOTION by Mr. Lavoie, seconded by Mr. Walsh, with all in favor, the Pool Maintenance Vendor Increase Request from Resort Pools of \$2,000 for April/May and then \$2,500 through the end of the Fiscal Year, was approved.

**iii. Consideration of Phase 5 Pond Addendum from Solitude** *(to be provided under separate cover)*

Mr. Tindall stated that the vendor reviewed the new pond in Phase 5. He further explained that they were requesting \$100 a month for the new pond and for the remainder of the year it would be \$600. He noted that their budget would run a little skinny on that. After Board discussion, it was decided to table this item.

**D. District Manager's Report**

**i. Approval of the Check Register**

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

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, 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.

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**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman