

**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, **June 6, 2023** at 11:45 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Brian Walsh	Vice Chairman
Lauren Schwenk	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 June 6, 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 was one member of the public joining the meeting via Zoom. There being no public comments at this time, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 2, 2023 Board of Supervisors Meeting

Ms. Burns presented the May 2, 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.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the May 2, 2023 Board of Supervisors Meeting, were approved.

May 2, 2023

VillaMar CDD

FOURTH ORDER OF BUSINESS**Presentation of Supplemental Assessment Methodology for Assessment Area Five Updated with Final Numbers**

Ms. Burns presented the resolution to the Board and added that the updated version had been circulated last week. She gave a brief summary of the methodology for the Board. Table 1 outlines that there are 443 units: 238 40' units and 205 50' units. Table 2 shoes the capital improvement plan cost estimate totaling \$16,190,061. Table 3 shows the bond sizing totaling \$7,940,000. Table 4 outlines the improvement costs per unit. Table 5 shoes the par debt per unit that includes and developer contribution for the 50' lots to bring the assessment par debt per unit to \$17,923. Table 6 breaks down the net and gross annual debt assessment per unit that will be collected on the tax bill totals \$1,344.03. Table 7 shows the preliminary assessment roll. There is one landowner for this assessment area, and it is VMAR DEV, LLC and there is an included legal description of Assessment Area Five. Ms. Burns then offered to answer any questions for the Board. Hearing no comments, there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Supplemental Assessment Methodology for Assessment Area Five Updated with Final Numbers, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-11 Supplemental Assessments Resolution**

Ms. Burns stated that this resolution sets forth the actual terms of the Assessment Area Five bonds and confirms the liens and levies of the special assessments that secure the Assessment Area Five bonds. Ms. Gentry added that section two makes all the findings necessary to finalize the assessment lien and approves the engineer's report and assessment methodology that is used in conjunction with these bonds. The attachments include copies of the reports, the legal description for the assessment area five lands, and the details of the final bond sizing. Ms. Burns asked for any questions from the Board. There being no comments, there was a motion of approval.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2023-11 Supplemental Assessment Resolution, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2023-12 Appointing an Assistant Treasurer**

May 2, 2023

VillaMar CDD

Ms. Burns presented resolution 2023-12 and noted that staff would like to appoint Darrin Mossing in the GMS office as an assistant treasurer to the District.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, Resolution 2023-12 Appointing an Assistant Treasurer, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated that she had nothing further to report.

B. Engineer

There being no comments, the next item followed.

C. Field Manager’s Report

Mr. Tindall reviewed the field manager’s report to the Board. He stated that the amenity is doing well overall and there have been few complaints about midges around the building and they are looking into any mitigation options. He also reported a trash can issue. The cans were only being emptied once a week. There has been a soft approval of additional janitorial additions for another trash emptying. He asked for the Board to approve the temporary approval for the next few months until the new budget is adopted and until then it will be taken from the contingency fund. The estimated cost is \$210 a month.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, the Proposal from Janitorial Contractor for Supplemental Trash Services, was approved.

Mr. Tindall continued to report that landscaping overall is doing very well. A line break occurred near the model home which caused a few hedges to die, and they will work on getting those replaced. There were some issues with missing street signs but the ones that need replacing are on order and they are working on straightening. Mr. Tindall offered to answer any questions for the Board. Hearing none, the next item followed.

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 no comments, she asked for a motion to approve.

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On MOTION by Mr. Walsh, 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. There was no Board action for this item.

iii. Discussion Regarding July 2023 Board Meeting

Ms. Burns stated that the July Board meeting will fall on the 4th of July, and she asked the Board if they wanted to cancel the meeting. They agreed and the July meeting was canceled.

iv. Reminder to Board to File Form 1's with the Supervisor of Elections

Ms. Burns noted that the Form 1 should be filed in the county that they live in by July 1, 2023. She has available copies for the Board members.

EIGHTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Resident Sonja thanked staff for fixing the stop sign she mentioned in the last meeting and reported that there is another stop sign at Vienna and Cunningham that is crooked. Mr. Tindall will make sure that it gets taken care of. There being no other public comments the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary



Chairman/Vice Chairman