

**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, **August 1, 2023** at 11:45 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 August 1, 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 for the meeting or joining the meeting via Zoom.

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

Approval of Minutes of the June 6, 2023

Ms. Burns presented the June 6, 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 Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Minutes of the June 6, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

Ms. Burns noted that the public hearing had been advertised in the local paper and asked for a motion to open the hearing.

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

There being no members of the public present in person or via Zoom, Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-13 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns noted that the resolution can be found in the agenda package for the Board’s review and stated that there were a few changes from when the Board saw the draft at the last meetings. There is no increase to the currented platted lots with a current assessments amount of \$756.84. Phase 4 is receiving an increase with an unplatted ERU from last year with a platted rate this year. Phases 6, 7, and 7B will receive an admin rate due to not currently being a part of the District. She continued to review the resolution being careful to note some of the increase most specifically for O&M due to more areas being added. There will be a reserve transfer of approximately \$40,000 which is on the conservative side, but the assessments will be the same this year and look at increasing later as the development gets closer to completion. Ms. Burns then offered to answer any questions for the Board. There being none, there was a motion of approval.

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On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Resolution 2023-13 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, Opening the Public Hearing, was approved.

There being no members of the public present in person or via Zoom, Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-14 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns noted that this resolution will certify the O&M based on the budget that the Board previously adopted and certifies the debt assessments that were previously leveed. She offered to answer and questions for the Board, there being none, she asked for a motion of approval.

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, Resolution 2023-14 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-15 Ratifying Series 2023 Bonds

Ms. Burns presented the resolution to the Board and stated that the Districts closed on the Series 2023 Bonds on June 15, 2023 and this resolution ratifies, confirms, and approves the actions taken by District officers and staff in conjunction with the closing of those bonds.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, Resolution 2023-15 Ratifying Series 2023 Bonds, was approved.

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SIXTH ORDER OF BUSINESS

Consideration of Third Amended and Restated Disclosure of Public Financing

Ms. Burns noted that this will be recorded to but potential property owners on notice of the new issuant that closed back in June of 2023.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, the Third Amended and Restated Disclosure of Public Financing, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-16 Designation of Regularly Scheduled Monthly Meeting Date, Time, and Location for Fiscal Year 2024

Ms. Burns suggested the first Tuesday of the month at 11:00 a.m. Due to the Landowner’s meeting and Election being held on the first Thursday in November, the first meeting will also be held on that Thursday and every meeting followed will continue on the first Tuesday of the month.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Resolution 2023-16 Designation of Regularly Scheduled Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved as amended.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-17 Designating a Date, Time, and Location for a Landowners’ Meeting and Election

Ms. Burns noted that the first Tuesday of November would be November 7th. Due to a heavy schedule of meetings that day, it was suggested that the Landowners’ Meeting and Election will be held on the Thursday instead. The date would be November 2nd, 2023 at 11:30 a.m. Ms. Burns answered a few questions on the Landowners’ election and how it will work before asking for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Resolution 2023-17 Designating a Date, Time, and Location for a Landowners’ Meeting and Election, was approved.

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The Board of Supervisors meeting will be moved to the first Thursday to align with the Landowners' Meeting and Election for that month only.

On MOTION by Mr. Lavoie, seconded by Mr. Walsh, with all in favor, Changing the Board of Supervisors Meeting from Tuesday to Thursday November 2, 2023 to align with the Landowners' Meeting and Election, was approved.

NINTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report

A. Series 2022 Phase 3 Project Bonds

B. Series 2022 Phase 4 Project Bonds

Ms. Burns noted that both reports can be found in the agenda package for review and that on page four of both reports the Board will find a negative arbitrage rebate amount listed. The report is required under the trust indenture, and she is just looking for a motion of approval.

On MOTION by Mr. Lavoie, seconded by Mr. Walsh, with all in favor, the Arbitrage Rebate Report for Series 2022 Phase 3 Project Bonds and Series 2022 Phase 4 Project Bonds, were approved.

TENTH ORDER OF BUSINESS

Ratification for Contract for Phase 6 and Phase 6C Project Improvements

Ms. Burns noted that the project was awarded to Tucker Paving and the contract has been signed outside of the meeting and she is looking for a motion to ratify.

On MOTION by Mr. Lavoie, seconded by Mr. Walsh, with all in favor, the Contract for Phase 6 and Phase 6C Project Improvements, was ratified.

ELEVENTH ORDER OF BUSINESS

Ratification for Change Order for Phase 6D

Ms. Burns presented the ratification of the change order for Phase 6D adding 6D to the contract that was already awarded, and she is again just looking for the approval from the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Change Order for Phase 6D, was ratified.

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TWELFTH ORDER OF BUSINESS

Ratification of Temporary Construction and Access Easement Agreement for Phase 6

Ms. Burns presented the ratification for the temporary construction and access easement agreement to the Board. The easement was granted to the District to allow the District to construct the improvements in Phase 6 and is in place until the District acquires the property, or the construction is complete.

On MOTION by Mr. Walsh, seconded by Mr. Lavoie, with all in favor, the Temporary Construction and Access Easement Agreement for Phase 6, was ratified.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Ms. Gentry updated the Board on the new 2024 ethics requirements. She included a memo for reference in the agenda package and offered to answer any question for the Board. Counsel is working on the possibility of a workshop for the Board members, and she will update the Board on that when she has more information.

B. Engineer

i. Acceptance of the Annual District Engineer’s Report

Ms. Burns noted that the District Engineer is not currently present, but the annual District Engineer’s Report is included in the agenda package for Board review, and she asked for a motion of acceptance from the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Acceptance of the Annual District Engineer’s Report, was approved.

C. Field Manager’s Report

i. Consideration of Seasonal Service Increase in Pool Maintenance Services from District Vendor Resort Pool Services

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Mr. Tindall presented the field manager's report to the Board which can be found in the agenda package. Complete items include:

- Monthly playground review.
- Small landscape replacements were done within the budget.
- Irrigation clock was damaged by lightning and is being replaced.
- Pond algae is being treated.

In progress items include:

- Fence repairs are being done after review.

Mr. Tindall summarized the request from the pool vendor to increase service seasonally. The recommendation is to service the pool daily between Memorial Day and Labor Day. There are a lot of residents using the pool every weekend and according to security, the pool is definitely getting the most use. The cost would be an extra \$700 a month during that time of extra service.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Seasonal Service Increase in Pool Maintenance Services from District Vendor Resort Pool Services, was approved.

A discussion continued about increased security and maintenance. Ms. Burns did comment that as the other phases come on board, they are looking to hire full time staff for these purposes. Discussion continued on what type of position would be best to serve the community and what type of office or storage would best accommodate the needs. Mr. Tindall offered to answer any additional questions the Board may have concerning field services. There being none, the next item followed.

D. District Managers 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.

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

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ii. Balance Sheet and Income Statement

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

iii. Resident Request to Extend the Pool Hours to Open at 7:00 AM

Ms. Burns commented that a few residents asked for the pool to open early during summer hours. The current hours are 8:00 AM to 8:00 PM for the summer months and after day light savings it changes to 7:00 AM to 7:00 PM. The request is for the pool to open at 7:00 AM in the summer months. Staff is concerned with school bus coming and children having access to that area early, it can create problems. Ms. Bruns did note that the hours in the adopted amenity rules state dawn to dusk. Staff has set them as 8:00 to 8:00 for consistency purposes. After discussion, it was decided that the hours would remain the same.

FOURTEENTH ORDER OF BUSINESS Other Business

There being no other business, the next item followed.

FIFTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
Rennie Heath
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Chairman/Vice Chairman