

**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, **September 5, 2023** at 11:47 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	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Marshall Tindall	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the September 5, 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  
2023 Board of Supervisors Meeting**

**Approval of Minutes of the August 1,**

Ms. Burns presented the August 1, 2023 Board of Supervisors meeting. She noted that there was a typo on page 1. Other than that, she asked for a motion of approval.

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On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Minutes of the August 1, 2023 Board of Supervisors Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Consideration of Notice of RFP for Phase 7 Construction Services and Approval of Evaluation Criteria**

Ms. Burns stated that they had the updated criteria in there that they had been using on the other projects with the change to the price at 40 points and lowering the schedule. Ms. Burns asked Mr. Lavoie if he got the date yet or if they wanted to authorize the Chair to finalize the date. Mr. Lavoie responded to authorize the Chair to finalize the date.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Approval of Evaluation Criteria and Authorizing the Chair to Work with Staff to Finalize the Bid Pickup Date and Set the Due Date 30 Days Later, was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Right of Way Conveyance Documents for Phases 1, 2, and 2A**

Ms. Burns stated that the right of ways were being conveyed to the CDD.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Right of Way Conveyance Documents for Phase 1, 2, and 3A, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing to report to the Board.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager’s Report**

Mr. Tindall presented the field manager’s report to the Board which can be found in the agenda package. He reviewed the post storm assessment stating that the staff monitored the storm throughout its track to assess. The pool was closed on Wednesday and the facilities were

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promptly assessed after the storm and reopened on Thursday. He reviewed the amenity stating that the vendors had did well keeping the facility clean and operational. It was noted that the pool autofill issue was repaired by the vendor. The monthly playground review was completed. He reviewed the landscaping stating that the landscaper had kept the common areas clean, mowed and detailed. He noted that some hedge replacements were done as needed along the main thoroughfare. Next, he reviewed the pond stating that the reduced rains and hot weather contributed to algae blooms and the pond vendor was working to bring this under control. He noted that the rains from the recent storms helped with algae and bringing water levels up. He reviewed the stormwater stating that some of the biggest issues that they had was reports of flooding in Phase 3. He noted that they removed the turbidity barriers in Phase Three, Pond A. He also noted that they made a few adjustments to the grade opening the channel for the same phase, Pond D. It was noted that the orifices were checked to ensure they were clean with no obstruction and staff also checked drains for obstructions and repaired a skimmer. A vactor truck was mobilized to jet a section of stormwater pipe in Phase Three prior to storm. He noted that staff would continue to monitor for any issues. He concluded his review with the general repairs noting that small fence repairs were completed to some of the cross rails, split rail fence cleaning began, street signs were being straightened and reinstalled with focus on Phases One through Three, construction and related traffic in Phases Three, Four, and Five were hard on signs, and a missing sidewalk section was formed and poured.

#### **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 Mr. Heath, 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.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

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There being no other business, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Rennie Heath*  
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Chairman/Vice Chairman