

**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, **February 6, 2024** at 11:00 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 <i>by Zoom</i> | Vice Chairman       |
| Lauren Schwenk             | Assistant Secretary |
| Eric Lavoie                | Assistant Secretary |

Also, present were:

|                  |  |
|------------------|--|
| Jill Burns       | District Manager, GMS                  |
| Lauren Gentry    | District Counsel, Kilinski Van Wyk Law |
| Marshall Tindall | Field Manager, GMS                     |

*The following is a summary of the discussions and actions taken at the February 6, 2024 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 in person constituting a quorum and Brian Walsh joined via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the public comment portion of the meeting. There were no members of the public present at this time but Ms. Burns noted that they do have a few residents attending on the Zoom line.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the December 5, 2023 Board of Supervisors Meeting and Audit Committee Meeting**

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Ms. Burns presented the meeting minutes from the December 5, 2023 Board of Supervisors meeting and Audit Committee meeting and asked for any corrections, comments, or questions. The Board had no changes to the minutes.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Minutes of the December 5, 2023 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award**

Ms. Burns noted the Audit Committee met before the Board meeting and ranked Grau & Associates #1. She asked for a motion to accept ranking and send a notice of intent to award.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to Grau & Associates, was approved.

**FIFTH ORDER OF BUSINESS**

**Presentation and Approval of Supplemental Engineer’s Report for Assessment Area Six dated January 25, 2024**

Ms. Burns stated the only change from the prior version of the report was that it was updated with final numbers.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Supplemental Engineer’s Report for Assessment Area Six dated January 25, 2024, was approved.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05  
Supplemental Assessment Resolution for  
Series 2024 Bonds (Assessment Area Six  
Project)**

Ms. Gentry stated the District is scheduled to close on the Series 2024 bonds February 14<sup>th</sup>. This resolution sets forth the specific terms of the bond issuance and will not impact the other existing phases of the community.

On MOTION by Mr. Heath seconded by Mr. Lavoie, with all in favor, Resolution 2024-05 Supplemental Assessment Resolution for Series 2024 Bonds (Assessment area Six Project), was approved.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amended Parking and Towing Policies for the District**

Ms. Burns asked for a motion to open the public hearing.

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

**i. Consideration of Resolution 2024-06 Adopting Amended Parking and Towing Policies for the District**

Ms. Gentry stated currently Phase 1 & 2 has a policy that distinguishes for odd versus even side of the street with parking on one side. When reviewing future Phases 3, 4, & 5 the Board discussed doing a signage policy that would note which side of the street parking would be allowed on with a custom signage policy whether the entire community would be designated no parking at any time and place signs in areas where parking is allowed on one side of the street. The map is attached to the resolution. Residents in Phases 1 & 2 will receive a notice that the parking policy has changed with the new map attached.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2024-06 Adopting Amended Parking and Towing Policies for the District, was approved.

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Ms. Burns stated included but not in the agenda is the same proposal that was at the last meeting for the signage. There are two options, one is \$17,940 for just the signage noted and the second is for additional signage suggested with the five-minute parking signs at the mailboxes and that total is \$18,540. Mr. Heath asked if it was covered in the budget. Ms. Burns noted it is covered in contingency and capital reserve transfer.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Signage Quote totaling \$18,540, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07  
Appointing an Assistant Treasurer and  
an Assistant Secretary**

Ms. Burns noted this would appoint Patti Powers and Rich Hans who are GMS staff members as Treasurer and Assistant Treasurer.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Resolution, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08  
Setting a Public Hearing on the Adoption  
of Easement Variance Rules for the  
District**

Ms. Burns noted this resolution will be tabled to a future meeting.

**TENTH ORDER OF BUSINESS**

**Discussion Regarding Revised Security  
Contract with Securitas (NOT A  
CLOSED SESSION)**

Ms. Burns noted in front of the Board is the existing contract that is in place. There are 16 hours per week of staffed guards for peak hours and has a roving component where someone will stop by a couple of times a week. She noted they have reached out for a revised proposal which

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would be overnight video surveillance with remote perimeter protection in place of the roving patrol. It is the same security company. The cost difference is \$1,483 per year. This includes the cost of the cameras financed over a couple of years.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Revised Security Contract with Securitas, was approved.

**ELEVENTH ORDER OF BUSINESS                      Ratification of Construction Funding Agreement for Phase 7 Improvements**

Ms. Burns stated this has already been signed and just needs to be ratified.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Construction Funding Agreement for Phase 7 Improvements, was ratified.

**TWELFTH ORDER OF BUSINESS                      Ratification of Temporary Construction Access and Easement Agreement for Phase 7 Improvements**

Ms. Burns stated this just needs to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Temporary Construction Access and Easement Agreement for Phase 7 Improvements, was ratified.

**THIRTEENTH ORDER OF BUSINESS                      Ratification of Notice of Commencement for Phase 7**

Ms. Burns stated this has been signed and just needs to be ratified.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, the Notice of Commencement for Phase 7, was approved.

**FOURTEENTH ORDER OF BUSINESS                      Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated this is the agreement needed to enter into annually with the property appraiser so they can collect assessments on roll.

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On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated he had nothing further to report.

**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 on page 236 of the agenda package.

**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. Lavoie, 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 which are in the agenda packets for review. There was no Board action for this item.

**SIXTEENTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns stated they reached out to the security vendor to provide a price to place an actual guard on site for spring break which would be eight hours a day Monday through Friday in addition to the times already staffed on the weekend. The total for this would be \$1,138.

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On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Scheduling the Spring Break Guard Patrols for \$1,138, was approved.

**SEVENTEENTH ORDER OF BUSINESS      Supervisors Requests and Audience Comments**

Resident questioned people from outside the community coming to the pool and security and parking enforcement. Ms. Burns replied residents are not to leave the gate open for people. If you see residents doing that just send an email to amenityaccess@gmscfl.com. The Board approved street parking and towing policies today for Phases 1-5 and signage will be ordered and installed after the meeting.

Resident asked about dog policy and street cleaning. Mr. Heath stated the new amenity center will have two dog parks in phase 7. Ms. Burns stated the CDD owns the roadways. The areas under construction by homebuilders, the homebuilders do the street cleaning while they are building. She noted if you see an area with an issue contact us and we will talk with the builder.

Resident (Sonya Burgess – Zoom): Who is responsible for the sidewalk along Cunningham? Ms. Burns noted the city is. The CDD maintains sidewalks on the interior roads but not on Cunningham. She will email Ms. Burns a pic of the troubled area.

**EIGHTEENTH 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*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Rennie Heath*  
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Chairman/Vice Chairman