

**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, May 7, **2024**, at 11:02 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, KVV Law
Marshall Tindall	Field Manager, GMS
John Bannon <i>by Zoom</i>	District Engineer, Wood Engineering

*The following is a summary of the discussions and actions taken at the May 7, 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 at this time.

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**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 6, 2024, Board of Supervisors Meeting and Audit Committee Meeting**

Ms. Burns presented the meeting minutes from the February 6, 2024, 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 Ms. Schwenk, with all in favor, the Minutes of the February 6, 2024, Board of Supervisors and Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: August 6, 2024) and setting the Public Hearing on the Adoption of the Fiscal Year 2024-2025 Budget**

Ms. Burns stated this will begin the budget process. She noted a preliminary budget needed to be adopted by June 15<sup>th</sup> of year and sent to the county office 60 days prior to the meeting. Shea suggested a date for the public hearing is August 6, 2024, which is the next regularly scheduled meeting. She added if there is a proposed increase a mailed notice is required. Ms. Burns noted there is not an expected increase for this upcoming year starting on October 1, 2024- September 30, 2025. She added they were abler to increase a transfer, but the assessments are anticipated to stay the same. The next Phase is not expected to open in the fall and is not included in this budget. The expected amount of this budget is for \$756,084.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2024-08 Approving the Proposed Fiscal Year 2024/2025 Budget, and Setting the Public Hearing for August 6, 2024, on the Adoption of the Fiscal Year 2024/2025 Budget, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-09 Ratifying Series 2024 Bonds**

Ms. Burns stated the district closed on Assessment Area 6 bonds on February 14, 2024 and this resolution ratifies, confirms, and approves all actions taken by any officers and staff.

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On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2024-09 Ratifying Series 2024 Bonds, was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Fourth Amended and Restated Disclosure of Public Financing**

Ms. Burns stated this has already been recorded in the public record and will put potential property owners notice in the Area 6 bonds on notice to add to the existing notice.

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

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-10 Extending the Terms of Office**

Ms. Burns stated there is a landowner’s election each year in November and once the threshold for turnover the elections must be held in an even year. Once they have transferred to the general election and will allow voting for the seats available. This resolution extends the term from 2025 to 2026 and will line up with the even year.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Resolution 2024-10 Extending the Terms of Office, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Easement Fencing Agreement**

Ms. Burn explained the District Engineer and the HOA have discussed the issue regarding a drainage easement and what will be required if residents want to fence these easement areas. Mr. Banon conducted a review and provided some feedback on fencing requirements and a map. He noted they wanted to distinguish the difference in drainage easements throughout the district. He added the recorded plats of Phases 1-6 show drainage easements. He explained the drainage features, fencing elevation that will be needed, and identified drainage easements for fencing guidance. Ms. Burns noted this will be provided to the

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HOA and an agreement will be drafted by Counsel to allow residents to fence provided they follow the guidance. The residents will be required to complete an application process.

Discussion ensued on the specific requirements, the process for the agreement, signing the application, approval by the HOA, and providing access if the CDD needs. Approval will allow District Counsel to draft the agreement.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Easement Fencing Agreement approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry asked the Board to make a motion that will authorize agreement regarding fill dirt to be utilized in VillMar Phase 8.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, to Authorize Counsel to Allow the Use of the Fill Dirt and Direction for Staff to Work with the Chairperson, was approved.

**B. Engineer**

Mr. Lavoie made comments regarding the amount of dirt that may be needed is less than expected. Ms. Burns discussed a contingency could be used and they will bring back a proposal to the Board.

**C. Field Manager’s Report**

Mr. Tindall presented the field service report to include overview of the facilities and the playground review. He reviewed the proposals to include pool status. Discussion ensued on the landscaping, grasses, fence repairs, signs, and installation at the entrance to the community. Ms. Burns noted signs are place in Phases 1-5. They are waiting on the towing company. Notices will be mailed once they are notified from towing company as to when the towing will begin.

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**i. Consideration of Updated Pond Maintenance Supersede Services Contract from Solitude Lake Management**

Mr. Tindall presented the proposal for the pond maintenance contract adding the phases to the existing contract.

**ii. Consideration of Landscape Proposal Summary from Prince & Sons to Add Phase 6 to Landscaping Contract**

Mr. Tindall presented the landscaping contract from Prince & Sons.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Updated Pond Maintenance Supersede Services Contract from Solitude Lake Management and the Landscape Proposal Summary from Prince & Sons to Add Phase 6 to Landscaping Services Contract, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns asked for a motion to approve the check register.

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

**ii. Balance Sheet & Income Statement**

Ms. Burns noted there is no action needed by the Board. They are for the month of March.

**iii. Presentation of Number of Registered Voters- 999**

Ms. Burns noted the number of registered voters in the community was 999 as of April 15, 2024. She noted they have met the threshold of at least 250 voters. and will extend the terms to the even year.

**iv. Consideration of Resident Request to Host "Pelican's Sno-Cone Truck" in Amenity Parking Lot – Tuesday, June 25, 2024, from 2:00 PM to 4:00 PM**

Ms. Burns noted this was a resident request to provide a truck to give out snow cones on June 25, 2024, from 2:00 to 4:00 p.m. She added the truck had insurance and they will park in

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the parking lot. They would pass out information on the upcoming Bible School. Ms. Gentry added there was no problem with this request.

**v. Request for Food Truck**

Ms. Burns noted a 2<sup>nd</sup> request had come in for a food truck for one day each month in the Amenity Parking lot to sell food. Ms. Burns stated she thought a permit through the city was required for this to occur. She asked the Board if they wanted to allow this. She also noted the food would not be allowed on the pool deck. Concerns from the Board were stated they would set a precedent on allowing food trucks on the property. Ms. Burns stated they would respond to the vendor that the Board would not allow this for now.

**TENTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns asked for other business. The Board had no further comments.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments.**

Ms. Burns asked for audience comments. Comments included signage from Builders, other signs not on CDD property, food truck allowance, issue with traffic and trash, sidewalk cracks are for county to fix, final parking decision and finalizing rules on parking and towing, overnight parking issues, holiday decorations, detailed budget available for viewing of residents, application for fence, long term plan for pool and parking security, food truck issue and food in the pool areas, parking and traffic issues, fencing concerns, traffic on Cunningham, landscapers, cracks in sidewalks, grass in the cracks, trash issues,

Ms. Burns replied to the concerns after the conclusion of the meeting.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Rennie Heath*

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Chairman/Vice Chairman