

**MINUTES OF MEETING
VILLAMAR
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the VillaMar Community Development District was held on Wednesday, **December 18, 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
Lauren Schwenk

Chairman
Chairperson (*After Rennie Heath's
resignation*)
Vice Chairman
Appointed as Assistant Secretary
Appointed as Assistant Secretary

Brian Walsh
Bobbie Henley
Emily Cassidy

Also, present were:

Jill Burns
Marshall Tindall
Savannah Hancock

District Manager, GMS
Field Manager, GMS
District Counsel, Kilinski Van Wyk

The following is a summary of the discussions and actions taken at December 18, 2024, Villamar Community Development District's Regular Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. There were three Supervisors present in person, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment portion of the meeting at this time. She stated that no members of the public were there in person, but several joined via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Eric Lavoie

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Ms. Burns stated they had received a resignation letter from Supervisor Eric Lavoie. She asked if there was a motion to accept the resignation.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Accepting the Resignation of Mr. Eric Lavoie was approved.

B. Consideration of Appointment to Board Seat #2

Ms. Burns stated there was a vacancy in seat #2 and asked if anyone had a nomination. Ms. Emily Cassidy was nominated.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Appointment of Emily Cassidy to Board Seat #2 was approved.

C. Administration of Oaths of Office to Newly Elected Supervisor

Ms. Burns stated that Ms. Cassidy was nominated as the newly elected Supervisor, and she swore her in.

D. Acceptance of Resignation of Supervisor Rennie Heath

Ms. Burns stated they had received an in-person resignation from Supervisor Rennie Heath. She asked if there was a motion to accept.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, Accepting the Resignation of Supervisor Rennie Heath, was approved.

E. Consideration of Appointment to Board Seat #1

Ms. Burns stated there was a vacancy in seat #1 and asked if anyone had a nomination. Ms. Bobbie Henley was nominated.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Appointment of Bobbie Henley to Board Seat #1, was approved.

F. Administration of Oaths of Office to Newly Elected Supervisor

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Ms. Burns stated that Ms. Henley was nominated as the newly elected Supervisor and she swore her in.

G. Consideration of Resolution 2025-01 Electing Officers

Ms. Burns stated that Mr. Heath's resignation left the Chair vacant. Ms. Burns noted that they could update the resolution from appointing an Assistant Secretary to electing officers. Ms. Burns asked who would like to fill the Chair, and Ms. Lauren Schwenk agreed to fill the Chair, with Mr. Brian Walsh as the Vice Chair.

Ms. Burns noted that Ms. Schwenk was Chair, and Mr. Walsh was Vice-Chair. She added that the other three Supervisors would be Assistant Secretaries, along with Mr. George Flint from her office, and that she would remain a Secretary.

On MOTION by Mr. Walsh, seconded by Ms. Henley, with all in favor, Resolution 2025-01 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 6, 2024 Board of Supervisors Meeting

Ms. Burns presented the meeting minutes from the August 6, 2024, Board of Supervisors meeting and asked for any corrections, comments, or questions. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Minutes of the August 6, 2024, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02 Ratifying the Removal and Expansion of Designated Parking Areas

Ms. Burns stated that there were areas where residents brought up issues with making the parking area bigger or removing an area causing problems with the line of sight. She noted that the changes had been made by motion in a previous meeting. She added that residents were notified that maps were updated and signs were relocated. She said this was just a resolution ratifying the past actions with the resolution.

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On MOTION by Mr. Walsh seconded by Ms. Henley, with all in favor, Resolution 2025-02, Ratifying the Removal and Expansion of Designated Parking Areas, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-03
Authorizing the Establishment of an SBA
Account**

Ms. Burns stated that the District started budgeting for more long-term reserves. She noted that the SBA account had earned more interest to the CDD as a government unit. Therefore, she recommended opening the account. She added that any excess funds outside of what they needed for regular operating expenses would be deposited into this account.

On MOTION by Mr. Walsh, seconded by Ms. Cassidy, with all in favor, Resolution 2025-03 Authorizing the Establishment of an SBA Account, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-04
Authorizing the Publication of Legal
Advertisements and Public Notices on a
Publicly Accessible Website in Polk
County**

Ms. Burns stated that Florida statutes require most notices to be placed in the newspaper. She added that Polk County had set up its own legal notice website for public notices. Ms. Burns noted that they would be able to utilize that site rather than incurring the cost for most notices. She added that some budget and assessment resolutions would still need to be published in the newspaper per statute, but overall, it would save the District money.

On MOTION by Mr. Walsh, seconded by Ms. Cassidy, with all in favor, Resolution 2025-04 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

EIGHTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Report
for Series 2019 Project Bonds**

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Ms. Burn stated that under the Internal Revenue Code, the District must demonstrate that it doesn't earn more interest than it pays on the bonds. She noted on page 4 of the report that a negative amount was listed. She added that this was a required annual report and that they don't earn more interest than they currently do.

On MOTION by Mr. Walsh, seconded by Ms. Henley, with all in favor, the Arbitrage Rebate Report for Series 2019 Project Bonds, was approved.

NINTH ORDER OF BUSINESS

Ratification of Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates

Ms. Burn stated that the audit committee and the Board had reviewed the proposals and awarded the contract to Grau & Associates. She noted that it was just the agreement in line with the proposal already awarded. She added that the total would not exceed \$7,100 for Fiscal Year 2024.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit with Grau & Associates NTE \$7,100, was ratified.

TENTH ORDER OF BUSINESS

Discussion Regarding Adding Pet Waste Stations Throughout the Community

Ms. Burn stated that this request comes up often from residents. She noted that the Board had looked into it a few years ago and had decided not to move forward except for the waste stations outside amenity areas. Ms. Burns added that with the community expanding, they were getting more requests for pet waste stations. Ms. Burns stated they want to keep the pet waste stations away from homes, but they may reconsider if the Board wanted to revisit the idea of more pet waste stations. Ms. Burns noted they would have to expand the janitorial if more were added. She stated they could check into it and see if some locations could be picked and made obscure by landscaping. She noted they would get prices for the stations and a quote from the insurance because it is located on a main road.

A Board member asked if there was a sidewalk, and Ms. Burns said there was. Ms. Burns indicated that the pet waste stations wouldn't be on the roadside but more along the fence.

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Through discussion, they determined they would bring location maps and proposals for increased janitorial services back to the next meeting. They agreed to add it to the next agenda and bring it back for the Board's consideration.

ELEVENTH ORDER OF BUSINESS

Consideration of Assignment of Agreement for Professional Engineering Services with Wood & Associates Engineering, LLC and Quiddity Engineering, LLC

Ms. Burns said they had a call from Wood & Associates stating they were partnering with another Engineering firm and restructuring the contract agreement. She added that this would essentially be assigned to that new entity, that the same team would still be working on it, and that they would start receiving the bills from that entity.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Assignment of Agreement for Professional Engineering Services with Wood & Associates Engineering, LLC and Quiddity Engineering, LLC, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock stated that there was nothing to report at this time.

B. Engineer

Ms. Burns stated that the District Engineer was not present.

C. Field Manager's Report *(to be provided under separate cover)*

Mr. Tindall presented the Field Managers Report. He noted that overall, the community fared from the hurricanes very well. He added that there was no damage inside the facilities. There was a discussion of the insurance claims. Claims for the fencing damage had been submitted, and they had been repaired. He stated that all signage had been reinstalled or replaced. He noted that the trees in the landscaping appear to still be wobbly even after straightening them. He commented that the Christmas lights that wrapped the palm trees at the entrance looked nice.

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Mr. Tindall mentioned a pickup of the shoreline. Mr. Tindall mentioned getting additional quotas for the insurance company.

There was a detailed discussion about the roof damage and what percentages were to be paid, what the minimum would be for the roof repair, and to authorize the Chair to work with the counsel to finalize the agreement. Mr. Tindall also noted that the complete replacement for the roof damage was \$12,300. There were detailed discussions about trash maintenance. Mr. Tindall stated that the cost would be \$2,870 per month, including a 3-day-a-week service throughout the year and the seasonal service.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Roof Repair NTE \$12,300 and Authorizing the Chair to work with counsel on the agreement, was approved.

On MOTION by Mr. Walsh, seconded by Ms. Schwenk, with all in favor, the Pool Vendor Increase, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Janitorial Proposal for 3 days a week, was approved.

D. District Manager's Report

i. Approval of Check Register

a) August 1, 2024 through September 30, 2024

b) October 1, 2024 through November 30, 2024

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

On MOTION by Ms. Schwenk, seconded by Mr. Walsh, with all in favor, the Check Registers for August 1, 2024, through September 30, 2024, and October 1, 2024, through November 30, 2024, were approved.

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ii. Balance Sheet & Income Statement

a) September 2024

b) November 2024

Ms. Burns stated they wanted to put September in so that the Board had year-end financials through the end of Fiscal Year 2024. She reviewed the November financials, the most recent set.

iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24

Ms. Burns noted that there were approximately 10 days remaining to complete the 4-hour ethics training.

THIRTEENTH ORDER OF BUSINESS

Other Business

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

FOURTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Resident Mr. Joel Ogaris expressed interest in having the dog waste stations along Cunningham Road. He noted that he would rather see the dog waste stations than to see poop all over. Mr. Ogaris asked about a Facebook page. He also mentioned how lovely the lights were at the entrance. Mr. Ogaris expressed interest in having the trees at the entrance changed out because the existing trees, due to the hurricanes, were leaning considerably even after being straightened. Ms. Burns said they could look at possibly making the change. Mr. Ogaris mentioned cars being parked on the street. Ms. Burns stated that the areas are being patrolled, but if he sees vehicles parked, he should email her. Mr. Ogaris asked if a dog park would be built.

Ms. Sonia thanked Ms. Burns for answering her email so quickly. She stated that a parking sign was still on the ground. She added a thank you for the beautiful Christmas lights. She noted that everyone who visited her loved them, too. Ms. Sonia stated that she had lived in many places in the United States and had seen many pet waste stations. In her opinion, they are not worth it because people typically don't use them. She stated she didn't want one near any homes.

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FIFTEENTH ORDER OF BUSINESS

Adjournment

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

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
Loren O. Schenk
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Chairman/Vice Chairman