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**, **August 27, 2025** at 11:00 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Brian Walsh	Vice Chairman
Bobbie Shockley	Assistant Secretary
Milton Andrade	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Attorney, Kilinski Van Wyk
Marshall Tindall	Field Manager, GMS

The following is a summary of the discussions and actions taken at the August 27, 2025, VillaMar Community Development District's Regular Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Burns called the meeting to order at 11:00 a.m. Three Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. Burns stated that there were no members of the public present.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the June 25, 2025 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from the June 25, 2025, Board of Supervisors meeting and asked for any corrections, comments, or questions. The Board had no changes to the minutes.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, the Minutes of the June 25, 2025, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

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

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

i. Consideration of Resolution 2025-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns presented Resolution 2025-06 adopting the District's Fiscal Year 2025/2026 budget and appropriating funds to the Board. She stated that there are no increases to any of the lots that were platted last fiscal year. She noted that the only increase on this budget is for Phase 7, which had previously had an administrative only rate and is now moved to the full platted rate now that those areas are platted. She added that for all the homeowners currently in the District, there is no increase.

Ms. Burns stated that the biggest change to this budget is to the amenity portion. She noted that they have estimated costs for two amenities included in this budget as the second facility is estimated to open in Spring 2026 based on the development timeline they were given. She added that they did pick up some capacity with Phase 7 lots being platted as well and they have additional landscape maintenance costs allocated as well as streetlights to account for the other phase as well.

Ms. Burns stated that they were just made aware that there might be a pending boundary amendment for Phase 8 to remove that area. She noted that they do anticipate once that is approved that they will amend the budget to remove Phase 8 and they will likely do a budget amendment at that time. Ms. Burns noted if that is coming out at the beginning of the Fiscal Year 2026, the budget amendment would essentially remove $20,000 from the $67,000 that they have in the reserve to offset that.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Resolution 2026-06 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

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

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

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

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

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

i. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented Resolution 2025-07 imposing special assessments and certifying an assessment roll to the Board. She stated that the O&M assessments listed are based on the budget that the Board just approved, as well as the previously levied debt assessments that are listed. She noted that the assessment roll will be certified prior to the September 15, 2025 deadline.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026**

Ms. Burns presented Resolution 2025-08 designation of a regular monthly meeting date, time and location for Fiscal Year 2025/2026 to the Board. She stated that the schedule remains the same, the fourth Wednesday of the month at 11:00 a.m. She noted that they had the meetings listed at the library but had discussed changing that location to the location they are currently at because they have a larger room. She added that they would be looking to update that to make the primary office location at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd, Winter Haven, Florida. Ms. Burns stated that there were two meeting dates that were moved up, November and December, due to Thanksgiving and Christmas.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-08 Designation of a Regular Monthly Meeting Date, Time and Location for Fiscal Year 2025/2026, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-09 Spending Authorization Resolution**

Ms. Burns presented Resolution 2025-09 spending authorization resolution to the Board. She stated that this resolution outlines the spending authority for the Chair and the District Manager outside of a meeting. She noted that this resolution was the one they currently have in place.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Resolution 2025-09 Spending Authorization Resolution, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-10 Adopting Amended Amenity Rules**

Ms. Burns presented Resolution 2025-10 adopting amended amenity rules to the Board. She stated that there are two changes here, the first being to the ponds and lakes to clarify the use of boats and recreational watercrafts and secondly, they are also going to make a small clarification to the access section just to clarify that the residents need to register for amenity access upon closing. She noted that currently the rules just say that they are going to be given cards at closing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-10 Adopting Amended Amenity Rules, was approved.

EIGHTH ORDER OF BUSINESS **Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns presented the Fiscal Year 2024 Audit Report to the Board. She stated that there are no instances of non-compliance, and it was submitted by the State of Florida's deadline of June 30, 2025.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

NINTH ORDER OF BUSINESS **Consideration of Audit Services Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns presented the Audit Services Engagement Letter for Fiscal Year 2025 Audit to the Board. She stated that this is a renewal from a previously awarded contract. She noted that the amount for 2025 is not to exceed $7,200.

On MOTION by Mr. Walsh, seconded by Ms. Shockley, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2025 Audit NTE $7,200, was approved.

TENTH ORDER OF BUSINESS **Goals and Objectives**

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns presented the Fiscal Year 2026 Goals and Objectives to the Board. She stated that these are the same as the 2025 goals and objectives that the Board previously adopted. She noted that they can make any changes anyone might have, but this would satisfy their statutory requirement.

On MOTION by Mr. Walsh, seconded by Ms. Shockley, with all in favor, Adopting Fiscal Year 2026 Goals and Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns presented the Fiscal Year 2025 Goals and Objectives and Authorizing Chair to Execute to the Board. She stated that they are on track to meet all those goals and objectives for the current year. She noted that, to avoid an unnecessary meeting, they would be looking for a motion to authorize the Chair to confirm they have met those goals and objectives and sign off on that at the end of the fiscal year.

On MOTION by Mr. Walsh, seconded by Ms. Shockley, with all in favor, the Fiscal Year 2025 Goals and Objectives and Authorizing Chair to Execute, was approved.

ELEVENTH ORDER OF BUSINESS **Ratification of Quit Claim Deed for Phase 7 Amenity Parcel**

Ms. Burns presented the Quit Claim Deed for Phase 7 Amenity Parcel to the Board. She stated that this has already been executed and is looking for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Ms. Shockley, with all in favor, the Quit Claim Deed for Phase 7 Amenity Parcel, was ratified.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hammock reminded the Board that their standard ethics training is due by the end of the year. She asked for any questions or comments, there being none, the next item followed.

B. Engineer

Ms. Burns stated that the District Engineer is not on the line today.

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

Mr. Tindall reviewed the Field Managers report for the Board which was in the agenda package for review. He noted that they had furniture that was purchased and delivered at the beginning of the month that had been set out and was ready to enjoy for Labor Day. He added that the storefront panel was damaged on the playground that was replaced, and it is installed and looks good. He stated that they have a couple of toilets that have some problems, one needs a replacement control module that has been ordered and should be installed by the end of the week. He noted that there is a proposal that he will address with the Board for some filters that are needed for the system. He added that overall, landscaping is doing okay.

Mr. Tindall stated that the area between 653 and the main entrance has been cleaned up and trees were removed following construction that was completed. He noted that the area is very wet and saturated, so there are a couple of pond areas that are typically mowed that are holding water, and they can't mow them right now. He added that this is not typical for this time of year, and as soon as it dries enough for the mowers to get into those pond areas, they will take care of them and mow them. Mr. Tindall stated that the water's health seems to be good because the water is moving around and they don't have any stagnation, but it is very marshy currently. He noted that there was one area that was brought to their attention that they are monitoring around a miter-end section in Phase 4 and the engineers are looking at it. He added that they have some recommendations, and he has requested an estimate to get some numbers for that repair, but full repair might have to wait until the area dries out.

Mr. Tindall stated if they need to they will bring in some material like riprap to stabilize the area, but he hasn't seen any notable change in that area in the last month. He noted that there have been some midge complaints from Phase 5 and the big tract along Cunningham as it goes north. He added that the idea is that the midge treatments were expensive and the Board previously chose not to pursue them, but if the Board is amendable to it, they can solicit some new numbers and see what the pricing is now. Mr. Tindall stated that they previously talked to Solitude, the lake vendor, but they could also reach out to companies such as Clarke or AWM that might be able to provide some competitive alternatives to that if the Board is interested. He noted that the fountain maintenance was also started. He added that Phase 6 at the corner near Phase 7 looks good and the fountain is working. Mr. Tindall stated that they threw lines from the stormwater areas and the wetlands that he had previously spoken to the engineer about, and they have checked those. He noted that one of those is about 100 feet long, and that was jetted about a month and a half ago in time for the storm season to make sure it was clear, and they keep an eye on it to make sure trash doesn't accumulate on them. He added that they had a situation with the entrance lighting that is provided by the holiday light vendor, and they had a couple of lights that are up and lights at the base of the sign that appear to have been stolen. Mr. Tindall stated that technically, they don't belong to the District, but he has notified the holiday lighting vendor. He noted that he made sure the other lights that are currently there were installed. Mr. Tindall stated that if the Board was happy with the holiday lighting last year, he can solicit that proposal for final approval. He noted that they will continue with that same vendor this year with the expansion potentially to the back sign and they would look at possibly doing a solar option because he doesn't believe there is any plan for power there currently.

Mr. Tindall added that they also had some rodent boxes for a previous complaint at the last meeting where they had some rodents along the track there on Cunningham near the oak trees. Mr. Tindall stated he hasn't seen any rodents, which doesn't mean they aren't out there, but the boxes are there and should be working when they are being serviced. He noted that the large item that was being worked on was the fence removals for access and maintenance of the drainage swale to ensure that all of that looked good for the engineer specs, as well as the drainage modification. He added that the drainage work itself is largely complete minus some sod work, and they will be wrapping that up this week hopefully. Mr. Tindall stated at the last meeting there was a note by a resident in Phase 5 who was concerned about the gutter, the Miami curb specifically in front of his home, was holding water and not draining and the engineer had said that wasn't an issue and didn't need any action taken at this time, but he noted that he did go out and check it but it was no worse than the other incident where the engineer stated no action was needed at this time. He noted that if there are any more complaints, he will provide those to the engineer as they come in to see if he has any additional recommendations on that. Mr. Tindall stated they are continuing to monitor the phase progressions as they go through, the tract behind Phase 6 monument sign looks like it was completed, sodded and the trees are mostly upright. He noted that they are still waiting for some landscaping in Phase 7 and there was also a fence that was damaged, likely by a piece of equipment, maybe doing some work on the private lots. He added that they will be working on getting a price to repair those.

Mr. Tindall stated that he had two proposals for the Board's review, one is for pool filters. He noted that the system needs those filters changed out. He added that it happens every so often that they need to change these out about every two years for the full filter replacements. He presented the proposal to the Board and stated that it puts them a little over on the budget line for the amenity repairs and maintenance. He added that there is about $4,041 left in that budget line right now and the proposals are for $5,000 so they would be $959 over. Mr. Tindall asked the Board if they thought they should get quotes from someone else who might be cheaper or if this was the pool vendor they wanted to stay with. He noted that it is recommended that they get those done sooner than later but he thinks it's good to do the maintenance on the pool and keep it running without any problems.

On MOTION by Mr. Walsh, seconded by Ms. Shockley, with all in favor, the Proposal for the Replacement of Pool Filters, was approved.

Mr. Tindall stated that the second proposal is for cautionary signs around the pond areas. He noted that insurance generally likes to have these out there, they have a lot of ponds and a lot of wetland areas and while they do report troublesome gators, it is good to go ahead and get some of these installed. He added that the pricing includes an eight-foot post, and they could increase to ten feet, but he doesn't think that is necessary due to the added cost. Mr. Tindall stated that each sign costs $163.00 and the current R and M budget has $9,693.00 left, so that will max out their budget for the year, but he noted that it is the end of the year, and they need 59 signs.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Proposal for Wildlife Signs, was approved.

D. District Manager's Report

i. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns stated they had already handled the Amenity Policy Clarification under the other amenity update.

ii. Approval of Check Registers

Ms. Burns stated the check register is included in the agenda package for review. She offered to take any questions.

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

iii. Balance Sheet & Income Statement

Ms. Burns noted financial statements are in the agenda package for review. No action is necessary.

THIRTEENTH ORDER OF BUSINESS Other Business

Ms. Burns noted that she had two items that came up before the meeting, the first was a request for pool access. She noted that they had a request from a resident who was constructing a pool, and they would like to use the amenity tracts, which is the common area behind their home for access to that. She added that Mr. Tindall had looked at it and one end was wet, and the other end was not, and the access point would be from the side. Ms. Burns stated that they want to bring their equipment back there just to have access to build their pool and, typically, if they allow that, they will have Ms. Hammock make an agreement saying they can access the area, but they can't store their construction materials like the dirt that you pull from the pool. She noted that that is usually the biggest issue that they want to make sure that they are not storing materials on the track, but they are essentially just allowing access for their equipment to go that way into their yard and they take a deposit amount between $500 and $1,000 depending on how long the access route is, how much damage they may cause to District property or may not. She added that if they don't, and they restore it and everything is fine, they get their deposit back and if they don't, then they use that money to restore the District property.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Allowing Resident Access to Construct Pool and Directing Counsel to Draft the Agreement, was approved.

Ms. Burns stated that the other request she had was from a resident who reached out asking if they would waive the street parking and towing policy for a funeral they are having at their home for their child. She noted that typically they do not allow for this but given the circumstances she wanted to bring it to the Board and see if they would allow for this. She added that considering that this is bereavement and it is a funeral for a child, if the Board makes those very clear reasons for the exception, she hopes they never have another family that must have a funeral for their child in the neighborhood. Ms. Burns stated that the request was for only one afternoon/evening until 11:00 p.m. and they are on a cul-de-sac, and they will essentially let the towing vendor know the details such as street name, date and time periods so they will cease towing in that location during that time frame.

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

Ms. Burns stated that there are no members of the public present for comment.

FIFTEENTH ORDER OF BUSINESS **CLOSED SESSION FOR SECURITY DISCUSSION**

Ms. Burns closed the meeting for security discussion at 11:36 a.m.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Terminating Services with Securitas, was approved.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Choosing Security Option Number Two, was approved.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Lauren O. Schwenk
D2332DE9DE5A400...

Chairman/Vice Chairman