

**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, April 22, 2026** at 11:09 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Chairperson
Brian Walsh	Vice Chairman
Bobbie Shockley	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, KVV
Megan Birnholz-Couture	District Counsel, KVV
Marshall Tindall	Field Manager, GMS

The following is a summary of the discussions and actions taken at the April 22, 2026, VillaMar Community Development District's Regular Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated there were no comments in person or on zoom.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 25, 2026 Board of Supervisors Meeting

Ms. Burns presented the meeting minutes from March 25, 2026 Board of Supervisors meeting and asked for any corrections, comments, or questions. The Board had no changes to the minutes.

April 22, 2026

VillaMar CDD

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, the Minutes of the March 25, 2026 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2026-04
Approving the Proposed Fiscal Year
2026/2027 Budget (Suggested Date: July
22, 2026), Declaring Special Assessments,
and Setting the Public Hearings on the
Adoption of the Fiscal Year 2026/2027
Budget and the Imposition of Operations
and Maintenance Assessments**

Ms. Burns presented Resolution 2026-04 which approves the proposed Fiscal Year 2027 budget, declares special assessments, and sets a public hearing for the adoption of the FY 2027 budget and related assessments. The budget process begins with the need to approve a preliminary budget by June 15 each year, which sets a cap for expenditures and assessments. If an increase is proposed, all property owners will receive mailed notice about the public hearing (proposed to be held on July 22), and the budget will also be sent to the city at least 60 days before the hearing.

Ms. Burns noted that key changes in the budget include a significant increase in the engineering line item due to stormwater concerns, increased landscape maintenance costs to reflect contractual obligations and new amenity areas, and the addition of a \$5,000 line item for pond trash cleanup in response to complaints. A new line item for hog trapping was added due to increased wildlife activity, but She clarified that the CDD is not obligated to mitigate all wildlife issues. Water and sewer budgets were increased to match actual usage and anticipated landscaping needs, while property insurance was decreased according to installed assets, with a cushion for upcoming amenities.

Ms. Burns stated the budget also includes \$7,500 for a reserve study, as the community nears the end of construction, to help plan long-term capital reserves for major future expenses like road repaving. Costs associated with the second amenity facility were added, nearly doubling certain line items for part of the year. A capital reserve was included, contributing to a proposed \$150 per lot increase, which could be adjusted at final approval. She emphasized the need for flexibility and that notice will be sent to residents regarding the potential increase.

April 22, 2026

VillaMar CDD

Ms. Burns confirmed that the public hearing time should be moved from the usual 11:00 a.m. to 11:15 a.m. on July 22, 2026 to accommodate prior meetings. The budget changes, notification process, and rationale for adjustments were thoroughly explained, and she invited questions from attendees.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Resolution 2026-04 Approving the Proposed Fiscal Year 2026/2027 Budget (Suggested Date: July 22, 2026), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-05 General Election Resolution & Announcement of Qualifying Period

Ms. Burns stated that Resolution 2026-05 concerns the general election and the qualifying period. According to Florida statutes, after reaching 250 registered voters and being established for at least six years, two District seats must be transitioned from landowners to residents. The District has met these requirements, so in the upcoming November landowner election, seats four and five (currently held by Lauren and Milton) will be available for residents. Interested residents can contact the supervisor of elections to qualify during the period from Monday, June 8th through Friday, June 12th. The process involves paying a qualifying fee (about \$25), after which qualified candidates will be placed on the county ballot in November. Residents with questions should reach out to the supervisor of elections, and only those who qualify during the specified week can run for the seats, which will then be filled by residents moving forward.

On MOTION by Ms. Shockley, seconded by Mr. Walsh, with all in favor, Resolution 2026-05 General Election Resolution & Announcement of Qualifying Period, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report.

April 22, 2026

VillaMar CDD

B. Engineer

Ms. Burns stated there was no report from the engineer.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's report. The report on page 41 of the agenda package covered routine maintenance issues such as toilet repairs, gate latch reinstallations, and general fence work. The biggest maintenance concern was a loose panic bar at the pool, which was temporarily fixed and then fully repaired by a vendor. All facilities are now operational ahead of the busy season.

Mr. Tindall noted that recent improvements include the installation of shade structures and new fixtures at the dog park and playground, with janitorial staff now responsible for emptying waste stations. Plant inventory is underway, with some plants (like Ixora) needing replacement, while others have fared well overall. The community is also considering commercial-grade trellises for larger plants.

Mr. Tindall stated ongoing concerns include persistent pond trash, requiring periodic supplemental cleanups which are budgeted. Wildlife issues, particularly hogs near phase three ponds, are being monitored with trap cameras. Sidewalks are also under observation for maintenance.

Additional janitorial services are being proposed, especially a fifth day of service during May to September, to address heavier weekend usage and improve cleanliness. The cost for this seasonal expansion is \$900, which is included in the budget. He emphasized that this investment is worthwhile, particularly during peak summer months, as it addresses common complaints about facility cleanliness and maintenance. Ms. Burns stated that Ms. Hancock will do an addendum to their contract to add that additional day for the season.

Mr. Tindall provided updates on recent maintenance and additions. He discussed new bike racks that were installed for minimal labor costs and referenced photos showing these updates, including expanded racks near the original location and additional single racks by the playground, which are expected to be well used. He noted ongoing checks and replacements for damaged sidewalks, including a gap identified in phase 6 that the maintenance team will address unless a vendor is responsible. Other updates included new waste cans added at several locations, now serviced twice weekly. He also mentioned a trap and game camera set up to capture hogs, referencing past successful trapping efforts and ongoing vendor updates.

April 22, 2026

VillaMar CDD

On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, Adding Additional Janitorial services, was approved.

D. District Manager's Report

Ms. Burns announced that Downtown Tow, the current towing vendor, is dissolving and will no longer provide services. A termination notice was sent due to their closure. She stated that another vendor, New Generation Towing, has been contacted and is expected to submit a proposal within the week. She requested a motion from the Board to ratify the termination of Downtown Tow and authorize Savannah to draft a contract with New Generation Towing, ensuring towing services continue without interruption.

On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Terminate Downtown Towing and Authorizing Counsel to Draft a Contract with New Generation Towing, was approved.

i. Approval of Check Register

Ms. Burns stated the check register is included in the agenda package for review.

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

ii. Balance Sheet & Income Statement

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

iii. Presentation of Number of Registered Voters – 1,603

Ms. Burns noted the number of registered voters, which is used to track turnover to residents as previously discussed. This turnover process has already been triggered, with 1,603 registered voters reported.

SEVENTH ORDER OF BUSINESS**Other Business**

There being no comments the next item followed.

April 22, 2026

VillaMar CDD

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

Resident inquired about the ownership and maintenance responsibility of a road leading to Nursery Group Road and referencing its proximity to where Phase 8 used to be. He explained there had been an oil spill, but the fire department declined to clean it up, stating it was a county-owned road. He also requested additional dog waste stations at strategic locations, noting that more were needed for people walking in different directions. Resident mentioned that a fountain near 540A had been nonfunctional for four or five months. He asked whether someone would be present seven days a week to check IDs due to recurring issues and inquired about future commercial development plans for Phase 8.

Ms. Burns addressed the addition of dog waste stations and pool security measures. She explained that the budget for the upcoming year includes funding for more dog waste stations and janitorial services to maintain them. The Board has selected six locations for new stations and plans to add more if approved. Regarding pool security, she noted that Florida law prohibits sharing exact security hours. However, due to delays in opening a second amenity, the budget includes extra funds for security at the single facility. The scope of security has been expanded to ensure staff presence during times when children are not in school, and security will be more visible during peak season.

Resident described how another neighborhood in Riverview manages access to community amenities. Unlike having formal security, staff members monitor entrances, check IDs, and maintain a list of residents to ensure only authorized individuals are allowed entry. If someone forgets their access card, they must retrieve it before being granted access. He emphasized that this policy helps prevent various issues from occurring.

Ms. Burns explained that in their large community, rather than maintaining a list of residents, access is controlled through the issuance of access cards after residency verification. Guards are typically stationed on the pool deck to enforce rules, operating under the assumption that anyone who enters has a valid access card. Residents have the option to request that guards be positioned at the entrance, though visibility from the pool deck is limited. She also noted that guards sometimes sit near the entrance tunnel, ensuring those who enter have accessed the area with their card.

Ms. Burns emphasized the importance of reporting concerns regarding security guards or amenity violations directly through the community's amenity access email. She explained that

April 22, 2026

VillaMar CDD

issues often go unaddressed because they are not properly relayed to management. Residents are encouraged to provide specific details such as date, time, location, and a brief description when reporting incidents. She clarified that the community does not pay for continuous camera monitoring, so unreported problems may go unnoticed. Posting complaints on social media is discouraged, as those platforms do not reach individuals who can address the issues. Instead, contacting management ensures that matters are reviewed and handled with the appropriate vendors, and necessary actions, such as changing a security guard or modifying duties can be taken. Ultimately, open communication with management is the most effective way to resolve concerns.

Mr. Tindall explained that a proposal had been presented at the previous meeting, likely from Solitude, the current lake vendor. Solitude had previously serviced the area and submitted a quote of around \$20,005. However, no clear approval was given for that proposal. He suggested that the Board should review the full scope of needs and, if interested, bring alternative proposals to the next meeting for consideration. He noted the importance of further investigation and gathering additional options for the Board to review.

Mr. Tindall explained that the original equipment did not perform well and its motor eventually failed. Because of this, a more robust option, possibly with a larger footprint, is being considered to better handle the location, which is a large pond. He suggested making additional proposals and options, emphasizing that several alternatives are being evaluated to find the best possible solution for the site. The plan is to present initial options and continue assessing others to ensure an optimal outcome.

Ms. Burns stated that options will be brought back for discussion at the next meeting. They mentioned that phase eight falls outside the District, so there are no details available about plans for that area. She concluded that all relevant issues had been addressed.

NINTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Laron O. Schuck

D2332DE9DE5A400...

Chairman/Vice Chairman