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 26, 2026,** at 11:00 a.m. at the Offices of PRIME Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Chairperson
Bobbie Shockley	Assistant Secretary
Emily Hazelrig	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock *by Zoom*	District Counsel, KVW
Marshall Tindall	Field Manager, GMS
Christine Wells	District Manager, GMS
John Bannon *by Zoom*	District Engineer, Quiddity Engineering

The following is a summary of the discussions and actions taken at the August 26, 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 July 22, 2026, Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from July 22, 2026, 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 Ms. Hazelrig, with all in favor, the Minutes of the July 22, 2026, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Audit Services Engagement Letter for Fiscal Year 2026 Audit**

Ms. Burns reviewed the Fiscal Year 2026 audit services engagement letter for an amount not to exceed $7,300. This was a renewal of a previously awarded contract.

> On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2026 Audit NTE $7,300, was approved.

FIFTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hammock stated that she did not have a specific report, and the Board had no questions for her.

B. Engineer

Mr. Bannon reported that proposals had been requested for the stormwater corrections discussed at the previous meeting. He expected to have several bids ready for the Board before the next meeting. He had also received a quote to replace the fence along the west side of Phase Seven near the Atkins property that had been removed during construction. He had been working with the neighboring property owner on the fence replacement.

C. Field Manager's Report

i. Consideration of Proposals for Pet Waste Stations

a) Consideration of Proposal to Add Pet Waste Maintenance to Janitorial Contract

Mr. Tindall reviewed a resident's request for additional dog waste stations, along with pricing and possible locations. After discussing the areas where residents commonly walked their dogs, the Board unanimously approved five new stations at the locations marked on the map. Once installed, the stations were to be added to the janitorial contract for twice-weekly service.

On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, the Proposal to Add Pet Waste Maintenance to the Janitorial Contract, was approved.

ii. Consideration of Items & Proposals from Prince and Sons

a) Fuel Surcharge Letter

The Board approved Prince & Sons' tiered fuel surcharge through the end of the fiscal year. The surcharge applied when fuel prices ranged from approximately \$3.50 to \$4.00 per gallon. It was noted that the surcharge could be incorporated into the regular contract during the next renewal.

On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Fuel Surcharge Letter from Prince and Sons, was approved.

b) Storm Response Pricing

The Board also approved storm-response pricing that allowed the contractor to mobilize quickly following a named storm. The authorization covered up to one day of work by a full crew to clear roads, remove debris, straighten and stake fallen trees, and complete other immediate cleanup work.

On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Storm Response Pricing was approved.

c) Mulch Proposal and Plant Replacements Proposal

The Board approved the mulch and plant replacement proposals, with the work expected to begin in October during the new fiscal year. The work was already included in the landscape replacement budget and would refresh the entrances before the holiday season.

> On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Plant Replacements Proposal was approved.

d) Sod & Grading Proposal

The Board then discussed erosion and deteriorating sod around several pond banks. Mr. Tindall explained that exceptionally low water levels, roof and gutter runoff, and heavy rainfall following the dry season had contributed to the erosion. The District had 42 ponds throughout Phases 1 through 7, with most of the affected areas located in Phases 1 through 6. Mr. Bannon suggested allowing some vegetation to remain along certain pond banks to help control erosion. It was agreed to meet with Mr. Bannon and inspect the continuing problem areas to determine whether spraying along the waterline should be reduced or stopped in certain locations. Riprap or additional plantings could also be considered in the future. The Board approved the updated $72,200 proposal from Prince & Sons for grading and sod repairs, including four additional ponds in Phase 6. Of that amount, $52,400 would come from available landscaping funds, with the remainder coming from contingency. The work would not be scheduled until Mr. Bannon completed a field inspection and confirmed that the proposed repairs were appropriate.

> On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Sod & Grading Proposal, with Additional Grading NTE $72,200, was approved.

iii. Consideration of Proposal for Fountain Replacement & Maintenance

a) Lake Pros

b) Solitude

Mr. Tindall stated that the Board had reviewed fountain replacement proposals from Solitude and Lake Pros. Both proposals were within the $22,000 budget and included upgraded three-horsepower fountains that were better suited for the pond. The Board approved Solitude’s proposal, subject to confirmation that the fountain included an automatic low-water shutoff and a strainer.

> On MOTION by Ms. Hazelrig, seconded by Ms. Shockley, with all in favor, the Proposal for Fountain Replacement, was approved, subject to confirmation that the fountain included an automatic low-water shutoff and a strainer.

The Board also approved the fountain maintenance renewal with an increase not to exceed 3%, pending receipt of the final pricing. The Board approved continuing the aquatics maintenance services for the next fiscal year with a 3% increase. The proposed renewal amount was $35,352, which remained within the $36,400 budget.

> On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Fountain Maintenance Renewal NTE $36,400, was approved.

iv. Consideration of Proposals for Holiday Lighting

a) Festive Glow

b) Sloan Lighting Solutions

Mr. Tindall compared holiday-lighting proposals from Sloan Lighting and Festival. Both were similarly priced, but Sloan appeared to offer more and had already installed much of the existing infrastructure. The Board agreed that Sloan had done a nice job in previous years and approved a three-year contract with Sloan Lighting for $18,000 per year.

> On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Proposal for a 3-Year Contract Holiday Lighting by Sloan Lighting Solutions was approved.

D. District Manager's Report

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 Ms. Hazelrig, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

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

SIXTH ORDER OF BUSINESS **Other Business**

There being no comments the next item followed.

SEVENTH ORDER OF BUSINESS **CLOSED SECURITY SESSION *(All items in this section have been provided separately to the Board for review for confidentiality purposes)***

Ms. Burns noted that the Board held an advertised closed security session to review proposals for a new security vendor. No public comments were received. The public was asked to leave, the recording was stopped, and Ms. Hammock participated by telephone. Once reconvened from the Closed Session, the Board approved a proposal and directed Counsel to draft an agreement with a new vendor for Security Patrol Services to start during Spring Break time in March of 2027.

> On MOTION by Ms. Schwenk, seconded by Ms. Shockley, with all in favor, Approving a Proposal for New Security Patrol Services Provider (starting Spring Break (March) 2027), and Directing Counsel to Draft an Agreement, was approved.

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

Ms. Burns stated there were no Supervisor Requests or Audience Comments.

NINTH ORDER OF BUSINESS **Adjournment**

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Lauren O. Schwenk

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Chairman/Vice Chairman