

**MINUTES OF MEETING**

**VILLAGES OF WESTPORT  
COMMUNITY DEVELOPMENT DISTRICT  
CONTINUED BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, August 21, 2023, 5:30 p.m.  
Highlands Regional Library, 826 Dunn Avenue  
Jacksonville, FL 32218**

Present and constituting a quorum in person or via speakerphone:

Yashekia Scarlett	Chairperson
Samuel Smith	Vice Chairperson
Jolanda Dexter	Assistant Secretary
Alice Sanford	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager – PFM Group Consulting LLC	
Jennifer Walden	PFM Group Consulting LLC	
Jennifer Kilinski	District Counsel - KE Law Group	(via phone)
Grace Kobitter	District Counsel - KE Law Group	
Tim Harden	Field Manager - Vesta Properties	
Various Audience Members		

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

The meeting was called to order by Ms. Carvalho at 5:31 p.m. and roll call was initiated. Present were the following Board Members: Samuel Smith, Yashekia Scarlett, Alice Sanford, and Jolanda Dexter. There were various audience members present and or via speaker phone.

**Public Comment Period**

There were no public comments at this time. Ms. Carvalho asked that the discussion pertaining to District Management be moved up followed by the Security discussion since they will have to go into a shade meeting. The Board was in agreement with moving the order of the agenda items.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Review and  
Acknowledgment of PFM  
Letter of Resignation for  
District Management  
Services**

Ms. Carvalho mentioned that the district received a resignation letter from the PFM office. After further discussion with the District Chair and District Counsel, PFM is willing to continue service until the end of FY 2023 and or September 30, 2023, for the purpose of transitioning to a new management company.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Board accepted the PFM Letter of Resignation for District Management Services with the additional 30 days of services until the end of FY 2023 and or September 30, 2023.

**Consideration of Proposals  
for District Management  
Company Services**

Ms. Carvalho stated there were (2) companies that submitted a proposal for review to District Counsel for District Management Services. The companies were as follows: GMS and Rizzetta & Company. Both companies were present at the meeting and provided a brief overview of their company and services. Each company stepped out of the room while the other company was presenting the proposal. There was concern that the homeowners were going to pay more money with the change of district management company. There was discussion between the two management companies as it compares to the budget that was approved for FY 2024 which also included factoring in security and a pool attendant.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Board accepted the proposal from GMS not including field service and including a pool attendant to start on October 1, 2023.

**District Counsel will be working with GMS in an final agreement for all services that will initiate on 10/1/2023.**

**Review of Security  
Company Proposals for  
Patrolling the Amenity  
Center**

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Board agreed to not proceed with security services at this time.

**Consideration of  
Resolution 2023-09,  
Adopting the Annual  
Meeting Schedule for Fiscal  
Year 2023-2024**

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Board approved Resolution 2023-09, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024.

**Discussion Pertaining to  
Amenity Policies  
a. Clarification of Age  
Restriction**

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all those in favor, the Board approved the changes to the age restriction of any resident 17 years or under must be accompanied by an adult 18 years or older for the pool and gym area.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all those in favor, the Board approved the changes to the age restriction of any resident 13 years or under must be accompanied by an adult 18 years or older for basketball courts, multipurpose area, and tot lot.

**Public Hearing on the  
Adopting of Revised  
Amenity Policies**

- a. Public Comments  
and Testimony**
- b. Board Comments**
- c. Consideration of  
Resolution 2023-10,  
Adopting the  
Revised Amenities  
Policies**

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all those in favor, the Board opened the public hearing.

Ms. Kobitter and Ms. Carvalho reviewed the revised amenity policies for the Board. The suspension of privileges provides for the administrative reimbursement of \$500, and the property damage, as well as some of the other suspension privileges, have been restructured to streamline and to provide guidance. The age restrictions previously discussed will also be revised. The rental policies will also be updated. Ms. Carvalho presented a Facility Use Application, a Vendor Agreement, and a License Agreement for the Board to review. The Board agreed that the pool cannot be rented out, the field can be rented out for \$150, and the picnic area by the playground can also be rented out. Ms. Kobitter reviewed the Vendor Agreement and License Agreement for the Board. There were various comments from the residents concerning the enforcement of the rules once they are approved and what issues were brought forward that constituted the implementation of the rules. Ms. Scarlett mentioned that there have been issues with the pool which included vandalism and trespassing. The security deposit was agreed to be \$500 for a rental of a space. There was also mention of installing permanent trash cans at the field.

On MOTION by Ms. Scarlett, seconded by Ms. Dexter, with all those in favor, the Board approved Resolution 2023-10, Adopting the Revised Amenities Policies as discussed.

On MOTION by Ms. Scarlett, seconded by Ms. Dexter, with all those in favor, the Board closed the public hearing.

**Update on the FY 2022  
Audit Report**

Ms. Carvalho stated that they have not yet received the draft of the audit report. The office is working on getting it finalized.

**Letter from the Supervisor  
of Elections- Duval County**

Ms. Carvalho stated that the district has a total of 911 registered voters as of April 15, 2023.

On MOTION by Ms. Scarlett, seconded by Ms. Sanford, with all those in favor, the Board accepted the Letter from the Supervisor of Elections- Duval County.

**Ratification of Vendor  
Communication &  
Notification Policy**

Ms. Kobitter stated that this policy streamlines communication of the events happening within the district when a vendor discovers something on property. There is also a process for when the police need to be called.

On MOTION by Ms. Scarlett, seconded by Ms. Dexter, with all those in favor, the Board ratified the Vendor Communication & Notification Policy.

**Ratification of Treadmill  
Repair**

On MOTION by Mr. Smith, seconded by Ms. Sanford, with all those in favor, the Board ratified the Treadmill Repair.

**Ratification of Payment  
Authorizations 185 – 192**

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all those in favor, the Board ratified Payment Authorizations 185 – 192.

Ms. Kobitter mentioned that Advanced Security has not yet been paid and they are awaiting documentation stating that they were allowed to work extra hours. The Board agreed to proceed with paying the final bill to Advance Security Specialist.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all those in favor, the Board agreed to the pay the outstanding invoice to Advanced Security Specialist.

**Review of District Financial  
Statements**

The Board reviewed the District Financial Statements as of June 30, 2023.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – Ms. Kobitter stated that the Board members will have to complete 4 hours of ethics training starting January 1, 2024, based on the recent statutory changes with legislation

**District Engineer** – Not present.

**District Manager** – Ms. Carvalho stated that the next meeting is scheduled for October 23, 2023, at 5:30 p.m.

**Field Operations Manager** – Mr. Harden asked that one person be in charge of the changing of the message boards. The Board decided to have the District Manager be in

charge. He also reached out and got an estimate related to a tree that is leaning towards a property.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all those in favor, the Board approved the proposal from Forshee Tree Service for a total of \$1,250 to remove the leaning tree near the property.

Mr. Harden also mentioned that there are a few vendors who have not been paid on time. Ms. Carvalho reviewed the process of payment of invoices.

**Audience Comments and  
Supervisor Requests**

The Board wanted to add Ms. Desiree Lonix as a potential candidate for the vacant Board seat when it becomes vacant.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all those in favor, the August 21, 2023, Board of Supervisors' Meeting of the Villages of Westport CDD was adjourned at 7:57 p.m.


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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson