

**MINUTES OF MEETING**

**VILLAGES OF WESTPORT  
COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, January 23, 2023, 5:30 p.m.  
1826 Dunn Avenue, Jacksonville, FL 32218**

Present and constituting a quorum in person or via speakerphone:

Yashekia Scarlett	Chair
Samuel Smith	Vice Chair
Melissa Ritter	Assistant Secretary
Alice Sanford	Assistant Secretary
Jolanda Dexter	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager – PFM Group Consulting LLC	
Venessa Ripoll	District Manager – PFM Group Consulting LLC	(via phone)
Amy Champagne	District Accountant – PFM Group Consulting LLC	(via phone)
Jennifer Kilinski	KE Law Group – District Counsel	
Tim Harden	Vesta Properties	
Jim Card	Advanced Security	

Various Audience Members present

**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 are the following Board Members: Melissa Ritter, Samuel Smith, Jolanda Dexter, Yashekia Scarlett, and Alice Sanford. Others in attendance are listed above.

**Public Comment Period**

There were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of the October 24, 2022, Board of Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board approved the Minutes of the October 24, 2022, Board of Supervisors' Meeting.

**Public Hearing on the Adopting Revised Rules of Procedure**  
**a. Public Comments and Testimony**  
**b. Board Comments**  
**c. Consideration of Resolution 2023-04, Adopting Revised Rules of Procedure**

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

Ms. Kilinski provided an update to the revision of the Rules of Procedure. She stated that 2012 was the last time these rules were updated. She went over the prompt payment act, agenda items, and the website. There was a lengthy discussion concerning the amenity center and privileges being suspended when rules are broken. Ms. Kilinski wanted to apply this rule before the spring.

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

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board approved Resolution 2023-04, Adopting Revised Rules of Procedure.

**Update on the Entryway  
Bulletin Boards**

Ms. Sanford provided an update concerning the bulletin boards. She suggested ordering signs of the last phase of the district in anticipation of completion. Signarama was stated to have the best price at \$1,267 with installation and \$745 without. Ms. Carvalho proposed the not to exceed amount of \$3,000 and having Vesta install the signs and message boards once they are completed by Signarama and Fast Signs respectively.

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board approved the not to exceed amount of \$3,000 for ordering deed restricted community entrance signs from Signarama and Fast Signs with installation done by Vesta.

**Discussion & Review of  
Security Systems and  
Services Proposals**  
a. **Advanced Security  
Specialist and Consulting**  
b. **Envera Systems**  
c. **Vector Security**  
d. **Phinnessee Guard  
Services**

There was some discussion concerning Jake Card's security services for the district. The meeting went into a closed session at 6:18 p.m. for discussion pertaining to the services proposals from the security companies in attendance. The meeting was reopened at 7:52 p.m.

Ms. Kilinski suggested a motion to approve Vector Security services for camera monitoring at the initial cost of \$13,895 and \$510/month monitoring for the top-down cameras and \$45/month for service and monitoring.

On MOTION by Ms. Ritter, seconded Ms. Sanford, with all those in favor, the Board approved Vector Security services for camera monitoring at the initial cost of \$13,895 and \$510/month monitoring for the top-down cameras and \$45/month for service and monitoring.

Ms. Kilinski suggested a motion to renew Advanced Security Services based on the same terms and conditions on an annual basis with the same 30-day termination clause and price with the not to exceed amount of \$8,000.

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board approved renewing Advanced Security Services based on the same terms and conditions on an annual basis with the same 30-day termination clause and price with the not to exceed amount of \$8,000.

### **Discussion Pertaining Rerouting Bus Pickup Area**

Ms. Ritter presented a PowerPoint detailing the update for re-rerouting for the bus rider. She provided two different options for the new route for the bus to take, the Board decided to go with Option A.

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board approved the Minutes of the October 24, 2022, Board of Supervisors' Meeting.

### **Ratification of Payment Authorizations 162-172**

There was some minor discussion concerning the services provided by Solitude Lake Management.

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board ratified payment authorizations 162-172.

### **Review of District Financial Statements**

The Board reviewed the District financials as of December 31, 2022.

### **THIRD ORDER OF BUSINESS**

### **Other Business**

## Staff Reports

**District Counsel** – No report

**District Engineer** – Not present

**District Manager** – Ms. Carvalho stated that the next meeting is scheduled for April 24 at 5:30 p.m.

**Fields Operation Report** – No report.

## Audience Comments and Supervisor Requests

The Board had questions regarding the landscaping, they want to consider Yellowstone Lush Landscape proposal which Mr. Harden will follow up on. There was also some discussion concerning the open space where there used to be soccer fields. Venessa will look into getting the invoices from the October Board meeting.

## FOURTH ORDER OF BUSINESS

## Adjournment

There was no additional business to be discussed. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Smith, seconded Ms. Ritter, with all those in favor, the January 23, 2023, Board of Supervisors Meeting of the Villages of Westport CDD was adjourned at 8:22 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson