**MINUTES OF MEETING**

**VILLAGES OF WESTPORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS’ MEETING MINUTES**

**Monday, April 24, 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

Kwame Jackson ADM – PFM Group Consulting LLC (via phone)

Amy Champagne District Accountant – PFM Group Consulting LLC (via phone)

Jennifer Kilinski KE Law Group – District Counsel

Grace Kobitter 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**

Ms. Kilinski provided an overview for the protocol of the meeting. Mr. Smith had some question concerning involving the HOA with security. A pond maintenance representative from Solitude provided an overview of the services they provide for the District; a few questions were raised by the residents. Mr. Hunter from Yellowstone provided an overview concerning lot 206 not being mowed due to the water retention in the area, it was suggested that an addendum to the contract be discussed.

The residents had some comments regarding having security gates at the entrances, lack of security in certain communities, issues with speeding in the neighborhoods, and the addition of stop signs at the entrance ways. There were concerns of certain resident behavior in the communities and issues with street parking.

Ms. Carvalho stated that the meeting would go into a shade meeting, she gave them 30 minutes for the shade meeting. The meeting was reconvened at 6:40 p.m.

**SECOND ORDER OF BUSINESS** **General Business Matters**

**Review of Auditing Services Proposal**

On MOTION by Mr. Scarlett, seconded Ms. Ritter, with all those in favor, the Board approved the Auditing Services Proposal from Berger & Toombs and agreed to enter into an engagement letter.

**Consideration of Proposal to Install Security Cameras at Entrances**

This item was deferred.

**Consideration of the Minutes of the January 23, 2023, Board of Supervisors’ Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Scarlett, seconded Mr. Smith, with all those in favor, the Board approved the Minutes of the January 23, 2023, Board of Supervisors’ Meeting.

**Consideration of Proposal for Pool Enhancement**

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board ratified the proposal for Pool Enhancement for additional perimeter fence plant material.

**Discussion Pertaining to Installation of Fountains in the Ponds**

Mr. Harden will provide some information concerning their options at the next Board meeting.

**Discussion Pertaining to Amenity Policies**

**a. Suspension of Privileges**

**b. Age Restrictions**

The Board suggested that there be greater enforcement of the rules, they asked that no one under 18 be at the pool without adult supervision. There was discussion of suspension of privileges if rules are broken. A public hearing will need to be placed for further discussion.

On MOTION by Mr. Smith, seconded Ms. Scarlett, with all those in favor, the Board set a public hearing date for July 24, 2023.

**Discussion Pertaining to Adding Signage on the Empty Lots Owned by the District in Phase 3 and**

**by the Ponds Throughout the Community**

The Board asked to have signs in the area that stated there will be no fishing, no trespassing, no lifeguard on duty, and age restriction.

On MOTION by Ms. Scarlett, seconded Mr. Smith, with all those in favor, the Board approved the installation of additional signs with the not to exceed amount of $3,000.00

**Discussion Pertaining to Installation of QR Codes Onsite**

There was some discussion of installing QR Codes around the community.

**Discussion Pertaining to Purchasing Cost for Storage Shed**

The Board mentioned that a restroom has been closed to be used for storage space and there is no current need for a storage shed.

**Consideration of Trash Company Services**

Mr. Harden provided two proposals he received; one from Waste Management for $110.52 and one from Republic for $228.52. This item was deferred.

**Discussion Pertaining to Benches by the Basketball Court**

This item was deferred.

**Discussion Pertaining to Upgrading Internet Services in the Amenity Center**

This item was deferred.

**Consideration of CDD Meeting Frequency**

This item was deferred.

**Discussion Pertaining to Board Compensation**

It was stated that everything was up to date concerning the Board compensation.

**Discussion Pertaining to Board Expectations**

There were some comments on the quality of work from vendors. Ms. Carvalho had some input concerning Board expectations and communication, she suggested that each Board member have a focus on specific aspects of the community. Mr. Smith would be in charge of landscaping, Ms. Sanford would be in charge of signage and special projects, and Ms. Scarlett will be in charge of field and security. There was also the suggestion of changing the lock to the amenity center closet.

**Consideration of Resolution 2023-05, Setting Public Hearing on FY24 Budget (Declaring O&M)**

**[Suggested Date, July 24, 2023]**

Ms. Champagne provided some insight to the current budget, she explained that they will not have any carry forward surplus from last year. Mr. Harden will review the landscaping proposal for the next meeting. The net revenue is $395,650.00 with a gross assessment of $557.67.

On MOTION by Ms. Scarlett, seconded Mr. Smith, with all those in favor, the Board approved Resolution 2023-05, Setting Public Hearing on FY24 Budget for July 24, 2023 at 5:30 p.m.

**Update of Entrance Signs Installation**

Mr. Harden will install the entrance signs.

**Update of Parking Lot Pothole**

Mr. Harden provided two proposals he received for the parking lot pothole. The Board decided on the proposal from All Weather Contractors for $3,720.00

On MOTION by Ms. Scarlett, seconded Mr. Smith, with all those in favor, the Board accepted the proposal from All Weather Contractors for $3,720.00.

**Ratification of Payment Authorizations 173-184**

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board ratified payment authorizations 173-184.

**Review of District Financial Statements**

The Board reviewed the District financials as of February 28, 2023.

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board accepted the District Financial Statements.

**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 July 24 at 5:30 p.m. Mr. Card spoke about camera footage and security.

**Field Operation Report** – Mr. Harding provided some insight to some of the items he has been addressing including replacing the shower valve out by the pool, replacing lighting that was not working on the right side of the entrance, the addition of another hinge to the gate, and replacing the battery on the exercise bike. He received a proposal of $700.00 to take care of the dead pine tree by Crossfield.

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board approved the proposal not to exceed $700.00 to take care of the dead pine tree by Crossfield.

There was a request for the LGI Developer for a fence, Mr. harden will send an email to Ms. Carvalho for a follow up.

**Audience Comments and Supervisor Requests**

There will be a Townhall meeting on July 8, 2023 at 11:00 a.m. at the Pool Cabana.

On MOTION by Ms. Scarlett, seconded Ms. Dexter, with all those in favor, the Board approved holding a Townhall meeting on July 8, 2023 at 11:00 a.m. at the Pool Cabana.

**FOURTH ORDER OF BUSINESS Adjournment**

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

On MOTION by Ms. Scarlett, seconded Mr. Smith, with all those in favor, the April 24, 2023, Board of Supervisors Meeting of the Villages of Westport CDD was adjourned at 8:28 p.m.

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Secretary/Assistant Secretary Chairperson/Vice Chairperson