

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.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson