

MINUTES OF MEETING
VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Villages of Westport Community Development District was held Monday, October 23, 2023 at 5:33 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett	Chairman
Samuel Smith	Vice Chairperson
Alice Sanford <i>by phone</i>	Supervisor
Jolanda Dexter	Supervisor

Also present:

Howard McGaffney	District Manager, GMS
Jennifer Kilinski <i>by phone</i>	District Counsel, KE Law Group
Molly Maggiano <i>by phone</i>	District Counsel, KE Law Group
Tim Harden	Field Manager, Vesta Properties
Rhonda Mossing <i>by phone</i>	MBS Capital Markets

The following is a summary of the actions taken at the October 23, 2023 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. McGaffney called the meeting to order and called the roll. There were three Supervisors present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*regarding agenda items below*)

Mr. McGaffney stated that there were several members of the public present. He opened up the meeting to public comments regarding agenda items. There were no public comments at this time.

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THIRD ORDER OF BUSINESS

Staff Reports

A. Manager

1. Update on Onsite Inspection

Mr. McGaffney stated that he met with Tim and has been on property three times and they've met with Yellowstone and walked the community.

2. District's Financial Position & Future Capital Projects

Mr. McGaffney stated that they would eventually need to work towards building a reserve fund. Mr. Smith suggested closing the parking lot at night, and the Board consensus was that Mr. McGaffney could review the finances and look at different options for closing the parking lot at night.

B. Attorney

1. District Financing Options for Future Capital Projects

Ms. Kilinski stated that there were some funding restrictions and funding concerns on continuing Capital Improvement repairs that may be needed within the District. She noted that they had discussed the parking lot previously, repairs to amenity facilities, enhanced landscaping, pool resurfacing, etc. Ms. Kilinski stated that there was no cost to the Board to have MBS evaluate their options for financing. MBS only gets paid if the Board moves forward on a bond issue.

Ms. Kilinski noted that the motion they would ask the Board to consider was an approval to engage MBS to do the analysis and come back to the January Board meeting with more information for the Board to consider.

2. Consideration of MBS Capital, IBA Agreement

Ms. Mossing with MBS Capital stated that the Board's next step would be for the Board to start thinking about what projects they would like to see undertaken for repairs and improvements so that they can get an idea of how much money the Board might need in the future and they can run different bond structures for the financing of those projects.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the MBS Capital IBA Agreement, was approved.

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Ms. Kilinski noted that directly prior to the meeting they received a resignation letter from Supervisor Ritter. She noted if they accept that resignation, they could make an appointment or they could discuss the process. She stated that they have 90 days to fill the vacancy.

Mr. McGaffney asked for a motion to accept the resignation of Supervisor Ritter.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, Accepting the Resignation of Supervisor Ritter, was approved.

C. Operation Manager – Report

Mr. Harden reviewed the operations report which was included in the agenda package.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with GMS for District Management Services

Mr. McGaffney stated that GMS tried to get on the bank accounts and tried to tell them that they got hired and the Chair signed the resolution that they needed to get on the bank accounts, but the bank they are using wanted to make sure that the minutes read that at this meeting the Board took action to put myself on your account and put GMS staff on the accounts so that we can pay your bills. We are asking you to ratify the agreement with GMS for District Management Services. Mr. McGaffney noted that nothing had changed in the agreement since the Board saw it at the previous meeting.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Agreement with GMS for District Management Services, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Designating Officers

Mr. McGaffney reviewed the resolution in the agenda package which included GMS officers. Ms. Scarlett is listed as the Chairperson, Mr. Smith as the Vice Chairman, Mr. Dexter and Ms. Sanford as Assistant Secretaries, Mr. McGaffney as the Secretary, Assistant Treasurer, and Assistant Secretary, and Ms. Patti Powers with GMS as the Treasurer. James Oliver, Darrin Mossing, Daniel Laughlin, Rich Hans, Marilee Giles, were all GMS staff members that would be appointed as Assistant Secretaries. Mr. McGaffney explained that this allows other GMS staff to

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sign off or receive things in case he is out of the office. He noted that Ms. Ritter would be removed from the resolution due to her resignation from the Board.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, Resolution 2024-01, Designating Officers as slated above, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-2,
Designating Registered Agent & Office**

Mr. McGaffney noted that the registered agent would be himself, and any legal documents would go to his office which he would then share with District Counsel.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Resolution 2024-2, Designating Registered Agent & Office was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-03,
Designating Local Records Office**

Mr. McGaffney stated that the primary administrative office would be located at GMS's office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Resolution 2024-03, Designating Local Records Office, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Maggiano stated that she had reviewed the audit report and it was a clean audit. She suggested that the Board accept the audit. Mr. McGaffney noted that there were no findings and there were no issues with the internal controls.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

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NINTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Budget Workshop – February 26, 2024 (Location TBD)

Mr. McGaffney suggested that the Board hold a budget workshop on February 26, 2024. He noted that the Board could not take any action at the workshop, it would only be for discussion of the Fiscal Year 2025 budget.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Adding the Fiscal Year 2025 Budget Workshop – February 26, 2024 to the Meeting Schedule, was approved.

TENTH ORDER OF BUSINESS

Discussion of Holiday Lighting – Resident Volunteers

Mr. McGaffney suggested working with the HOA to come up with a resident competition or volunteer group to decorate the community during the holidays. Board discussion ensued regarding community events and HOA involvement and working in tandem with the CDD Board and staff.

The Board agreed to allow Supervisor Smith to coordinate a December event in coordination with the HOA.

On MOTION by Mr. Smith, seconded by Ms. Dexter, with all in favor, Authorizing District Counsel to Draft an Agreement between the CDD and HOA, Authorizing the Use of CDD property and the Amenity Center for HOA functions as approved by the Chair/Vice Chair to include special events provided the District is named as an Additional Insured, was approved.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Request

Ms. Dexter informed the Board that she was moving and would no longer live within Duval County. Her resignation from the Board would be effective immediately following the adjournment of the meeting.

TWELFTH ORDER OF BUSINESS

Public Comments

The Board heard public comments at this time.

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**THIRTEENTH ORDER OF BUSINESS Approval of Minutes of the July 24, 2023
Minutes and August 21, 2023 Continued
Meeting**

Mr. McGaffney presented the minutes of the July 24, 2023 and August 21, 2023 Continued meeting minutes.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Minutes of the July 24, 2023 Minutes and August 21, 2023 Continued Meeting, were approved.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 1/22/24 @ 5:30 p.m.
@ Highlands Regional Library**

Mr. McGaffney stated that the next scheduled meeting will be January 22, 2024 at 5:30 p.m. at the library.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Accepting the Resignation of Supervisor Jolanda Dexter effective immediately upon adjournment, was approved.

FIFTEENTH ORDER OF BUSINESS Adjournment

Mr. McGaffney adjourned the meeting.

On MOTION by Mr. Smith seconded by Ms. Scarlett, with all in favor, the meeting was adjourned.

DocuSigned by:
Darrin Mossing
Secretary/Assistant Secretary

DocuSigned by:
Yashkia Scarlett
Chairman/Vice Chairman