

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 Thursday, August 19, 2024 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett	Chair
Anina Guyton	Vice Chairperson
Alice Sanford	Supervisor
Godfrey Story	Supervisor
Carl Hawkins	Supervisor

Also present:

Darrin Mossing	District Manager
Daniel Laughlin	GMS
Jennifer Kilinski <i>by Zoom</i>	Kilinski Van Wyk
Tim Harden	Field Manager
Jay King	Vesta
Dan Fagan	Vesta
Chip Dellinger	GMS

The following is a summary of the actions taken at the August 19, 2024 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Mossing called the meeting to order at 5:31 p.m. and called roll. Five Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*regarding agenda items below*)

Mr. Mossing noted next is public comment on items specific to the agenda.

August 19, 2024

Villages of Westport CDD

- Keith Millard (12422 Cadley Circle) Asked to turn the fountain on in the pond near his home.
- Rosalind Bronner Davis (12648 Weeping Branch Circle) Communication received from CDD regarding fees increasing. Mr. Mossing noted two components to the property tax bill, a fixed bond component and an O&M assessment levied each year with the annual budget. This year it was necessary to increase assessments.

THIRD ORDER OF BUSINESS

Presentation Regarding CDDs

This item was tabled to a future meeting agenda.

FOURTH ORDER OF BUSINESS

Acceptance of Vesta Resignation Letter

Mr. Mossing noted discussion is continued from the prior meeting. Mr. King reviewed prioritizing the capital work that needs to be done as the District is rebuilding their finances. He noted the field hours would be about 8 hours per week and onsite team 12 hours per week (4 hours a day 3 days a week). Ms. Sanford spoke about the communication problem and disconnect. She suggested giving GMS an opportunity. Mr. Mossing stated GMS would stay within the existing pricing that is in their budget. Ms. Kilinski noted the Board would need to authorize her office or GMS to send out a scope to get apples to apples bids for October. Vesta agreed to 10/31/24 transition date.

On MOTION by Ms. Sanford, seconded by Ms. Guyton, with Ms. Sanford, Ms. Guyton, Mr. Hawkins in favor and Mr. Story and Ms. Scarlett opposed, the Acceptance of Vesta Resignation Letter - Will Stay Until 10/31/24, was approved 3-2.

Mr. Hawkins motioned to allow GMS to start the RFP process for onsite services.

On MOTION by Mr. Hawkins, seconded by Ms. Guyton, with all in favor, Authorize DM to Issue RFP for Onsite Management Services for October Meeting, was approved.

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Villages of Westport CDD

FIFTH ORDER OF BUSINESS

Ratification of Acknowledgement and Release

Mr. Mossing stated this is a motion to ratify all of the actions the District has taken to finalize the acquisition of improvements for the LGI property in Phase 4. Everything has been finalized. He asked for a motion to ratify that acknowledgement and release.

On MOTION by Ms. Scarlette, seconded by Ms. Guyton, with all in favor, the Acknowledgement and Release, was ratified.

SIXTH ORDER OF BUSINESS

Discussion of Agreement for Mulch Installation

Mr. Mossing recommended addressing drainage issues before mulch installation. A Board member recommended putting in a ticket with the city to review the drainage issue. Ms. Kilinski stated direction from the Board is sufficient for rejection of the mulch proposal.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Landscape Maintenance Proposals

- 1. **Yellowstone**
- 2. **VerdeGo**
- 3. **Koehn Outdoor**
- 4. **Brightview**
- 5. **LawnBoy**

Each landscape vendor reviewed their proposals with the exception of Koehn Outdoor who wasn't present at the meeting. Ms. Kilinski will send a termination letter to Yellowstone and draft an agreement for Brightview.

On MOTION by Mr. Story, seconded by Ms. Scarlette, with all in favor, Terminating Yellowstone and Select Brightview as Landscape Maintenance Provider Effective October 1st, was approved.

B. Phase IV

- 1. **Lake Maintenance – Solitude**
- 2. **Landscape – Yellowstone**

Mr. Mossing asked for a motion to approve the Solitude proposal for Phase IV lake maintenance.

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Villages of Westport CDD

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Lake Maintenance Agreement Addendum Solitude Phase IV, was approved.

C. Irrigation System Replacement Amenity Center

- 1. C&L Landscape**
- 2. Yellowstone**
- 3. Down to Earth**
- 4. VerdeGo**

Ms. Sanford suggested getting rid of the drip lines and installing irrigation with sprinkler heads. The Board would like a proposal from Brightview to do the work. The NTE amount of \$8,655 is from the proposal presented from VerdeGo. If the amount from Brightview is greater than \$8,655, VerdeGo will do the work.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Irrigation System NTE \$8,655 for BrightView to Replace Drip Irrigation Lines at Amenity Center, was approved.

EIGHTH ORDER OF BUSINESS

Information Regarding Insurance Purposes

This item was tabled to a future meeting agenda.

NINTH ORDER OF BUSINESS

Staff Reports

A. Manager

- 1. Discussion of New Homebuyer Welcome Letter**

This item was tabled to a future meeting agenda.

- 2. Update on Email Blast System and Fitness Room Survey**

This item was tabled to a future meeting agenda.

- 3. Discussion of Fountain in Cadley Circle Pond**

Mr. Mossing noted the consensus is to repair the fountain. He will look into who repaired the fountain in the past.

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On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, Repair of Fountain in Cadley Circle Pond, was approved.

4. Discussion of Payment Authorization Process and Financial Reports

This item was tabled to a future meeting agenda.

B. Attorney

Ms. Kilinski had nothing to report.

C. Operation Manager – Report

This item was not discussed.

TENTH ORDER OF BUSINESS

Supervisor’s Request

There being no comments, next item followed.

ELEVENTH ORDER OF BUSINESS

Public Comments

- Keith Millard – commented about the electrical box in his back yard.
- Supervisor Hawkins – Backyard runs into the Preserve and a tree is leaning against his fence, does the CDD remove that. Trees can’t be removed from the Preserve unless they are dead. Will review it.

TWELFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the July 22, 2024 Meetings

Mr. Mossing asked for a motion to approve the consent agenda. No revision to the July 22, 2024 meeting minutes.

B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending July 31, 2024

C. Assessment Receipt Schedule

D. Approval of Check Register

Mr. Mossing noted the check run totaled \$45,183.43.

On MOTION by Ms. Scarlett, seconded by Mr. Sanford, with all in favor, the Consent Agenda, was approved.

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Villages of Westport CDD

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – October 28, 2024 @
5:30 p.m. @ Highlands Regional Library**

Mr. Mossing stated the next scheduled meeting is October 28th @ 5:30 p.m.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Mr. Mossing adjourned the meeting.

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

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

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Yashkia Scarlett
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Chairman/Vice Chairman