

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 28, 2024 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett	Chairperson
Anina Guyton <i>by Zoom</i>	Vice Chairperson
Alice Sanford	Supervisor
Godfrey Story	Supervisor
Carl Hawkins	Supervisor

Also present:

Jim Oliver	District Manager
Chris Loy	District Counsel
Roy Van Wyk <i>by Zoom</i>	Kilinski Van Wyk
Tim Harden	Field Manager, Vesta
Alison Mossing	GMS
Terry Glynn	GMS
Chip Dellinger	GMS
Howard McGaffney	FCS
Chipper	Brightview
Robin	Brightview

The following is a summary of the actions taken at the October 28, 2024 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 5:30 p.m. and called roll. Four Supervisors were in attendance constituting a quorum. Ms. Guyton attended via Zoom.

October 28, 2024

Villages of Westport CDD

SECOND ORDER OF BUSINESS

Public Comments *(regarding agenda items below)*

Mr. Oliver noted next is public comment on items specific to the agenda. There were no comments.

THIRD ORDER OF BUSINESS

Consideration of Proposals for Field Management and Amenity Management Services

Mr. Loy stated a request was made by the district for this proposal for field management and amenity services. He added that two proposals were received. One was received from Governmental Management Services and the other from Florida Community Specialist. He suggested both give presentations. The GMS members stepped out of the office.

Mr. McGaffney presented the Florida Community Specialist proposal and gave a history of the company and background on himself, his wife, and other personnel. He explained the roles of each of the manager as it applies in this district. He noted he would be on property every Monday, Wednesday, and Friday. He discussed doing inspections, inventory, review of property and supplies. He noted he could do most repairs and license items he would contract out for services. He discussed reports, work orders and communication. He discussed the Sunshine Law and how he would proceed.

Mr. Story stated for the record he had received a phone call from the vendor and was afraid of Sunshine Law, so ended the conversation. There was further discussion on this issue. Mr. McGaffney gave his recommendations for pricing, security issue option and pool monitors.

He reviewed the proposal including the options for services and fees for amenity manager and maintenance manager and staff. He noted this will not include pool monitor pricing and that it is suggested to use the Sheriff's Office for pool security. The board had questions of outsourcing and who would do work. He responded he would allocate the work with his sons. He noted that if electrical work needs to be done, he would contract out.

Another board member asked about answering calls on the weekend. He responded he has posted an article on his weekend work. There were no other questions.

The representative from GMS presented their proposal for the services. Mr. Oliver gave an overview of the personnel for contract services and the history of the company and Brightview. He noted the pricing was included in the agenda. Ms. Mossing, Terry Glen and Chip Dellinger,

October 28, 2024

Villages of Westport CDD

who would be the on-site manager, discussed their roles and services. Ms. Mossing described billing, invoices, reporting, action item list provided, transparencies, and the 2 different models they were proposing. She noted for Operations Management; they proposed the 1st option for 20 hours /week, 2nd Option for 8 hours/week, janitorial for 3 day/week. Ms. Mossing also proposed that field maintenance would be 3days/week in the summer and 2days/week in the winter. The District Manager will work with everyone to assist with any services.

Mr. Oliver added GMS pricing is for \$117,000. He compared this with the 1st proposal of \$50,000. Ms. Mossing further explained the pricing. A board question was presented concerning electrical work to be done and if are they licensed. She added her concerns regarding the 1st company and performing everything. A question on billing and invoicing and work was implied. Ms. Mossing explained how GMS does the tracking and billing. She explained immediately emailing and contacting the board with large, unexpected issues.

Other questions and concerns with having ‘All eggs in 1 basket’. Ms. Scarlett acknowledged they did not want one company handling everything. Mr. Oliver noted GMS is not a start-up company and have many years of experience with an excellent track record.

It was announced both vendors were back in the room. The board selected Florida Community Specialist as the provider for on-site amenities, operations, and maintenance services. District Counsel will provide the agreement.

On MOTION by Ms. Sandford, seconded by Mr. Story, with all in favor, the Proposal with Florida Community Specialist for Field Management and Amenity Management, was approved.

FOURTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit Report

Mr. Oliver noted the next item was for accepting the fiscal year 2023 audit report. He added it was a clean report and explained each section. He reviewed the 32, Finding 03-31 states not compliance with the general fund. He added that during FY23 there were more expenditures than income, and there was not a balanced budget. Mr. Oliver noted that the expenditures will be aligned within the future years to be compliant. He noted overall, it is a good audit and asked for approval.

Board asked how often the audits are required. Mr. Oliver explained 1time/year.

October 28, 2024

Villages of Westport CDD

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

FIFTH ORDER OF BUSINESS

Discussion Items:

A. Amenity Center Incident

Mr. Oliver stated this is on the amenity center incident. It was noted someone was to come forward to talk with the board about an incident. There was no one present. It was noted there are 4 temporary suspension letters regarding incidents and suspensions. Discussion ensued on some of the concerns on staff issues, security issues, needing a Florida State ID, pool issues, residents versus renters, jumping the fence, and exploring different systems. It was noted the policies will need to be changed if they want to look at age requirements and picture identifications.

The board was asked if they would like to seek options for a different system for access codes. They looked at an option for in-activating the current cards and re-issuing new ones.

It was noted there were 4 letters and each 1 was reviewed with their address noted. Each suspension was explained and discussed and voted on for final decision.

B. Amenity Center Suspension Letter

The first incident was at 12469 Cadley Circle involved an incident on August 24th with a contractor identifying a person playing loud music on speaker, was verbally warned, and engaged with threatening behavior with the board member and contractor. The suspension letter was issued on August 27th on suspension provisions until October 27, 2024, and the resident rights to defend the decision with the board. The staff recommendation was suspension for 60 days. He noted this was more involved due to behavior.

The staff stated they needed more time. He asked if anyone is in the audience would like to speak on the issues. There were no comments. The board was asked to either decide on termination or add more days. They requested a 6-month suspension from the day the letter was issued. It was noted letter will be sent to each.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, a Suspension for Rhodesia Butler for a 6-month period, was approved.

October 28, 2024

Villages of Westport CDD

They next incident was the resident on 6967 Sandle Drive. July 30th (Ronald McCray) access card used by an unsupervised minor and gave access to an additional 6. The letter was sent for suspension until Oct. 28th. The board decided to suspend privileges for a 3-month period for the date the letter was sent. He asked for anyone to speak, there were no comments.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, a Suspension for Ronald McCray for a 3-month period, was approved.

The next incident from 12400 Glimmer Way (Angela Young) occurred on September 22nd where an access card was used by unsupervised minor providing access to an additional 8 minors. On September 25th a letter was sent to suspend until the October 28th meeting. Staff and board recommend a suspension of 30-day period from when the letter was sent. He asked for audience comments. There were none.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Suspension for Angela Marie Young for a 3-month period, was approved.

The next incident from a resident at 6738 Sandel Drive on September 21st a key access was used for access to the pool for 8 minors. It was noted a letter was sent for a suspension on October 8th which recommended suspended until October 28th meeting. He asked for anyone in the audience to speak. There were no comments. Staff and board recommended a suspension for a 30-day period from the day the letter was sent.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, the Suspension for Resident at 6738 Sandel Drive for a 3-month period, was approved.

C. Amenity Center Policies

Mr. Oliver stated this is regarding amenity center policies. Highlights were provided on the changes, which are housecleaning changes. These changes do not require a public hearing. Mr. Story asked about the policies and to add if board can install a higher fee for renter for access to amenity center. He added some stipulations to revoke the access card after an established time.

October 28, 2024

Villages of Westport CDD

District Counsel stated they cannot add different fees for the residents. Other stipulations can be added for punishments. Mr. Story clarified he is asking for renters change in fees, not the homeowners.

Discussion ensued on suspensions, public entities, fines, fees, violations, not paying the fees, and additional charges. Counsel asked for a motion.

On MOTION by Ms. Sandford, seconded by Mr. Hawkins, with all in favor, the Amenity Center Policies, were approved.

D. Access Card System

Mr. Oliver stated this item in on the access card system that was discussed earlier. He asked for any other discussion. There was no further discussion.

SIXTH ORDER OF BUSINESS

Information Regarding Insurance Purposes for Florida Insurance Alliance

Mr. Oliver stated this item was on information on insurance purposes for Florida Insurance Alliance that has been provided. There was no action needed.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from Brightview for Installation of Irrigation System around Amenity Center *(will be sent under separate cover)*

Mr. Oliver stated this item was for a proposal from Brightview for installation of the irrigation system around the amenity center. He noted this had not yet been provided. This will be provided at the next meeting. It was noted they were on property 5 times this month.

Updates were on provided on coming into a new management area and providing landscaping and treatment areas of torpedo grass, soil, planting, Bermuda grass updates, chemical spreading, treatments of dry areas, and the contract map areas.

Ms. Scarlett discussed beautification and flower issues, areas that need attention, issues with jumping the fence and planting that will deter that jumping. He discussed the contact personnel for Brightview. Mr. Hawkins mentioned another area of concern on a sidewalk area that remains wet and could be an irrigation issue. Brightview stated they will address the irrigation issues. Annuals were discussed that were a part of the contract and other areas that need attention.

October 28, 2024

Villages of Westport CDD

It was noted another amendment may be needed to address some of these additional concerns of adding certain pond banks to the mowing schedule and updating the contract.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager

1. Discussion of New Homebuyer Welcome Letter

Mr. Oliver noted this item is to discuss the new homebuyer welcome letter. This was put together for board review and any changes can be added.

2. Discussion of Payment Authorization Process and Financial Reports

Mr. Oliver provided the process for payment authorization process and financials reports. He noted he does sign off on the invoices.

3. Update on Email Blast System and Fitness Room Survey

Mr. Oliver provided an update on the email blast system and the fitness survey. He stated the email blast, and the fitness room survey are in the agenda packet. Discussion ensued on the board had not decided on plan for the equipment for either buying or leasing, the maintenance of the fitness room equipment, and various companies.

B. Attorney

Attorney stated he had nothing to report.

C. Operation Manager – Report

The operation manager asked if the board would like an overview of the report. He noted it had been provided to the board for review. He stated he would answer any questions. The board did not have further questions.

NINTH ORDER OF BUSINESS

Supervisor’s Request

- Ms. Scarlett made comments on the contract and services that have not been provided and how to proceed with holding payment and the legal issues. She discussed issues with the picnic tables, paint issues, handicap area concerns, gates, the vandalism issues, water fountain, parking light re-striping of parking lot, playground pressure washing, basketball court, other community issues in the amenity center. There was a payment made on pool

October 28, 2024

Villages of Westport CDD

and pressure washing. Contract needs reviewed since the vendors are not showing up for services.

- Another comment was made on correspondence with work completed on the property and having a memo provided. There will be a litigation for non-payment and will be provided at the next meeting.
- Other concerns on ponds, signage for no fishing, and other fishing area signs that are needed.
- Board member asked for \$1000 for Christmas decorations. Mr. Oliver noted the budget issues and assessments would be coming in soon. Another issue would be finding a vendor to do the job. Discussion ensued on having individual residents putting up lights and they needed a consistently of the beautician, the option of finding a committee to put up lights, invoice review, responsibility for the lights, storage, and the possibility of a not to exceed amount of \$1500 to partner with the HOA.

On MOTION by Ms. Scarlett, seconded by Ms. Sandford, with all in favor, a Not to Exceed Amount of \$1500 for Holiday Lighting, were approved.

TENTH ORDER OF BUSINESS

Public Comments

- Comments made on announcement of Board vacancy and ballot. Next seats will be for 2026.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the August 19, 2024 Meetings

Mr. Oliver asked for any changes to the minutes of the August 19, 2024 meeting. There were no changes.

B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2024

C. Assessment Receipt Schedule

D. Approval of Check Register

Mr. Oliver noted financial statement ending September 30, 2024. He added they were 100% collected. He noted the check register is included. He added that all can be approved in one motion.

October 28, 2024

Villages of Westport CDD

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

TWELFTH ORDER OF BUSINESS Closed Session: Discussion Regarding Security Matters*

Mr. Oliver stated there was a closed session regarding security matters. He asked if there were items that needed to be added to this agenda. District Counsel discussed the Sunshine Law and announced this is closed and asked for all public members to leave the room during this discussion.

It was asked about camera system and adding motion sensors. Other discussion ensued on locations, security audit to address blind spots, using a motion system which would trigger sound alarms and lighting during the evening hours and after the facility is closed, other monitoring issues, and access to the cameras. It was acknowledged that Ms. Sanford has access and other board members need same access to the cameras. It was also discussed to move cameras around instead of purchasing additional cameras. Pricing was discussed and having an audit of the security system. A board member asked to include the idea of adding motion and alarms. Staff direction for the results and recommendations to be brought to the next meeting.

**The Board reopened the regular public meeting at 7:39 p.m.*

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – January 27, 2025 @ 5:30 p.m. @ Highlands Regional Library

Mr. Oliver stated the next scheduled meeting is January 27, 2025 @ 5:30 p.m. at the Highlands Regional Library.

FOURTEENTH ORDER OF BUSINESS Adjournment

Mr. Oliver adjourned the meeting.

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

October 28, 2024

Villages of Westport CDD

DocuSigned by:

Darrin Mossing

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Secretary/Assistant Secretary

DocuSigned by:

Yashkia Scarlett

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Chairman/Vice Chairman