

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, January 27, 2025 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett  
Anina Guyton  
Alice Sanford  
Godfrey Story  
Carl Hawkins

Chairperson  
Vice Chairperson  
Supervisor  
Supervisor  
Supervisor

Also present:

Darrin Mossing  
Jennifer Kilinski *by Zoom*  
Chris Loy  
Howard McGaffney

District Manager  
District Counsel  
Kilinski Van Wyk  
FCS, Operations Manager

*The following is a summary of the actions taken at the January 27, 2025 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 5:30 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 opened the public comment period for agenda items only. There being no comments, the next item followed.

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisor**

Mr. Mossing administered the Oaths of Office to Alice Sanford. Ms. Sanford affirmed.

**B. Appointment of Supervisors to Fill Expired Term of Office (Seat 1)**

Mr. Mossing noted the Chairs seat was up for reelection but she did not qualify for that seat. Mr. Story nominated Yashekia Scarlett to seat 1. Mr. Mossing asked for any other nominations or a motion to approve.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Appointment of Yashekia Scarlett to Seat 1, was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Mossing administered the oath of office to Yashekia Scarlett. Ms. Scarlett affirmed and waived her compensation.

**D. Election of Officers, Resolution 2025-01**

Mr. Godfrey nominated Yashekia Scarlett to serve as the Chairperson.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Appointment of Yashekia Scarlett to Chair, was approved.

Ms. Sanford nominated Annina Guyton to serve as Vice Chair.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, the Appointment of Annina Guyton to Vice Chair, was approved.

Mr. Mossing noted the remaining three Board members will be Assistant Secretaries.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Election of Officers – Resolution 2025-01, Yashekia Scarlett as Chair, Annina Guyton as Vice Chair, and Alice Sanford, Godfrey Story and Carl Hawkins as Assistant Secretaries, was approved.

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Mr. Loy reminded the Board members of the Sunshine law, public records law and ethics law. Board members need to complete 4 hours of ethics training within the calendar year and report on Form 1 in 2026.

**FOURTH ORDER OF BUSINESS****Closed Session: Vector Presentation and Recommendations Regarding Security System**

The Board entered the closed session at this time.

The Board exited the closed session. Mr. Loy noted the meeting is back open to the public and members of the public can come back into the room.

**FIFTH ORDER OF BUSINESS****Consideration of Proposal from Vector Security**

Mr. Mossing asked for a motion to approve the Vector Security proposal.

**SIXTH ORDER OF BUSINESS****Brightview Update**

Mr. McGaffney stated he was pretty dissatisfied before coming to this meeting. Brightview has undergone some account manager changes and has taken care of 90% of the punch list items. He asked to give Brightview a little more time to sort this out and fix some of the issues. Brightview is trying to make an effort and would chip in to do some irrigation repairs at no charge. He asked Brightview to credit the irrigation monthly checks for \$253/month for October, November, December and January. He suggested seeing where it goes but if the Board wants to make a change, proposals can be brought back to the April meeting.

**SEVENTH ORDER OF BUSINESS****Discussion Items:****A. Suspension Letters**

Suspension letters – Latasha Henry - The young resident explained what happened. There was no damage. Counsel recommended time served.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Time Served for Latasha Henry, was approved.

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Mr. Loy recommended staying consistent with all other suspension letters 3 months from time of violation.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, All Other Suspension Letters – 3 months from time the letter was sent, was approved.

**B. Detailed Billing on Future Vendor Invoices**

Mr. Mossing did a complete analysis on what Vesta should have been doing but could never tell what they were doing on services because it was flat billing. Ms. Sanford suggested detailed/itemized invoices for maintenance showing what work was done and dollar amount instead of automatically paying the money out every month. The Board discussed FCS far outweighs what the District had before and results of their work is being seen.

**C. Payment to Vesta**

Mr. Mossing stated their last 30-day payment was withheld for deficient services. Vesta sent letters threatening litigation. Mr. Loy recommended paying this for reassurance, approximately \$4,300.

On MOTION by Mr. Story, seconded by Ms. Guyton, with all in favor, Payment to Vesta, was approved.

**D. Amenity Center Policies**

Mr. Mossing noted a copy of the current amenity policies is in the agenda. Continued to next meeting for more time.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Agreement with Florida Community Specialists, LLC**

Mr. Loy recommended an amendment on the agreement to align with what the Board discussed today, with not really basing it on hourly but instead basing on status quo. Continued to next meeting.

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**NINTH ORDER OF BUSINESS**

**Ratification of Agreement with Poolsure for Pool Maintenance Services**

Mr. Mossing stated this agreement is on page 51 of the agenda package. Mr. McGaffney noted Poolsure is going to put their equipment in for \$10,740 annually. They will provide chemicals, maintenance of equipment, and an app to check chemicals.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, the Agreement with Poolsure, was ratified.

**TENTH ORDER OF BUSINESS**

**Consideration of License Agreement with the Westport Villages Property Owners' Association, Inc. Regarding the Use of District Property**

Mr. Mossing stated the license agreement does include the amenity center pool area for HOA members to hold meetings and future meetings held during normal operating hours.

**ELEVENTH ORDER OF BUSINESS**

**Proposal Tracker**

Mr. McGaffney noted this is updated everyday and is for informational purposes.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Badge Printer from Johnson Controls**

Ms. Guyton discussed a badge printer. Tabled until next meeting for additional information such as cost to print each badge, cost of toner, etc.

**B. Conserva Irrigation Proposal for Annual Irrigation Maintenance**

Mr. McGaffney suggested deferring to the future because they are keeping Brightview.

**C. Beaches Electrical Service for Additional Motion Sensor Flood Lighting**

Mr. McGaffney stated this is the Boards request to have a flood light that goes with the motion sensor. The current motion sensor doesn't have a flood light.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Beaches Electrical Service, were approved.

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**D. FCC for Entryway Monuments; Repair, Seal and Paint**

Mr. McGaffney noted there will be three to four other proposals. Continued until next meeting.

**E. Pool Resurfacing Proposals**

**1. CBuss**

**2. Crown Pools**

**3. Epic Pools**

Mr. McGaffney noted all three companies will resurface the pool and recommended CBuss. The motor in the pump has to be replaced. This will be completed before Memorial Day.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, CBuss Pool Resurfacing Proposal for \$131,275, was approved.

**F. Brightview for Landscape Enhancements**

**1. Privacy Hedge around Amenity Center Pool**

**2. Enhancements at Monument Signs**

**3. Enhancements at Amenity Center**

Mr. McGaffney discussed privacy hedge enhancements to help keep people from jumping the fence, enhancements at monument signs and perennial enhancement at the amenity center. Continued until next meeting.

*\*Mr. Story and Ms. Guyton left the meeting at this time.*

**G. Pool Pump Impeller Repair**

**1. CBuss**

**2. Crown Pools**

Mr. McGaffney recommended CBuss for the impeller repair to have one company doing the pump and the resurfacing.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Pool Pump Impeller Repair – CBuss Proposal for \$5,492, was approved.

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# **H. G-Force Proposal for Sealing and Striping the Parking Lot**

Mr. McGaffney presented the G-Force proposal to reseal and stripe the parking lot for a little extra life. Eventually that area will need resurfacing as the aggregate is already showing.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the G-Force Proposal for Sealing & Striping Parking Lot, was approved.

## **THIRTEENTH ORDER OF BUSINESS      Fiscal Year 2026 Budget Guidance (proposed budget to be presented 04/28/25)**

Mr. Mossing stated the Board went through this process last year. A preliminary budget will be presented at the April meeting. There are no anticipated increases. The Board will be asked to approve the proposed budget and adopt it sometime in July or August.

## **FOURTEENTH ORDER OF BUSINESS      Staff Reports**

### **A. Manager**

Mr. Mossing had no special reports unless the Board has any questions.

### **B. Attorney – CDD101**

Mr. Loy noted a CDD101 presentation will be held outside a regular Board meeting and conducted via Zoom by KVV.

### **C. Operation Manager – Report**

The Board discussed the JSO and pool monitor schedule on page 151 of the agenda package. Mr. McGaffney could post the schedule to try to pick somebody up for pool monitor/security and Ms. Sanford will work with him on the back end. The Board authorized Darrin to work with Supervisor Sanford to come up with a solution for Spring Break.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Darrin and Alice work together for pool monitors/security for amenity center not to exceed \$45 per hour, was approved.

## **FIFTEENTH ORDER OF BUSINESS      Supervisor's Request**

There being no comments, the next item followed.

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**SIXTEENTH ORDER OF BUSINESS      Public Comments**

**Kimberly Murphy (Dewhurst Circle)** asked how much longer on the bond. Ms. Sanford noted 2035. Once the bond is paid off, the maintenance still has to be paid.

**Guy Worzel (6932 Sandle Dr.)** asked once the bond is paid off, couldn't all of this revert to the HOA or will there always be a CDD. Mr. Mossing deferred to legal counsel, that is a potential but there are still tax implications because the improvements were funded with tax free municipal bonds. Mr. Loy stated there is a mechanism, there is an unwinding of the CDD but it can't be public anymore.

**SEVENTEENTH ORDER OF BUSINESS      Approval of Consent Agenda****A. Approval of the Minutes of the October 28, 2024 Meetings**

Mr. Mossing asked for any questions on the consent agenda. Mr. McGaffney had comments to the minutes submitted via email. Counsel provided three corrections on the addresses.

**B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2024****C. Assessment Receipt Schedule****D. Approval of Check Register**

Mr. Mossing asked for any other questions on the consent agenda, if not a motion to approve the consent agenda.

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

**EIGHTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – April 28, 2025 @ 5:30 p.m. @ Highlands Regional Library**

Mr. Mossing stated the next scheduled meeting is April 28, 2025 @ 5:30 p.m. at the Highlands Regional Library.

**NINETEENTH ORDER OF BUSINESS      Adjournment**

Mr. Mossing adjourned the meeting.



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

DocuSigned by:

*Darrin Mossing*

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Secretary/Assistant Secretary

Signed by:

*Yashukia Scarlett*

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Chairman/Vice Chairman