

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, April 28, 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 *by Zoom*
Alice Sanford *by Zoom*
Godfrey Story
Carl Hawkins

Chairperson
Vice Chairperson
Supervisor
Supervisor
Supervisor

Also present:

Darrin Mossing
Chris Loy
Howard McGaffney
Kevin Drawdy *by Zoom*
Erica Graham *by Zoom*

District Manager
District Counsel
FCS
Vector Security
Flock Security

The following is a summary of the actions taken at the April 28, 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. Three Supervisors were present in person 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

Closed Session

The Board entered into the closed session at 5:35 p.m.

A. Vector Presentation and Recommendations Regarding Security System

B. Presentation of Flock Security for License Plate Reader

C. Phinnessee Guard Services to Provide Security Services for Pool Resurface Project

The Board exited the closed session at 6:20 p.m. Mr. Loy noted the meeting is back open to the public and members of the public can come back into the room.

Mr. Mossing stated they are looking for a motion to ratify the proposal from Phinnessee Guard Services to provide security for the pool resurface project.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Proposal, from Phinnessee Guard Services to provide Security for Pool Resurface Project was approved.

FOURTH ORDER OF BUSINESS

Discussion Items:

A. Suspension Letters

Mr. Mossing stated there were two suspension letters sent out in February and suspended residents amenity access cards were turned off. He added the typical period for cards to be turned off was three months and asked if the Board would like to reactivate their cards.

Ms. Sanford stated one of the households cards was not suspended and they have been using it at the amenities. Mr. Hawkins stated they had talked to the family prior.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Reactivating Amenity Cards for 1200 Glimmer Way and 12469 Weeping Branch Circle, was approved.

B. Discussion of Meeting Dates for the Remainder of Fiscal Year 2025

Mr. Mossing stated he will be handing off his District manager position to someone else and he has a conflict with the schedule the District currently has. Mr. Mossing asked to move the meetings to the third Monday of each month at the same time. The next meeting will be on July 21, 2025.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Meeting Dates for the Remainder of FY25, were approved.

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C. Amenity Center Access Requirements (form of ID)

Mr. Mossing stated their policy has been if the person has a working access card to let them in, unless they are obviously underage. He asked the Board if they would like to change the policy to require an ID.

Mr. Hawkins stated they would have nothing to compare the ID to if they were to add this to their policy. Mr. Story added if they have their pool key, that should be enough.

Ms. Sanford stated there was an incident at the pool where kids jumped the fence to the pool and JSO did not make them leave because one of the kids said they lived in the neighborhood with their uncle. She added if the key does not have a picture, JSO will not make them leave.

Mr. McGaffney stated the reason the question was brought up was because it can be difficult to tell if someone is above the age of 18.

Ms. Sanford asked if they could use IDs for age verification purposes. Mr. Mossing stated this was already in the policy.

FIFTH ORDER OF BUSINESS

Approval of Bank Account with Truist Bank to Establish Capital Reserve Fund

Mr. Mossing stated the District is looking to start a Capital Reserve Fund and move funds into it. He added their current bank is not local and when they need something from the bank, it must be mailed. Having the Capital Reserve Fund in Truist Bank will allow the bank to be local and easily accessible.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Bank Account with Truist Bank to Establish Capital Reserve Fund, was approved.

SIXTH ORDER OF BUSINESS

Approval to Open Account with the State Board of Administration, Resolution 2025-02

Mr. Mossing stated the State Board of Administration is an investment account that earns 4% and is for local governments.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, Resolution 2025-02, Opening an Account with the State Board of Administration, was approved.

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SEVENTH ORDER OF BUSINESS**Consideration of Proposals:****A. Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2024**

Mr. Mossing presented the proposal from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for FY24. He stated they are their current auditors, and their fee is the same as FY23 with no increase. He asked for a motion to approve.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Proposal from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for FY24, was approved.

B. Florida Community Specialists Letter

Mr. McGaffney presented the Florida Community Specialists Letter to the Board. He stated they are trying to fit this into the Board's budget, needs and wants. He noted he and Mr. Mossing have been working together to fix everything, and if there is a large problem to address, they will work with the Chair. He added the last problem they had to include the Chair on was Sea Infiltration Unit, which he saw sand getting into the pool and will be completed soon. He noted he sees the value he can bring in with his resources to help the community and would like to switch to a vendor contract. The work he will be doing will be the same.

Ms. Scarlett stated it was unfortunate that he felt like he needed to go this route because he has been doing good work since he has been there.

Mr. McGaffney stated the new total will be \$32,000 and they will be billed hourly. Mr. Mossing stated Field Operations will be \$24,000, Janitorial will be \$8,000, and Maintenance will be \$50 per hour with no minimum hours. Mr. McGaffney stated he is asking to remove the limit on the minimum hours.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, Amending the Florida Community Specialists Contract, was approved.

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C. C Buss for Swimming Pool Maintenance Contract

Mr. Mossing asked for a motion to approve the C Buss contract for pool maintenance.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Swimming Pool Maintenance Contract from C Buss, was approved.

EIGHTH ORDER OF BUSINESS

Review of Contract with Florida Community Specialist

Mr. Mossing stated this is to remove the minimum hours from the contract.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, Removing the Minimum Hours, was approved.

NINTH ORDER OF BUSINESS

Ratification of Proposal from C Buss for Sand Filtration

Mr. McGaffney presented the proposal from C Buss for Sand Filtration for \$10,425.90. He stated every five years the sand needs to be emptied out. He noted the unit the District has is no longer being made, however CES carries replacement parts. Once the parts come in, they will have to shut the pool down for a day for installation. He noted this was approved by the Chair.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Proposal from C Buss for Sand Filtration, was ratified.

TENTH ORDER OF BUSINESS

Community Projects for Board Consideration

A. Repair, Seal and Paint Entryway Monuments

- **Florida Certified Contractors**
- **McIntyre Stucco & Painting**
- **Aguilar's Plastering**

Mr. McGaffney presented the proposals to repair, seal, and paint the entryway monuments. He stated he has worked with Florida Certified Contractors before and they perform great work. He noted Aguilar's Plastering's proposal is cheaper, however they have not seen great work out of that company. He noted that McIntyre added a fourth monument, which would be the main monument, but he does not believe their pricing would be enough to fix the entire monument. He noted if the Board wishes to choose McIntyre, he can take the fourth monument off of the contract.

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On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Proposal from Florida Certified Contractors to Repair, Seal, and Paint the Entryway Monuments for \$7,980, was approved.

B. Pond 6-Keniston, 1x Brush Cut

- **A.L. Dirtworks**
- **North Florida Underground Utl.**
- **Bachmann's Landscaping**

Mr. McGaffney presented the proposals for Pond 6- Keniston, 1x Brush Cut. He stated at one time the pond was mowed, however it grew back. He suggested going with the cheapest option, A.L. Dirtworks. He noted Brightview did not give him a proposal, but they will maintain it once it is mowed. He is unsure if Brightview will increase their price to maintain the pond.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Proposal from A.L. Dirtworks for \$1,650, was approved.

C. Brightview – Community Monument Bed Enhancements – Perennials

Mr. McGaffney the proposal from Brightview for Perennials. He stated he would like Brightview to do this work to allow for warranty on the plants.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Proposal from Brightview for \$9,181.77, was approved.

D. Brightview – Amenity Center Landscape Enhancements

- **Privacy Hedge**

Mr. McGaffney presented the proposal from Brightview to add a privacy hedge for \$4,359.80. He stated he walked the area with Brightview and they determined they want the area that is there to stop being trimmed to allow the bush to grow. This proposal will get the bush ready to plant.

Ms. Sanford stated she would like to resod the field because there is a bunch of different grasses in one area. Mr. McGaffney stated this will have to wait until they receive more rain.

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On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Proposal from Brightview to add a privacy Hedge for \$4,359.80, was approved.

• **Amenity Center Bed Enhancements – Perennials**

Mr. McGaffney presented the proposal from Brightview for perennials for \$4,110.67. He stated this will clean out the dead plants and add new perennials.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Proposal from Brightview for Perennials, was approved.

E. Picnic Tables – (2) Replacements, (1) Additional/New Request NTE \$6,000 (made from recycled materials)

Mr. McGaffney stated he will defer this because he is going to pressure wash the tables first. He noted the tables were rusting and he will try to find a paint to cover up the bad areas.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposed Communication and Board Direction Policy

Mr. Mossing stated there is a lot of communication happening in between the meetings. He added when this happens, they typically contact the Chair for assistance. Ms. Scarlett stated they need to have clear communications with management.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Proposed Communication and Board Direction Policy, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date to Adopt

Mr. Mossing presented the resolution on page 53 of the agenda package. He stated the public hearing date will be on July 21, 2025. He noted the Board can change the budget before they adopt, however it cannot be increased. He added there were no increases of the budget for this year.

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On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, Resolution 2025-03, the Proposed Budget for Fiscal Year 2026 and Setting the Public Hearing Date on July 21, 2025 for Adoption, was approved.

THIRTEENTH ORDER OF BUSINESS Brightview Update

Mr. McGaffney stated he speaks with Brightview multiple times a week and they are performing irrigation throughout the week. He noted there was still a number of irrigation repairs that need to be completed by Creston and Braddock. He added Creston was added on to the Keniston timer and there has been some disruption due to the distance. They will now add a new line down Creston help these issues. Mr. McGaffney stated he will get proposals for that and run it by the chair.

FOURTEENTH ORDER OF BUSINESS Staff Reports**A. Manager**

Mr. Mossing had nothing additional to report.

B. Attorney

Mr. Loy reminded the Board to complete the four hours of required ethics training by the end of the year.

C. Operation Manager – Report

Mr. McGaffney asked if they would like to keep the operating hours from 7:00 a.m. to 7:00 p.m. He noted there have been complaints on the hours.

Ms. Scarlett stated she thinks they should have seasonal adjustments because the days are longer in the summer.

The Board decided to extend the hours to 7:00 a.m. to 8:00 p.m. for the summer.

Mr. McGaffney asked to bring an amendment to the policy next meeting to allow for verbal warnings to residents. Mr. Loy stated they did not need a formal change if the Board agrees to allowing verbal warnings.

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

Kendall Walker (resident) stated he had an altercation with a kid driving a motorcycle in the neighborhood and believes it to be dangerous. The Board stated this would be a JSO issue.

Resident asked to change the letters on the entry sign to make the words visible as you drive into the neighborhood.

SEVENTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the January 27, 2025 Meeting

Mr. Mossing asked for any questions on the consent agenda. Mr. Story stated at the January meeting five supervisors were present, the fifth order of business needs to reflect the approval of the motion and in the suspension letter, the minutes need to reflect the suspension will end three months after the letter was sent.

B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2025

C. Assessment Receipt Schedule

D. Approval of Check Register

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

EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting – July 21, 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.

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

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Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman