

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, July 21, 2025 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
Godfrey Story	Supervisor
Carl Hawkins	Supervisor
Alice Sanford <i>joined late by Zoom</i>	Supervisor

Also present:

Darrin Mossing	District Manager
Chris Loy	District Counsel
Howard McGaffney	Operations Manager
Kelly Mullins	GMS
Daniel Laughlin	GMS

The following is a summary of the actions taken at the July 21, 2025 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 5:30 p.m. and called roll. Three Supervisors were present in person in attendance constituting a quorum. Ms. Guyton participated by Zoom. Ms. Sanford joined the meeting after roll call by Zoom.

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SECOND ORDER OF BUSINESS

Public Comments *(regarding agenda items below)*

Mr. Laughlin opened the public comment period for agenda items only. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Public Hearing Adopting the Budget for Fiscal Year 2026

A. Consideration of Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Laughlin stated this item is for adopting the budget for Fiscal Year 2026. He stated they would have public hearings for the two resolutions. He asked for a motion to open the public hearing.

On MOTION by Ms. Scarlett, seconded by Mr. Story with all in favor, Opening the Public Hearing, was approved.

Mr. Laughlin asked for comments on the budget. He noted there was no increase this year in assessments. He asked for a motion to close the public hearing.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, Closing the Public Hearing, was approved.

Mr. Laughlin stated the public hearing was closed. Mr. Laughlin asked for any Board discussion on the budget. He added the budget remains the same. There was no Board discussion. Mr. Laughlin asked for a motion to approve the resolution.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

Mr. Laughlin stated they would open another public hearing for Resolution 2025-05. He explained the background for the assessment roll and the tax roll. Mr. Laughlin asked for a motion to open the public hearing.

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On MOTION by Ms. Scarlett, seconded by Mr. Story with all in favor, Opening the Public Hearing, was approved.

Mr. Laughlin asked for any questions on the resolution. Hearing no questions, he asked for a motion to close the public hearing.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Closing the Public Hearing, was approved.

B. Consideration of Resolution 2025-05, Imposing Special Assessment and Certifying an Assessment Roll for Fiscal Year 2026

Mr. Laughlin stated if there were no questions from the Board he was looking for a motion to adopt Resolution 2025-05.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, , was approved.

FOURTH ORDER OF BUSINESS

Consideration of Policy Changes

A. Board Members Accessing Security Cameras

Mr. Laughlin stated this item was for consideration of policy changes from staff to limit the accessing of security cameras. He added there was a draft in the agenda package. Board member stated this was important and the information on the cameras was very sensitive. It was noted this was standard procedure in other Districts.

Board member asked about the policy and who had access to the cameras. It was noted it would be District managers, security contractor, and staff operations. Law enforcement may be asked to access, and any public record requests allow for access.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, the Policy Change on Accessing Security Cameras, was approved.

B. Communication and Staff Direction Policy

Mr. Laughlin stated this policy was for communication and staff direction and a copy of the draft is provided. Mr. Mossing stated there was a lot of work and communication going on

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between Board meetings that has become very voluminous, and this will set out perimeters on how we operate between meetings. He added we try to bring everything back to the Board of supervisors in a public meeting and not have the communication or direction given in between meetings.

Ms. Guyton agreed once a decision has been made at the meeting, we should stick with that unless it's an emergency. Mr. Mossing added if there is a situation in between meetings the staff will defer to the Chair. It was added there is also the ability to add emergency meetings. Mr. Mossing added these policies could be changed in future meetings. Ms. Guyton stated she just wanted to be in the loop and doesn't want to be blindsided.

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

C. Policy Regarding Verbal Warning Prior to Suspension

Mr. Laughlin stated this is for policy regarding verbal warnings prior to suspension. Mr. Mossing noted the prior practice has been once there is a violation you will be suspended until the next Board meeting. He added staff is requesting a little more latitude if warranted to do a verbal warning. He noted the secondary warnings will give some guidelines on little violations that may not warrant a suspension and may need a warning.

Mr. Story asked for clarification on anything that occurs in the pool area would be recorded. Mr. Mossing noted it was recorded. Ms. Scarlett stated she thought this was fair. It was noted it be circulated out to the community.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Policy Regarding Verbal Warning Prior to Suspension, was approved.

**Ms. Alice Sanford joined the meeting by Zoom.*

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FIFTH ORDER OF BUSINESS**Consideration of Suspension of Amenity
Access Privileges****A. Diana Peel****B. Jessie Jefferson**

Mr. Laughlin stated this was for suspension of amenity access privileges for specific incidents. Mr. Mossing explained a situation where a dog was brought to the pool, and she was asked to leave. He added the pool was closed and shocked. He noted email blast were sent out and Ms. Peel responded.

Discussion ensued on how to respond to staff, and the comment made by Ms. Peel on joint force command.

Mr. Story stated no one needed to be disrespected in any form, and he felt the costs of shocking the pool should have been passed on to this person. Procedures were reviewed, the suggestion was made on the email to issue a warning by staff, and if it should be verbal or written warning.

After discussion the Board decided to issue a verbal warning to Ms. Peel. Mr. Mossing added Ms. Jefferson had sent an apologetic email, he suggested a written warning and to send the costs of reimbursement to her.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, to Send a Verbal Warning to Ms. Peel and Send a Written Warning and the Cost of Reimbursement of Pool Shocking to Ms. Jefferson, was approved.
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SIXTH ORDER OF BUSINESS**Consideration of Proposals:****A. Proposal for Privacy Fence Installation from LGI**

Mr. Laughlin presented the proposal for a privacy fence installation from LCI. He noted this will be on district property, but at no cost to the district. The district would take care of maintenance of this fence.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Proposal for a Privacy Fence Installation from LGI, was approved.

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B. Community Project – Picnic Tables Purchase (*will be sent under separate cover*)

Mr. Laughlin presented a community project for picnic table purchases. Discussion ensued on the specifics of the material being used was a concern, suggestion for a not to exceed amount of \$3,000, if it needed to be tabled until the next meeting, the costs, and usage of the tables.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Purchase of Picnic Tables with a Not to Exceed of \$3,000, was approved.

C. Proposals for License Plate Reader

- 1. Vector**
- 2. Bates**
- 3. Flock**

Mr. Laughlin presented the proposals for license plate readers. He noted there were 3 different proposals received. He added two of the proposals would be purchasing the camera, and Flock would be a contract.

Discussion ensued on information received on Flock, construction funds to use, this is for one camera, recording time, concerns of only having one part of the community covered, and purchasing cameras for each entrance.

A representative from Flock (Ms. Erica) stated there was a price difference on a bundle package from \$4,200 to \$3,700 for a bundle for LPR and two cameras. She added 1 camera would be a video camera to cover the pool areas. She added the other proposals did not include the electricity cost to re-route to the locations. She explained her cameras are solar powered and there would be no extra cost for AC power.

Mr. Story commented on interruptions with cell service and interruptions. He asked how that would be handled. She explained they roam for the strongest signal. He asked for a quote covering the entire community before a decision is made and to take advantage of the discount.

Other discussions were held on the electrical costs for the other proposals, the bond money, how the information is routed to police, or district providing coverage, and doing all community. The Flock representative stated she would provide a quote for the entire community.

The Board decided to get quotes on electrical costs from Vector and Bates and have proposals brought to the next meeting. No action was taken.

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D. Proposal from FCS Management Group for 5 Days Janitorial at Amenity Center (*will be sent under separate cover*)

No action was taken on this item.

E. Proposal from Brightview for Landscape Enhancement – Lantana (FY 2025 Project)

This proposal was discussed. It was noted the cost would be \$4,242.28.

On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, the Proposal from Brightview for Landscape Enhancement-Lantana (FY 2025 Project), was approved.

F. Proposal for Playground Boarder (FY 2025 Project)(*will be sent under separate cover*)

No action was taken.

G. Proposals for Pressure Wash, Joint Sanding and Sealing Pool Deck Pavers (FY 2026 Project)

- 1. Stallone's Pro Wash**
- 2. Kirks Power Washing**

No action was taken.

H. Proposals for Amenity Center Painting (FY 2026 Project)

- 1. Aguilar's**
- 2. McIntyre**
- 3. FCC**

No action was taken.

SEVENTH ORDER OF BUSINESS

Consideration of Amendment to GMS Agreement

No action was taken.

EIGHTH ORDER OF BUSINESS

Discussion of Services Provided by FCS for the week of December 16, 2024 through December 20, 2024

No action was taken.

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NINTH ORDER OF BUSINESS

Brightview Update

No action was taken.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager

1. Report on the Number of Registered Voters (1,132)

Mr. Laughlin stated the number of registered voters in the District was 1,132.

2. Annual Form 1 Filing & Annual Ethics Training

Mr. Laughlin noted the annual Form 1 Filing was due July 1st. He stated the annual ethics training had a box to check online. New members did not have to do this year.

3. Discussion of Fiscal Year 2026 Schedule

Mr. Laughlin stated the Fiscal Year 2026 meeting schedule is set to stay as we are currently operating on the 3rd Monday of the month. It was noted this is a change from previously the 4th Monday. He added the meetings can be changed in future meetings. He noted the time, and location will be the same. He noted the next meeting will be October 20, 2025.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.
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B. Attorney

There was no report from the attorney.

C. Operation Manager – Report

There was no report from the Operations Manager.

ELEVENTH ORDER OF BUSINESS

Supervisor's Request

Mr. Mossing stated he will continue the topic of a request for public records at the October meeting. He stated he will work with District counsel to get a copy of every record. He added public record requests are important and he will comply.

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TWELFTH ORDER OF BUSINESS

Public Comments

Resident stated he had a couple of trees in the Preserve that are about to fall on his back fence and asked for guidance on what to do. He noted this is owned by the CDD. Mr. Laughlin asked for the resident to send an email to him. He added they cannot remove trees in the Preserve, and they will have to get with the water management on how to proceed. He added if it's on your property you may cut down trees to your line.

Mr. Mossing stated Ms. Kelly Mullins is in attendance at this meeting and is overseeing the pool monitors. He asked for authorization to work with the Chair for the Labor Day break and a higher rate approved for pool monitors. He noted they will have to stay within the budget.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, Allowing Mr. Mossing and Ms. Mullins to Work with the Chair Regarding the Pool Monitor Pay and Staying in Budget, was approved.

THIRTEENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the April 28, 2025 Meeting

B. Ratification of Agreements

- 1. First Amendment to the FCS Contract**
- 2. Agreement for Pond 6-Keniston Brush Cut (A.L. Dirtworks)**
- 3. Agreement for Repair, Seal and Paint Entryway Monuments (FCC)**
- 4. Agreement for C Buss for Swimming Pool Maintenance Contract**
- 5. Brightview ASO for Perennials**

C. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2025

D. Assessment Receipt Schedule

E. Approval of Check Register

Mr. Laughlin reviewed the items for ratification, the balance sheet for revenues and expenditures ending June 30, 2025, the assessment receipt schedule noting they were 100% collected, and the check register for \$243,437.72.

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

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**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – To Be Determined,
@ Highlands Regional Library .**

Mr. Laughlin noted that they had not determined a date for the next meeting at this time.

FIFTEENTH ORDER OF BUSINESS Adjournment

Mr. Mossing stated the meeting will be adjourned.

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

Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

Signed by:

Yashekia Scarlett

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Chairman/Vice Chairman