

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 12, 2026 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

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

Also present:

Daniel Laughlin	District Manager, GMS
Sarah Sweeting <i>by Zoom</i>	GMS
Chris Loy	District Counsel, Kilinski Van Wyk

The following is a summary of the actions taken at the January 12, 2026 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 constituting a quorum.

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.

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THIRD ORDER OF BUSINESS**Pond Maintenance Report**

Mr. Laughlin stated the agenda package includes various reports from Solitude. This portion of the discussion was informational, unless there were any questions or comments regarding the ponds.

FOURTH ORDER OF BUSINESS**Landscape Maintenance Report**

Mr. Laughlin stated the next item was the landscape maintenance reports, which are provided following Brightview's site visits. This item was informational unless there were questions or comments for Brightview. With no discussion, the Board moved on to the next agenda item.

FIFTH ORDER OF BUSINESS**Acceptance of Resignation Letter from GMS**

Mr. Laughlin stated the Board would move on to the acceptance of the resignation letter from GMS. The resignation letter was included in the agenda package for review, and questions were invited.

Mr. Laughlin clarified that the resignation was submitted in accordance with the contract, requiring a 60-day notice period, and that GMS would remain in place until a new District management company is selected. It was further noted that GMS would continue working with the District to ensure a smooth transition and would not leave the District without management coverage.

Board members and residents expressed concerns and comments regarding the resignation. Several speakers shared appreciation for GMS's efforts, citing financial improvements and completed projects, while also voicing concern about future management costs and continuity. Additional discussion occurred regarding verification of services and past management practices.

Mr. Laughlin noted that acceptance of the resignation did not require Board approval, as it was contractually permitted, but the matter was presented to the Board for acknowledgement.

On MOTION by Mr. Hawkins, seconded by Ms. Sanford, with Mr. Hawkins and Ms. Sanford in favor and Ms. Guyton and Mr. Story opposed, Accepting the Resignation Letter from GMS, the motion failed 2-2.
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SIXTH ORDER OF BUSINESS**Acceptance of Resignation Letter from FCS Management Group**

Mr. Laughlin stated the next item was the acceptance of the resignation letter from FCS Howard McGaffney's company. It was noted that February 28, 2026 would be FCS's last day of service. Mr. Laughlin explained that he had spoken with Howard, who confirmed he would continue assisting beyond that date if necessary to ensure a smooth transition until a new company is in place.

A Board member asked whether there was anything the Board could do to make the arrangement workable for both companies and the community. Mr. Laughlin responded that he was unsure there were any feasible options at this time, citing the increasing demands placed on the companies, including time, personal expenses, and legal matters. It was also noted that Howard was not in attendance and no one could speak on his behalf.

Additional comments were raised unrelated to the FCS resignation. Mr. Laughlin redirected the discussion back to the agenda item.

On MOTION by Mr. Hawkins, seconded by Ms. Sanford, with Mr. Hawkins and Ms. Sanford in favor and Mr. Story and Ms. Guyton opposed, Accepting the Resignation Letter from FCS Management Group, the motion failed 2-2.

**Ms. Scarlett joined the meeting at this time.*

SEVENTH ORDER OF BUSINESS**Consideration of RFP for District Management Services & Onsite Management Services, Resolution 2026-03**

Mr. Laughlin stated the next item was consideration of the Requests for Proposals (RFPs) for District management services and on-site/facility maintenance services, associated with Resolution 2026-03. The RFPs were included in the agenda package. It was noted that, following approval, District Counsel would distribute the RFPs to District management companies.

Board discussion focused on the anticipated timeline for the RFP process, including solicitation, proposal submission, review, and interviews. It was explained that if approved, the RFPs would be distributed on January 13, with proposals due by February 2. This would allow staff sufficient time to review submissions and circulate the to the Board prior to a special meeting.

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On MOTION by Mr. Hawkins, seconded by Ms. Sanford, with all in favor, RFP for District Management Services & Onsite Management Services, Resolution 2026-03, was approved 5-0.

EIGHTH ORDER OF BUSINESS**Consideration of Special Meeting to Consider Proposals for District Management Services & Onsite Management Services**

Mr. Laughlin stated after discussion regarding Board availability, a special meeting date of February 9, 2026 was selected to consider proposals. A deadline of January 28, 2026 was established for proposer questions, with an addendum to be issued as needed to clarify District information.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Special Meeting to Consider Proposals for District Management Services & Onsite Management Services, was approved 5-0.

NINTH ORDER OF BUSINESS**Consideration of Fee Letter from District Counsel**

Mr. Loy presented the consideration of the fee letter from District Counsel. Mr. Loy explained that the firm has served as District Counsel since 2022 and that billing rates have remained unchanged during that time. The fee letter requested Board consideration of a modest rate increase to account for inflation and increased operating costs.

Mr. Loy further explained that the proposed rates would become effective June 1, 2026, and that any future fee increases would occur January 1, not to exceed \$5 per hour, subject to Board approval.

A Board member inquired whether rates could be locked in for multiple years. District Counsel indicated they would discuss the request internally but could not commit at that time. No further questions were raised.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with Mr. Story, Mr. Hawkins, Ms. Guyton, and Ms. Scarlett in favor and Ms. Sanford opposed, of the Fee Letter from District Counsel, was approved 4-1.

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TENTH ORDER OF BUSINESS**Consideration of Proposals:****A. Message Boards**

Mr. Laughlin stated a proposal was presented for replacement message boards at the District entrances. The proposal from SAT/FAST Signs included replacement of four Boards at \$1,599 each, totaling \$6,396, due to deterioration from sun exposure and weather.

Board members discussed the condition of the existing boards and whether replacement was necessary at this time. It was noted the item was not urgent, and members requested additional information, including visuals, and suggested revisiting the proposal after a new management company is in place. The Board agreed to table the item until a future meeting.

B. Sod Replacement

Mr. Laughlin stated the for sod replacement was for areas with deteriorated turf, as previously discussed. The total cost was approximately \$17,000, with LGI agreeing to cover 50%, resulting in a shared cost agreement.

Board members discussed timing and ongoing maintenance concerns, particularly with an upcoming management transition and the need for oversight after installation. Members expressed a preference to delay the project to avoid issues during the transition period.

The Board agreed to table the sod replacement proposal until a future meeting.

ELEVENTH ORDER OF BUSINESS**Discussion Regarding Compliance Concerns**

Mr. Laughlin stated the next item was discussion regarding compliance matters, which had previously been requested for inclusion on the agenda. It was noted that, given recent resignations and the District moving forward, there was nothing further to discuss at this time.

TWELFTH ORDER OF BUSINESS**Staff Reports****A. Manager – Ratification of Fiscal Year 2026 Goals and Objectives**

Mr. Laughlin stated the District Manager report included ratification of the Fiscal Year 2026 goals and objectives. It was noted that the goals are consistent with those approved in the prior year and consist primarily of standard best practices and compliance-related items. Board members were invited to propose any additions or removals.

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On MOTION by Ms. Scarlett, seconded by Mr. Story, with all in favor, Fiscal Year 2026 Goals and Objectives, was ratified 5-0.

B. Attorney

Mr. Loy provided an update reminding the Board members that, with the start of the new calendar year, the requirement for four hours of ethics training resets and must be completed by the end of the year. It was noted that the ethics training completed in the prior year should be reported on Form 1 during the July filing period.

Mr. Loy explained that, in some cases, ethics training completed for other professional purposes may satisfy the requirement, depending on course content, and invited Board members to submit details for review. It was further clarified that certificates are not required to be uploaded with Form 1, though members may retain documentation for their records.

C. Operation Manager – Report

Mr. Laughlin stated there was no report from Operations Manager, Mr. McGaffney. Board members were invited to raise any items to be relayed.

A Board member asked whether the District could issue an RFP for landscaping services. It was explained that the Board may issue an RFP for contractual services at its discretion, subject to applicable termination provisions. Board discussion followed, with members expressing a preference to defer any potential landscaping RFP until a new District management company is in place and has had opportunity to elevate current service providers. The Board agreed to revisit the matter after the new management company has been engaged.

THIRTEENTH ORDER OF BUSINESS

Supervisor's Request

There were no Supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

Resident addressed concerns regarding the quality of landscaping services and encouraged the Board to consider improvements. Mr. Laughlin outlined available options, including issuing a deficiency notice or pursuing an RFP, noting that further evaluation could occur after a new management company is in place.

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Additional public questions were raised regarding District management requirements and bond assessments. It was explained that District management services are required by law and that the residents may contact the District office for information on bond balances or payoff options. Paying off the bond would eliminate the debt service portion of the assessment, leaving only operations and maintenance costs.

FIFTEENTH ORDER OF BUSINESS**Approval of Consent Agenda****A. Approval of Minutes of the October 20, 2025 Meeting****B. Ratification of Agreements**

- 1. Agreement for Additional Services with Brightview Landscaping Regarding Winter Annual Installation**
- 2. Agreement for Additional Services with Brightview Landscaping Regarding Hunter Irrigation Controller Installation**
- 3. Engagement Letter with Berger, Toombs, Elam, Gaines and Frank for Auditing Services**
- 4. Agreement with Goode Brothers Roofs and Gutters, Inc.**

C. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending November 30, 2025**D. Assessment Receipt Schedule- 6%****E. Approval of Check Registers**

- 1. October - \$50,656.53**
- 2. November – 12,947.13**

Mr. Laughlin presented the approval of consent agenda. Board discussion focused on attorney fees reflected in the October financials, including questions regarding budgeted versus actual legal expenses and the nature of billed services. District counsel explained that all legal fees are itemized in the agenda package and that billing reflects work performed in prior months. It was further explained that District management serves a triage role in determining when legal review is necessary.

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

SIXTEENTH ORDER OF BUSINESS**Next Scheduled Meeting – April 20, 2026 at 5:30 p.m. @ Highlands Regional Library**

Mr. Laughlin noted the next meeting is scheduled for April 20, 2026.

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SEVENTEENTH ORDER OF BUSINESS Adjournment

Mr. Laughlin asked for a motion to adjourn the meeting.

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

Signed by:

Daniel Laughlin

Secretary Assistant Secretary

Signed by:

Yashukia Scarlett

Chairman/Vice Chairman