

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 20, 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	Vice Chairperson
Godfrey Story	Supervisor
Carl Hawkins	Supervisor
Alice Sanford	Supervisor

Also present:

Daniel Laughlin	District Manager
Darrin Mossing <i>by Zoom</i>	GMS
Chris Loy	District Counsel, Kilinski Van Wyk
Jennifer Kilinski <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Keith Nelson <i>by Zoom</i>	GMS
Sarah Sweeting <i>by Zoom</i>	GMS
Howard McGaffney	FCS, Operations Manager

The following is a summary of the actions taken at the October 20, 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. Five Supervisors were in attendance constituting a quorum.

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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**Acceptance of Resignation from FCS Management Group**

Mr. McGaffney noted if the Board is okay with him providing services, he is willing to continue with that. If the majority of the Board wants to accept the resignation, he is willing to make November 30th his last day. Ms. Sanford questioned the health department doing an inspection to open the pool on May 9th. How did the health department approve the pool opening on May 9th when they didn't come out until August 11th. Mr. McGaffney stated the health department inspected the pool after the pool resurface was done before it was open. No action was taken; FCS pulled their resignation.

FOURTH ORDER OF BUSINESS**Consideration of Amendment to GMS Agreement**

Mr. Mossing stated as we have presented in the past, there is significant additional work being conducted outside of our normal scope of business, primarily related to questioning and public records. We are asking for an amendment to our contract to help offset those costs in our effort to respond to those record requests and questions that are being expanded. We have put in an estimate for \$1K a month related to the volume of those. Ms. Sanford argued about the agenda being inflated with blank pages and that GMS owes them money. Mr. Story stated put before us for the \$1K increase, is that amendment based upon the amount of service that you guys are having to provide now because of Supervisors questions or inquiries? With that said, if we approve this, can we later go back if that stops or settles down? Ms. Guyton asked if they can just set a minimum amount for the request that Alice is asking.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with Ms. Scarlett and Ms. Guyton in favor and Ms. Sanford opposed, the Amendment to GMS agreement – limited time: month to month, was approved 4-1.

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Mr. Laughlin noted yes, the motion was on limited time so if it does slow down we can move it. He noted they will revisit it at the next meeting. Mr. Mossing noted he would be happy to revisit it.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-01,
Regarding Code of Conduct and Discussion
on Scope of Defense Resolution**

Mr. Loy presented Resolution 2026-01 which is about maintaining order, reducing risk, and ensuring that all Supervisors, staff and contractors operate within the same clear and respectable framework for governance.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with Mr. Hawkins and Ms. Guyton in favor and Ms. Sanford opposed, Resolution 2026-01 Regarding Code of Conduct and Discussion on Scope of Defense Resolution, was approved 4-1.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2026-02,
Amending the District's Fiscal Year 2025
Budget**

Mr. Laughlin stated this is required at times. This amendment takes money from line items that were under and or excess in revenue and it balances these budget lines so we don't go over.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with Ms. Guyton and Mr. Hawkins in favor and Ms. Sanford opposed, Resolution 2026-02 Amending the District's Fiscal Year 2025 Budget, was approved 4-1.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Community Message Board

Mr. McGaffney stated in the agenda are examples of message boards that I received from one of the companies that the District has historically got signs from. The problem with the signs that we have now, the white magnetic board and the thin magnetic letters just melt to the board. You can keep what you have and not spend the money, or we can install four new signs which will go to the felt board with letters that fit. Mr. Story asked to table until more quotes are received for the next meeting.

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B. Sod Installation

The Board tabled the proposal for sod installation to be brought back after winter. Mr. Hawkins would like confirmation if this gets pushed to Spring that LGI will still do the 50/50 split moving forward.

EIGHTH ORDER OF BUSINESS**Fiscal Year 2026 Repair & Replacement
Projects *(will be sent under separate cover)*****A. Amenity Center Exterior / Interior Painting, Repairs and Sealing Project**

Mr. McGaffney stated these are on the agenda as a place holder to give the Board an understanding.

B. Amenity Center Gutter Replacement (NTE \$4,000)

Mr. McGaffney presented a quote for \$1,300 for replacement of the gutters at the amenity center. He can move forward or get additional proposals at the Boards discretion. He asked for a NTE \$1,300.

On MOTION by Ms. Scarlett seconded by Ms. Guyton, with Mr. Story and Mr. Hawkins in favor and Ms. Sanford opposed, the Amenity Center Gutter Replacement NTE \$1,300, was approved 4-1.

C. Holiday Decorations (NTE \$2,500)

Mr. McGaffney and the Board discussed holiday decorations and installation. For \$1,000 he will install, remove and maintain (troubleshoot) the lights. They will cap at \$1,000.

On MOTION by Mr. Scarlett, seconded by Ms. Guyton, with Mr. Story and Mr. Hawkins in favor and Ms. Sanford opposed, to Purchase Holiday Decorations NTE \$2,500 and FCS to Install, Remove, and Maintain/Troubleshoot Lights for \$1,000, was approved 4-1.

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NINTH ORDER OF BUSINESS

Staff Reports

A. Manager

1. Discussion of Ethics Complaint

Mr. Laughlin noted he received a letter of an ethics complaint from a resident. Mr. Mossing stated they just received this. He doesn't know this person so can't add much other than what they're making the statement in the letter and they request that this be on the agenda. So, we're accommodating that request. I think it's just an informational item.

2. Review of Fiscal Year 2025 Goals & Objectives

Mr. Laughlin stated the goals & objectives are listed in the agenda. They have covered everything so unless there are any questions or comments from the Board on this process, they will go ahead and have it signed off and posted to the website.

B. Attorney

Mr. Loy had nothing specific other than a reminder of the 4 hours of ethics training due before the end of the year.

C. Operation Manager – Report

Mr. McGaffney stated other than the report, if it's okay with the Chair and the Board, he would like to address a couple comments that were made, one regarding the trip that he took last year and the other is regarding the pool resurfacing, as well as the scope of work for cleaning the pools, doing the chemical maintenance versus managing that project. Ms. Sanford asked how can you clean a pool that is under construction. You are lying.

TENTH ORDER OF BUSINESS

Supervisor's Request

Mr. Story asked staff to research removing a Board member.

TWELFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of Minutes of the July 21, 2025 Meeting and September 8, 2025 Meeting

B. Ratification of Agreements

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

D. Assessment Receipt Schedule

E. Approval of Check Register

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**Ms. Guyton left the meeting at this time.*

Mr. Laughlin presented the consent agenda which has the minutes of the July 21, 2025 & September 8, 2025 meeting, ratification of the third amendment to the security agreement, addendum to the commercial purchase and service agreement, balance sheet and statement of revenues as of September 30th, assessment receipt schedule and the check register totaling \$75,338.10. Unless there are any questions or comments, he asked for approval of the consent agenda.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with Mr. Story in favor and Ms. Sanford opposed, the Consent Agenda, was approved 3-1.

ELEVENTH ORDER OF BUSINESS

Public Comments

Randall Merideth (7058 Sandle Dr.) stated he exchanged an email with Kelly Mullins and she had said that the question he had was going to be on the agenda but he doesn't see it. I had called in to see about. In the past there had been events held up at the amenity center a couple of times a year. I guess we'd say people who sell things would be able to go up and have tables. I inquired about whether or not we would be able to do that with or without the HOA. Since I inquired the HOA met and discussed that as well. Ms. Scarlett stated it's good to go November 22nd. Mr. Laughlin gave the resident his card to reach out and coordinate some stuff.

Ms. Sanford stated in recent months Jennifer stated she is not responsible for enforcing contracts but every time a contract is written or reviewed, she gets paid for it, right? Why would we keep writing contracts and getting an addendum when what is written is not enforced?

Erica stated she was under the impression this was something that was going to be voted on the Flock system. I have attended the last four Board meetings. At the last meeting, it was discussed that the updated proposal would be reviewed. The urgency is the fact that the discount is going to be expiring at the end of the year that would save the community about \$4K. Additionally, I would be transitioning to a different role within Flock come the new year and so this is the last meeting I am going to be able to be able to attend. I guess it's probably not on the agenda but is this something that could be voted on or is this going to be pushed to the new year? Mr. Laughlin noted this will be pushed. Kelly is still looking into options of having a fixed system instead of cloud system. From what they have found so far it is very expensive to run the electric.

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Mr. Loy stated they can't vote on it tonight. There's not anything on the agenda about it. I would say if the Board is interested in moving forward, I would put it under the January meeting.

Danylle Conner (6756 Sandle Dr.) asked if Kelly would be the one to give an FYI for use of the field for community events. Mr. Laughlin stated yes, she could be a contact.

Resident stated my fence is broken. I need to change things.

Ms. Sanford stated Jennifer said that her job is not to enforce contracts, it's the Boards responsibility, but a lot of times the contracts are not followed, right? But Jennifer is getting paid hundreds of dollars to write on, to amend them then to review them. So, either we're going to abide by them or we're going to stop paying her money to write contracts which are not being followed. It's a waste of money. Ms. Kilinski stated we don't oversee contract administration.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 19, 2026 at
5:30 p.m. @ Highlands Regional Library**

Mr. Laughlin noted the next meeting is scheduled for January 19, 2026.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Mr. Mossing adjourned the meeting at this time.

Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

Signed by:

Yashkia Scarlett

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Chairman/Vice Chairman