



Villages of Westport Community Development District

March 2, 2026

Agenda Package

TEAMS MEETING INFORMATION

Meeting ID: 250 631 237 861 07

Passcode: Lc9k8f5M

Call In Number: 1-646-838-1601

Conference ID: 478 669 022#

313 Campus Street,
Celebration, Florida 34747

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Villages of Westport Community Development District

Board of Supervisors

Yashekia Scarlett, Chairperson
Anina Guyton, Vice Chairperson
Carl Hawkins, Assistant Secretary
Alice Sanford, Assistant Secretary
Godfrey Story, Assistant Secretary

Staff:

Samantha Harvey, District Manager
Jennifer Goldyn, Director of District Services
Natasha Sowani, District Accountant
Kareen Baker, District Administrative Assistant
Justin Fisher, Field Inspection Coordinator
Jennifer Kilinski, Esq., District Counsel
Lindsay Moczynski, Esq., District Counsel
Neil Brockmeier, P.E., District Engineer

Continued Meeting Agenda

Monday, March 2, 2026 – 5:30 p.m.

Call in Number: 1-646-838-1601, Conference ID: 478669022#

1. **Call to Order and Roll Call**
2. **Approval of Agenda**
3. **Audience Comments – Three (3) Minute Time Limit**
4. **Business Items**
 - A. Consideration for BrightView Proposal for Spring Annual Installation (**Tabled Item**) Page 3
 - B. Consideration of Inframark’s District Management Contract (**Under Separate Cover**)
 - C. Consideration of Resolution 2026-05, Designating the Authorized Signatories for the District Page 5
 - D. Consideration of Resolution 2026-06, Designating Registered Agent Page 7
 - E. Consideration of Resolution 2026-07, Designating Principal Headquarters Page 8
 - F. Consideration of Resolution 2026-08, Appointing District Manager Page 10
5. **Business Administration**
6. **Supervisor Requests**
7. **Adjournment**

The next regular meeting is scheduled for Monday, April 20, 2026 at 5:30 p.m.

District Office:
313 Campus Street,
Celebration, Florida 34747
407-566-1935

Meeting Location:
Highlands Regional Library
1826 Dunn Avenue,
Jacksonville, Florida 32218

www.VillagesofWestportCDD.com

Proposal for Extra Work at Villages of Westport CDD

Property Name	Villages of Westport CDD	Contact	Samantha Harvey
Property Address	475 W Town PI Ste 114 St Augustine, FL 32092	To Billing Address	Villages of Westport CDD 475 W Town PI Ste 114 St Augustine, FL 32092
Project Name	Villages of Westport CDD - 2-20-26		
Project Description	Villages of Westport CDD- Install perennial plantings and annuals in specified areas		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Mobilization of crew and Delivery of materials. Cleanup	\$320.67	\$320.67
1.00	LUMP SUM	Irrigation. Retro fit and adjust timers to ensure survival of new material	\$240.50	\$240.50
Main Entrance			Subtotal	\$2,575.83
2.00	CUBIC YARD	High Quality Soil Mix Installed to promote health of new plantings	\$159.53	\$319.06
180.00	EACH	Lantanna "Ann Marie" 1gal. Installed	\$12.54	\$2,256.77
Neighborhood Entrances			Subtotal	\$993.23
325.00	UNIT	Spring Annuals Installed 4"	\$3.06	\$993.23

For internal use only

SO# 8856715
JOB# 346100627
Service Line 130

Total Price \$4,130.23

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Property Manager
Signature _____	Title _____
Samantha Harvey	February 20, 2026
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature _____	Title _____
William G. Buerki	February 20, 2026
Printed Name _____	Date _____

Job #:	346100627		
SO #:	8856715	Proposed Price:	\$4,130.23

RESOLUTION 2026-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT’S OPERATING BANK ACCOUNT(S) AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) previously adopted a resolution appointing certain employees of the District management company as officers of the District to perform services on behalf of the District; and

WHEREAS, the Board desires to designate new authorized officers as signors on the District’s accounts.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The above recitals are true and correct and by this reference are incorporated into and form a material part of this resolution.

SECTION 2. Inframark, LLC, is directed to maintain the existing local bank accounts for the District.

SECTION 3. The following Secretary, Treasurer, Assistant Secretary and Assistant Treasurer shall be appointed as signors on the account and are authorized to administer the District’s accounts, as soon as practical and effective immediately:

Stephen Bloom	Treasurer
Angel Montagna	Assistant Treasurer
Jennifer Goldyn	Secretary
Samantha Harvey	Assistant Secretary

SECTION 4. All previous signers on the District’s accounts will be automatically removed effective as of 12:00 A.M. on March 1, 2026.

SECTION 5. Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 6. This Resolution shall take effect immediately upon its adoption and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 2nd day of March 2026.

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Secretary / Asst. Secretary

Chairperson / Vice Chairperson
Board of Supervisors

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Jennifer Kilinski of Kilinski Van Wyk, PLLC, is hereby designated as the Registered Agent for the Villages of Westport Community Development District.

SECTION 2. The District’s Registered Office shall be located at 517 E. College Avenue, Tallahassee, Florida 32301.

SECTION 3. In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Duval County and the Florida Commerce.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of March 2026.

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

RESOLUTION 2026-07

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE OF THE DISTRICT; DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE DISTRICT; DIRECTING THE DISTRICT MANAGER TO PERFORM CERTAIN ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Duval County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, Florida Statutes; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at 313 Campus Street, Celebration, Florida 34747.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at 2002 West Grand Parkway North, Suite 100, Katy, Texas 77449.

SECTION 3. The District Manager is hereby directed to post this information on the District website and prominently post the contact information for the District’s custodian of public records in the agency’s primary administrative building.

SECTION 4. This Resolution shall take effect immediately upon its adoption and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 2nd day of March 2026.

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Secretary / Asst. Secretary

Chairperson / Vice Chairperson
Board of Supervisors

RESOLUTION 2026-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING COMPENSATION OF THE DISTRICT MANAGER AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Duval County, Florida; and

WHEREAS, the District shall employ and fix the compensation of a District Manager pursuant to Section 190.007, *Florida Statutes*; and

WHEREAS, the Board desires to appoint a District Manager and to provide compensation for their services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District Manager, Inframark, LLC, is hereby appointed and shall be compensated for their services pursuant to the Management Services Master Agreement attached hereto as Exhibit A, which may be amended by written agreement of the District and District Manager, which is hereby approved. This authorization shall be continuing in nature until revoked by the District.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 2nd day of March 2026.

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Secretary / Asst. Secretary

Chairperson / Vice Chairperson
Board of Supervisors

Exhibit A – Management Services Master Agreement