

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, February 9, 2026 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*
Carl Hawkins
Alice Sanford

Chairperson
Vice Chairperson
Supervisor
Supervisor

Also present:

Daniel Laughlin
Lindsay Moczynski
Jennifer Kilinski *by Zoom*
Sarah Sweeting *by Zoom*
Billy Buerki
Samantha Harvey
Howard Neil

District Manager
District Counsel
Kilinski Van Wyk
GMS
Brightview
Inframark
Inframark

The following is a summary of the actions taken at the February 9, 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**Presentation by Florida Insurance Alliance on
Insurance Considerations / Analysis**

Mr. Laughlin introduced Andre Jimenez, representing Florida Insurance Alliance (FIA). Mr. Jimenez provided an overview of the District's insurance coverage. He stated that FIA has insured the District since 2012 and reviewed the three policy components: general liability, public officials and employment practices liability, and property coverage. Mr. Jimenez reported that the District carries \$1 million in general liability coverage. Covered parties include the District, Board members, employees, and the District Manager when acting within the scope of their official duties.

Mr. Jimenez reviewed the property policy, noting a total insured value of approximately \$910,000, consisting of \$850,000 for buildings and structures and \$60,000 for contents. The non-hurricane deductible is \$2,500. The hurricane deductible is 5% of the total insured value per structure, subject to a \$10,000 minimum.

Mr. Jimenez discussed recent claims activity, including multiple ethics complaints filed within the past 12 months. He advised that increased claim frequency may impact future premiums or insurability. He noted that underwriting decisions are based on claims history and risk profile. Board members asked questions regarding prior incidents at the amenity center and the potential impact on insurance premiums. Mr. Jimenez clarified that premium impacts result from filed claims against insured parties rather than from incidents where no claim was made. He confirmed that Phase 4 improvements, including the playground and dog park, are included on the property schedule.

FOURTH ORDER OF BUSINESS**Consideration of Proposals for District
Management Services**

Mr. Laughlin asked for a motion to amend the agenda to add Resolution 2026-04 to appoint officers.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, Amending the Agenda to Add Resolution 2026-04, was approved 3-0.

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The Board considered the proposal for District management services submitted by Inframark. Representatives Howard Neal and Samantha Harvey were present to provide an overview of the company's qualifications, service approach, and proposed scope of services.

Mr. Neal discussed Inframark's management philosophy, emphasizing vendor oversight, financial reporting, communication standards, and consistency in service delivery. He outlined the company's internal resources, inspection procedures, and transition process, including a proposed transition workshop to introduce District staff and accounting personnel.

Ms. Harvey addressed Board support, communication protocols, invoice review procedures, budget preparation timelines, and amenity operations oversight. She also discussed staffing options, including part-time and full-time on-site personnel, and flexibility for seasonal adjustments.

Board members asked questions regarding vendor performance management and timelines for corrective action, communication structure and reporting hierarchy, staffing levels and seasonal flexibility, community event coordination, online reviews and service quality, and future amenity expansion and reserve planning.

Discussion also included considerations related to claims frequency, reserve building efforts, and long-term capital planning. Following discussion, the Board determined that they were prepared to move forward with a motion.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Proposal from Inframark for District Management Services, was approved 3-0.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Operations and Amenity Management

The Board considered Inframark's proposal for operations and amenity management services, including part-time on-site staffing, vendor oversight, and amenity operations. Discussion included seasonal staffing adjustments, pool attendant services (to be addressed during budget preparation), coordination of amenity programming, and authorization for flexibility in finalizing operational details.

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Mr. Hawkins motioned to approve Inframark's operations and amenity management proposal including part-time on-site staffing and authorization for the Chair to work with staff between meetings to finalize any necessary details.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Proposal from Inframark for Operations and Amenity Management and Authorizing the Chair to work with staff between meetings to finalize, was approved 3-0.

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SIXTH ORDER OF BUSINESS**Ratification of Requisition No. 243**

Mr. Laughlin presented Requisition No. 243. He explained that, pursuant to the Supplemental Indenture, the remaining balance in the 2005A Revenue Account would be transferred to the Deferred Cost Subaccount to reimburse previously incurred deferred costs. The requisition reimburses the District in the amount of \$87,567.43 for pool resurfacing expenses.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Requisition No. 243, was ratified 3-0.

SEVENTH ORDER OF BUSINESS**Consideration of Brightview Proposal for Spring Annual Installation**

The Board considered Brightview's proposal for installation of spring annuals in the amount of \$1,273 which includes five identified planting locations as shown on the provided map.

Board discussion focused on the absence of flowers at the main entrance walls, the overall appearance and beautification of the community, particularly at the two primary entrance features, concerns regarding existing landscaping conditions, including aging plant material and prior irrigation issues, the cost difference between annual (seasonal rotation) plantings versus perennial installations, long-term planning for removal of aging or overgrown plant material and potential phased improvements, and warranty considerations if using a vendor other than the contracted landscape provider.

Brightview advised that 4-inch annual planting are standard; larger plantings are available at an increased cost, seasonal annual rotations at the main walls could cost approximately \$3,000 per change-out, perennial plantings may offer a more cost-effective long-term solution, and removal of aging plant material would require enhancement funding outside of the standard maintenance contract.

The Board expressed interest in receiving additional proposals for enhancement work at the main entrance walls, exploring removal of older plant material to create a cleaner landscape foundation, and addressing improvements prior to peak spring season.

The Board tabled the Brightview spring annuals proposal pending receipt of additional enhancement proposals and cost options for the main entrance areas.

**Ms. Guyton joined the meeting by Zoom at 6:34 p.m.*

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EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2026-04 for
Setting Officers**

Mr. Laughlin discussed Resolution 2026-04 appointing officers to facilitate the transition to Inframark as District Manager.

Mr. Laughlin stated that the Board will remain unchanged. However, for purposes of bank transition and administrative authority, the following Inframark representatives were proposed: Steven Bloom as Treasurer, Angel Montagna as Assistant Treasurer, Jennifer Golden as Secretary, and Samantha Harvey as Assistant Secretary. It was noted these appointments are administrative in nature and may be amended in the future if necessary.

Discussion followed regarding determining the effective date of transition, coordination of bank account transfers and signatory updates, additional resolutions required as part of the management transition, publication requirements for any special or continued meeting, and potential continuation of the current meeting to allow time for transition documentation.

Inframark indicated the anticipated transition date is March 1, 2026 with the current agreement ending February 28; however, final confirmation from accounting is needed to establish the official effective date for inclusion in the resolution. To minimize costs and allow time for coordination, the Board agreed to continue the meeting to March 2, 2026 at 5:30 p.m., rather than adjourn, with the understanding that the continuation may be canceled if all transition items are completed beforehand.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Resolution 2026-04 Appointing Officers as slated above effective February 24, 2026, was approved 4-0.

NINTH ORDER OF BUSINESS**A. Manager**

Mr. Laughlin stated he had nothing to report unless there were questions from the Board.

Ms. Sanford raised concerns regarding prior pool maintenance payments during the period when the pool was drained for resurfacing (approximately three weeks in April). Ms. Sanford questioned how full payment was issued when water was not in the pool and certain contractual duties could not be performed.

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Mr. Laughlin responded that he was not present during that time but stated that, to his understanding, the vendor was on site multiple days per week and performed additional oversight and support related to the resurfacing project. It was noted that the vendor may have gone above and beyond standard contractual duties during that period.

Ms. Sanford reiterated concerns regarding contract compliance and verification of services prior to payment.

B. Attorney

Ms. Moczynski introduced herself and advised that she will be serving as counsel moving forward following Mr. Loy's departure. She noted that she will assist with the management transition and confirmed that Jennifer will remain involved to provide continuity. Attendance at future meetings (in-person or virtual) will be coordinated as needed.

Ms. Moczynski reported that her firm is actively monitoring the current legislative session for bills that could impact Community Development Districts. Items being tracked include potential changes to Supervisor compensation, removal of officer's provision, proposed increases to sovereign immunity caps, and public procurement and construction funding changes that may affect future capital projects.

Ms. Moczynski advised that it is early in the legislative session and the updates will be provided as bills gain traction. The firm has designated team members regularly reviewing legislative activity.

Ms. Moczynski also reminded Board members that this is a new calendar year and encourage completion of required annual ethics training. She offered to circulate links for the free training options.

C. Operation Report

Mr. Laughlin stated the Operations Manager had nothing to report unless there were questions to take back to him.

NINTH ORDER OF BUSINESS

Supervisor's Request

Mr. Hawkins expressed appreciation to the outgoing management team, noting that when the Board began working together the District was operating at a deficit and relying on short-term fixes. He acknowledged the progress made over the past few years in stabilizing finances, returning

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the District to operating “in the black,” and establishing a stronger financial foundation. While recognizing the transition comes with mixed feelings, he stated he was grateful for the guidance and work performed and looks forward to continued success for the District.

Ms. Scarlett echoed their appreciation for GMS, thanking the team for their service and wishing them well in their future endeavors.

Ms. Sanford stated, for the record, disagreement with the prior management’s performance, alleging certain actions as mismanagement and expressing concern regarding the possibility of overpayments.

TENTH ORDER OF BUSINESS

Public Comments

There were no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the January 12, 2026 Meeting**
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2025**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

Mr. Laughlin presented the consent agenda. There were no comments, questions, or requested revisions to the minutes or financial reports.

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

TWELFTH 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.

THIRTEENTH ORDER OF BUSINESS

Continuation of Meeting to March 2, 2026 at 5:30 p.m. at the Highland Regional Library

Mr. Laughlin asked for a motion continue the meeting to March 2, 2026 at 5:30 p.m.

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On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Continuing the Meeting to March 2, 2026 at 5:30 p.m., was approved.

Signed by:

Samantha Harvey

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Secretary/Assistant Secretary

Signed by:

Yashekia Scarlett

210094AD1C054EA...

Chairman/Vice Chairman