

**MINUTES OF MEETING
VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Villages of Westport Community Development District held Monday, February 9, 2026 at 5:30 p.m. was recessed and reconvened on Monday, March 2, 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
Carl Hawkins
Alice Sanford

Chairperson
Vice Chairperson (via Teams)
Assistant Secretary
Assistant Secretary

Also present were:

Samantha Harvey
Howard Neil
Natasha Sowani
Jennifer Kilinski
Lindsay Moczynski
Justin Fisher
Helena Texeira
Billy Buerki

District Manager, Inframark
Field Services Director, Inframark
District Accountant, Inframark (via Teams)
District Counsel (via Teams)
District Counsel
Field Service Coordinator
Amenity Manager
BrightView Account Manager

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Harvey called the meeting to order at 5:30 p.m. and called the roll; a quorum was established.

SECOND ORDER OF BUSINESS

Approval of Agenda

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the agenda was approved as presented. 4-0

THIRD ORDER OF BUSINESS

Audience Comments

None.

FOURTH ORDER OF BUSINESS**Business Items****A. Consideration of BrightView Proposal for Spring Annual Installation (Tabled Item)**

Mr. Buerki presented the updated proposal for annuals and explained the increased cost is due to the need to replace the soil during this rotation. This soil replacement is only required annually, and the next rotation of annuals will cost \$1,200.

On M OTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, BrightView Proposal for the next rotations of Annuals at a cost of \$1,200 was approved. 4-0

Ms. Sanford inquired whether the annuals were under warranty. Mr. Buerki responded yes and noted if they die they are covered under warranty. Mr. Hawkins inquired about the grass and solutions to filling in gaps. Mr. Buerki explained the current grass is Bahia which has single-root growth. He offered an estimate for Bahia seeding and will present it at the April meeting.

B. Consideration of Inframark's District Management Contract

The Board discussed Inframark's District Management contract and some of the charges that were not included. Mr. Neil clarified the \$8,000 Janitorial line item was not included and explained that separate agreements would be provided for Janitorial services and the Pool Attendant services. The Board discussed seasonal onsite staffing and agreed to provide 20 hours of onsite coverage for Spring Break and then begin the official seasonal staffing schedule from Memorial Day through Labor Day for pool attendants. Onsite staff will work a staggered schedule up to 20 hours per week from 2:00 p.m. to 8:00 p.m.

The Board addressed the broken door to the basketball court. This has been an ongoing issue, and Inframark was directed to obtain a proposal for the repair.

Ms. Texeira briefed the Board on her upcoming amenity management efforts and noted they will begin the process of hiring an additional personnel as soon as possible. She will be onsite tomorrow to assess the property and provide recommendations for resolving current concerns. Ms. Texeira also shared a brief overview of her background and emphasized the importance of consistent enforcement of amenity rules, especially with children's activity in the area.

On M OTION by Mr. Hawkins seconded by Ms. Scarlett, with all in favor, Inframark's District Management contract was approved in substantial form. 4-0

On M OTION by Mr. Hawkins seconded by Ms. Scarlett, with all in favor, Ms. Moczynski and Inframark coordinate and approve the Janitorial contract in substantial form and for Ms. Scarlett to execute the agreement via Docusign once drafted. 4-0

C. Consideration of Resolution 2026-05, Designating the Authorized Signatories for the District

Ms. Moczynski outlined Resolution 2026-05.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Resolution 2026-05, Designating the Authorized Signatories for the District's Operating Bank Account(s) and Providing for an Effective Date was adopted. 4-0

D. Consideration of 2026-06, Designating Registered Agent

Ms. Moczynski reviewed Resolution 2026-06, noting that it designates Ms. Jennifer Kilinski of Kilinski Van Wyk, PLLC as the registered agent. Ms. Sanford raised questions regarding the designation, and Ms. Harvey assured her that this is standard practice.

On MOTION by Ms. Scarlett seconded by Mr. Hawkins, with all in favor, Resolution 2026-06, Re-designating a Registered Agent and Registered Office of the District and Providing for an Effective Date was adopted. 4-0

E. Consideration of 2026-07, Designating Principal Headquarters

Ms. Moczynski outlined Resolution 2026-07, noting that it updates the administrative office and principal headquarters address, and explained that this update is required procedural action that this is required.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Resolution 2026-07, 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 was adopted. 4-0

F. Consideration of 2026-08, Appointing District Manager

Ms. Mocynski outlined Resolution 2026-08.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, Resolution 2026-08, Appointing and Fixing Compensation of the District Manager and Providing for an Effective Date was adopted. 4-0

FIFTH ORDER OF BUSINESS

Business Administration

None.

SIXTH ORDER OF BUSINESS

Supervisor Requests

Mr. Neal introduced the Inframark staff to the Board. Mr. Fisher provided an overview of the March Field Inspection report, which will be included in the April agenda package. This inspection was completed with representatives from SOLitude Lake Management and BrightView. Ms. Kilinski will email the engineer's contact information to Ms. Harvey, who will distribute to staff regarding the issues that were identified.

Ms. Sanford requested proposals to paint the entrance wall. Mr. Fisher will present these proposals at the April meeting.

The Board has requested proposals for the new playground, with funding to come from the Construction account.

Ms. Sanford and Mr. Hawkins discussed the Flock license plate reader system. Mr. Hawkins stated he believes the system would benefit the District, and Ms. Sanford agreed. Ms. Harvey will bring proposals to the April meeting for the Board's review.

Let the record reflect that Ms. Guyton joined the meeting at 6:15 p.m.

Ms. Guyton inquired whether Inframark could use Zoom instead of Teams. Ms. Harvey will look into this option.

Ms. Sanford inquired about community events and how to offer activities for different age groups. Ms. Texeira shared several cost-effective ideas. Mr. Hawkins requested that Inframark begin planning a 4th of July event. Ms. Texeira mentioned that Constant Contact could be used for email blasts and is an effective communication method for residents. Ms. Harvey will obtain an estimate for this service to present at the April meeting.

March 3, 2026 Continued Meeting

Villages of Westport CDD

The Board inquired if they could begin using the information boards. They mentioned that some boards are broken. Inframark will look at repair needs and the cost of new lettering. The Board would like to use the boards to advertise Board meetings and community events.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the meeting was adjourned at 6:40 p.m. 4-0

Signed by:

Samantha Harvey

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Secretary/Assistant Secretary

Signed by:

Yashuekia Scarlett

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Chairman/Vice Chairman