

MINUTES OF MEETING
VILLAMAR
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the VillaMar Community Development District was held on Wednesday, February 6, 2019 at 9:20 a.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Joel Adams	Vice Chairman by phone
Phillip Allende	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	District Manager
Michelle Rigoni	District Counsel
Roy Van Wyk	District Counsel by phone
Dennis Wood	District Engineer by phone
Drew White	
Patrick Marone	

The following is a summary of the discussions and actions taken at the February 6, 2019 VillaMar Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and noted that a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 16, 2019 Board of Supervisors and Landowners' Meeting

Ms. Burns asked for questions, comments, and corrections to the minutes. The Board reviewed the minutes and there were no corrections.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the January 16, 2019 Board of Supervisors and Landowners' Meeting, was approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the public hearing was opened.

Ms. Rigoni noted the purpose of today's hearing is to consider public comment on the District's intent to levy the master assessment lien on the assessable lands within the VillaMar Community Development District.

Ms. Burns confirmed that the proper notices were given by writing to landowners and by publication in accordance with Florida law.

Ms. Rigoni noted that at the conclusion of today's hearing, the Board will be asked to adopt Resolution 2019-32, equalizing, approving, confirming and levying the special assessments. Attached to the Resolution is the *Engineer's Report*, dated January 3, 2019, and a *Master Assessment Methodology Report*, dated December 5, 2018, forms of which were adopted previously with Resolution 2019-25, declaring the District's intent to levy the special assessments. The only minor change within the *Engineer's Report* further clarified that the portions of street lighting provided by the District would be limited to the undergrounding of wires under public right-of-ways and on District land. The public hearing was originally set for January 16, 2019, but due to publication error, it was rescheduled to today's date.

Ms. Rigoni asked Mr. Wood a series of questions regarding the *Engineer's Report* and asked him to answer based on his professional experience:

- In your professional opinion, are the cost estimates in your *Engineer's Report* reasonable and proper? *Mr. Wood answered yes.*
- And are you aware of any reason to believe that the Project cannot be carried out by the District? *Mr. Wood answered no.*

Ms. Rigoni asked Ms. Burns a series of questions regarding the *Master Assessment Methodology* and asked her to answer based on his professional experience:

- In your professional opinion, do the lands subject to the special assessments receive special benefits from the District's Capital Improvement Plan? *Ms. Burns answered yes.*
- Is it your opinion that the special benefits that the lands will receive as set forth in the final assessment roll will be equal to or in excess of the special assessments thereon when allocated as set forth in the methodology? *Ms. Burns answered yes.*
- Are the special assessments reasonably apportioned among the lands within the District and subject to the special assessments? *Ms. Burns answered yes.*
- Is it reasonable, proper and just to assess the costs of the infrastructure improvements against the lands within the District in accordance with your methodology, which results in the special assessments set forth on the final assessment roll? *Ms. Burns answered yes.*
- Is it in the best interests of the District that the special assessments be paid and collected in accordance with the methodology and the District's assessment resolutions? *Ms. Burns answered yes.*

Ms. Rigoni asked whether the Board had any comments or questions at this time. There were none.

Ms. Rigoni noted there were no members of the public present and asked for a motion to close the public hearing.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the public hearing was closed.

i. Consideration of Resolution 2019-32 Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefitted by the District's Improvements

Ms. Rigoni asked whether the Board wished to make any changes to the assessments based on any comments received to date. The Board did not wish to make any changes.

Ms. Rigoni read into the record the title of Resolution 2019-32 and briefly described the resolution, stating that Section 1 sets forth the Board's authority to adopt the resolution. Section 2 makes certain findings based on the steps taken to date as well as the evidence presented at today's hearing. Section 3 authorizes the District's project for the construction and acquisition of infrastructure improvements as set forth in the *Engineer's Report*. Section 4 sets forth the

estimated cost of the project. Section 5 equalizes, approves, confirms and levies the special assessments. Section 6 addresses the finalization of the special assessments once the project has been completed. Section 7 provides for the payment and collection of the special assessments. Section 8 provides for the application of True-Up Payments in certain circumstances. Section 9 provides that certain property owned by HOAs, POAs and governments are exempt from the special assessments. Section 10 provides for the recording of an assessment notice in the public records of Polk County. And Sections 11, 12 and 13 are self-explanatory and administrative in nature.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2019-32 Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefitted by the District's Improvements, was approved.

FIFTH ORDER OF BUSINESS

Consideration of RFP for Construction Services for Master Project Improvements (Phase 2)

Ms. Burns noted the ad was in the agenda package along with the evaluation criteria and it was similar to what the Board has seen at other Districts. Mr. Wood confirmed the phase 2 project manual will be ready Friday, February 15, 2019. The Board agreed on the pick-up date of Friday, February 15th and the due date of Tuesday March 19, 2019.

On MOTION by Mr. Heath, seconded by Mr. Allende, with all in favor, the RFP for Construction Services for Master Project Improvements and the Evaluation Criteria, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

Ms. Burns noted that because of the government shutdown, they were not able to obtain an FEIN number for the District. She stated they would have that open soon.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments


Ms. Burns asked for supervisor requests, there being none the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 9:30 a.m.

On MOTION by Mr. Heath, seconded by Mr. Allende, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman