

**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 12, 2020 at 3:24 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Andrew Rhinehart

Chairman
Vice Chair
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Patrick Marone

District Manager, GMS
HGS
Developer's Office

The following is a summary of the discussions and actions taken at the February 12, 2020 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 stated there were no members of the public present, so the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 13, 2019 Audit Committee and Board of Supervisors Meeting

There were no changes to the November 13, 2019 meeting minutes.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Minutes of the November 13, 2019 Audit Committee and Board of Supervisors Meetings, were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-03 Directing the Chairman and District Staff to File a Petition Amending District Boundaries

Ms. Burns stated the Resolution was in the agenda package and a blank is provided to fill in parcel information. She asked for approval providing that the information be filled in. She noted that they are adding some additional lands that the developer requested. This resolution will allow them to move forward and shows consent as district for the landowners. Hopping Green and Sams will update the resolution when they have a legal description from the Engineer.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-03 Directing the Chairman and District Staff to File a Petition Amending District Boundaries, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Boundary Amendment Funding Agreement

Ms. Burns stated that the Funding Agreement is with VillaMar FG, LLC.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Boundary Amendment Funding Agreement with VillaMar FG, LLC, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-04 Re-Designating the Primary Administrative Office and Principal Headquarters for the District

Ms. Burns noted that GMS office has moved and this would set the new address as the Primary Administrative Office and Principal Headquarters.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-04 Re-Designating the Primary Office and Principal Headquarters for the District, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-05 Adopting an Internal Controls Policy

Ms. Burns noted this resolution would allow them to adopt internal controls designated to prevent fraud, waste, and abuse as required by statute.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2020-05 Adopting the Internal Controls Policy, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Uniform Collection Agreement with Polk County Tax Collector

Ms. Burns asked for a motion to approve, she noted that they will be on roll.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was approved.

NINETH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns asked for a motion to ratify.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

TENTH ORDER OF BUSINESS

Ratification of 2020 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated this had been previously approved and just needed to be ratified.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the 2020 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to report.

B. Engineer

There being none, the next item followed.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register from November 2019 through February 4, 2020 totaling \$17,209.49.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$17,209.49 was approved.

ii. Balance Sheet and Income Statement

Ms. Burns presented the financials to the board. No action was required to be taken.

iii. Ratification of Phase 1 Change Orders #19-#27

Ms. Burns noted the change orders had already been approved and just needed to be ratified by the board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Phase 1 Change Orders #19-#27, were ratified.

iv. Ratification of Revised Phase 2 Change Orders #12 and #13

Ms. Burns noted these were change orders that had previously been approved but were revised again.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Phase 2 Change Orders #12 and #13, were ratified.

v. Ratification of Summary of Series 2019 Requisitions #59-#76 and #80-#94

Ms. Burns noted these had already been approved and needed to be ratified by the board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Summary of Series 2019 Requisitions #59-#76 and #80-#94, were ratified.

TWELVETH ORDER OF BUSINESS

Other Business

There being the none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being the none, the next item followed.

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FOURTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman