

**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, November 13, 2019 at 3:33 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Joel Adams
Andrew Rhinehart
Brian Walsh *via phone*

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Patrick Marone

District Manager, GMS
Hopping Green & Sams
Developer's Office

The following is a summary of the discussions and actions taken at the November 13th, 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 asked for any comments from the public. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the September 11,
2019 Board of Supervisors Meeting**

Ms. Burns asked for comments, questions, or corrections to the minutes. The board had no corrections.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Minutes of the September 11, 2019 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Amended and Restated Rules of Procedure

i. Consideration of Resolution 2020-01 Adopting the Amended and Restated Rules of Procedure

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Adams, with all in favor, Opening the Public Hearing, was approved.

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

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns noted that the rules were attached as Exhibit A and had not changed since the board saw them at the previous meeting.

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, Resolution 2020-01 Adopting the Amended and Restated Rules of Procedure, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals to Perform 2019 Arbitrage Rebate Services

Ms. Burns noted they received two proposals. The first proposal was from Grau & Associates with the total annual cost of \$600. The second proposals was from AMTEC and totaled \$450. Ms. Burns suggested going with the low bid of \$450, unless the board had any objections.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Proposal from AMTEC to Perform 2019 Arbitrage Rebate Services for \$450, was approved.

SIXTH ORDER OF BUSINESS

Selection of an Auditor

Ms. Burns noted the Audit Selection Committee meeting was held prior to the board meeting, and the committee adopted rankings of Berger Toombs #1 with 100 points, Grau & Associates and Carr Riggs were tied for #2 with 99 points each. Mr. Burns stated they would send the notice of intent to award.

On MOTION by Mr. Heath, seconded by Mr. Adams, with all in favor, Acceptance of the Audit Committee's Ranking with Berger Toombs #1 and Authorization of the Chairman to Sign a Form of Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-02 Amending the Fiscal Year 2019 Budget

Ms. Burns noted that when they go over budget, the auditors like for them to bring the budget back to the board to adopt. One overage was for legal advertisement due to the assessment ads. The other overage was supervisor fees. The total budget amount for the Amended FY19 budget was \$100,000.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-02 Amending the Fiscal Year 2019 Budget, was approved.

EIGHTH 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 totaling \$18,528.92.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$18,528.92, 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 #9-#18

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

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, Phase 1 Change Orders #9-#18, were ratified.

iv. Ratification of Revised Phase 2 Change Orders #3-#5

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

On MOTION by Mr. Rhinehart, seconded by Mr. Adams, with all in favor, Phase 2 Change Orders #3-#5, were ratified.

v. Ratification of Phase 2 Change Orders #7 & #10

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, Phase 2 Change Orders #7 & #10, were ratified.

vi. Ratification of Summary of Series 2019 Requisitions #26-#58

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

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, Series 2019 Requisitions #26-#58, were ratified.

NINTH ORDER OF BUSINESS

Other Business

There being the none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being the none, the next item followed.

November 13, 2019

VillaMar CDD

ELEVENTH 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