

**MINUTES OF MEETING  
WESTVIEW SOUTH COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Westview South Community Development District held Public Hearings and a Regular Meeting on August 14, 2024 at 2:00 p.m., or as soon thereafter as the matter could be heard, at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

**Present were:**

Josh Kalin	Chair
Patrick "Rob" Bonin	Vice Chair
Susan Kane	Assistant Secretary
Logan Lantrip (via telephone)	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Andrew Kantarzhi (via telephone)	Wrathell, Hunt and Associates LLC (WHA)
Antonio Shaw	Wrathell, Hunt and Associates LLC (WHA)
Bennett Davenport (via telephone)	District Counsel
Larry Ray (via telephone)	District Engineer
Rick Hoffman	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 2:11 p.m. Supervisors Bonin, Kane and Kalin were present. Supervisor Lantrip attended via telephone. Supervisor Barcom was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Ms. Cerbone discussed protocols for public comments.

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-08, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-08. She recalled that the proposed Fiscal Year 2025 budget was revised extensively following the May meeting to ensure that the best numbers possible were included. This version of the proposed Fiscal Year 2025 budget is unchanged since it was approved at the June meeting. Because the budget will now also include on-roll and off-roll assessments, in addition to the Landowner contribution, Mailed Notices were sent to the property owners. Ms. Cerbone presented the proposed Fiscal Year 2025 budget and reviewed the Assessment Comparison, on Pages 11 and 12.

**On MOTION by Mr. Kalin and seconded by Ms. Kane, with all in favor, the Public Hearing was opened.**

Resident Rick Hoffman asked if an estimated assessment amount can be provided based on the Fiscal Year 2025 budget. Ms. Cerbone stated that, right now, based on what was received from the Property Appraiser and Tax Collector, it appears that the invoices to be sent from District Management to the property owners will be addressed to the Developers and the Builders. When the final roll is received, before the CDD must send it in to the County on September 15, 2024, that could change.

Referring to Page 11 of the Proposed Fiscal Year 2025 budget, Ms. Cerbone stated that, if the Fiscal Year 2025 assessment were to be on the property tax bill, the amount shown in the "FY 2025 Total Assessment per Unit" column would be on the November tax bill, or on an invoice sent by District Management to the property owners. The dollar amount of the Fiscal Year 2024 assessments is shown in the column to the right, in the "FY 2024 Total Assessment per Unit" column.

**On MOTION by Mr. Kalin and seconded by Ms. Kane, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Kane and seconded by Mr. Kalin, with all in favor, Resolution 2024-08, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law**

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

Ms. Kane asked why the Operation and Maintenance (O&M) Assessments in the Mailed Notices differ from those in the proposed Fiscal Year 2025 budget. Ms. Cerbone stated, out of an abundance of caution, when a proposed budget is approved and if a Mailed Notice is required, District Management typically increases the advertised assessment amounts by 3% to 5% to provide a cushion in case something were to change between the time the proposed budget is approved and final adoption of the budget. The CDD is limited to the maximum amount specified in the Mailed Notice.

**On MOTION by Ms. Kane and seconded by Mr. Kalin, with all in favor, the Public Hearing was opened.**

Mr. Hoffman noted that monies are budgeted for pond banks and asked if the HOA is part of the CDD. Ms. Cerbone stated the HOA and the CDD are two separate and distinct organizations. District Management for the CDD does not manage HOAs; any expenses in this budget are for CDD-owned improvements and/or for maintenance of areas for which the CDD is responsible through a Maintenance and Utility Easement, or as platted.

**On MOTION by Mr. Kalin and seconded by Ms. Kane, with all in favor, the Public Hearing was closed.**

- C. **Consideration of Resolution 2024-09, Providing for Funding for the Fiscal Year 2024/2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-09, which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

**On MOTION by Ms. Kane and seconded by Mr. Bonin, with all in favor, Resolution 2024-09, Providing for Funding for the Fiscal Year 2024/2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Westview South Pod A Tract Breakout**

Mr. Davenport presented the Quit Claim Deed to convey Title to the CDD for Tracts 1 and 6 related to Pod A.

**On MOTION by Ms. Kane and seconded by Mr. Bonin, with all in favor, the Quit Claim Deed to convey Title to the CDD for Tracts related to Pod A, was approved.**

#### **SIXTH ORDER OF BUSINESS**

#### **Ratification Items**

Ms. Cerbone presented the following:

- A. **Fortiline Waterworks Change Orders [POD B Spine Road - N2A2B]**
- I. **No. 12: 3" Reclaim TOHO Meter**
  - II. **No. 13: 14x19x12x Single Blk Meter Boxes**
- B. **Jr. Davis Construction Company, Inc. Change Orders [Pod B]**
- I. **No. 16: Structure Modification and Performance Bond**

- II. No. 17: Pond Banks and Performance Bond
- III. No. 18: Master Meter Assembly
- IV. No. 19: MG Added CFX Storm Run

**On MOTION by Ms. Kane and seconded by Mr. Kalin, with all in favor, the Ratification Items, as listed, were ratified.**

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Cerbone presented the Memorandum detailing this new requirement for special districts to establish goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives, publish an annual report on its website detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

Ms. Cerbone stated that District Management and District Counsel collaborated on identifying Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD and explained how the CDD will meet the goals.

A Board Member asked if the reporting to be done by the Engineer of Record is included in the District Engineering Agreement. Ms. Cerbone stated it would not be included as a named item because that Agreement was signed before this Legislation; a Work Authorization would be presented as applicable.

Discussion ensued regarding use of Contingency and the ability of Staff to determine the robustness of the item.

**On MOTION by Mr. Kalin and seconded by Mr. Bonin, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**EIGHTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of June 30, 2024**

**On MOTION by Mr. Bonin and seconded by Mr. Kalin, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.**

**NINTH ORDER OF BUSINESS****Approval of June 12, 2024 Regular Meeting  
Minutes**

Ms. Cerbone presented the June 12, 2024 Regular Meeting Minutes.

**On MOTION by Mr. Kalin and seconded by Mr. Bonin, with all in favor, the June 12, 2024 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock, LLP**

Mr. Davenport reminded the Board of the requirement to complete four hours of ethics training by December 31, 2024.

**B. District Engineer: Atwell, LLC**

Mr. Ray stated that construction is progressing as scheduled.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **Status Report – Field Operations**

Mr. Shaw stated that the landscaper and the townhome HOA are asking what will be done with regard to maintaining Pod B and the ponds.

Mr. Kalin stated the Quit Claim Deed just approved is related to Pod A. He is reluctant to advise Mr. Shaw to initiate maintenance in that area because there is so much activity there and, although it is the wet season, he does not believe it necessary at this time. He suggested a tentative maintenance start date of October 1, 2024, due to access issues.

Mr. Shaw stated he will obtain pricing for a limited scope of work to include pond maintenance only. He will inspect the area, circulate pictures and reconfirm before scheduling an October 1, 2024 start date.

The Board and Staff discussed the matter of wildlife warning signs that the vendor installed when water levels were artificially low due to sitework, which are now nearly submerged. Mr. Kalin noted that the water is currently at its highest. The consensus was for Mr. Shaw to only address the signs that are physically under water. The scope for new signs will be reduced, with signs placed in the most visible locations.

**On MOTION by Mr. Kalin and seconded by Mr. Bonin, with all in favor, directing Staff to obtain proposals to fix submerged signage and order and install signage at six ponds and other limited applicable areas, subject to review and approval by the Chair, was approved.**

- **NEXT MEETING DATE: September 11, 2024 at 2:00 PM**
  - **QUORUM CHECK**

The next meeting will be on September 11, 2024, unless cancelled.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

#### **TWELFTH ORDER OF BUSINESS**

#### **Public Comments**

Mr. Hoffman asked about the "Landowner contribution" on Page 1 of the Fiscal Year 2025 budget. Ms. Cerbone stated that, in this case, the Landowner refers to the Developer or a Builder, not an individual property owner.

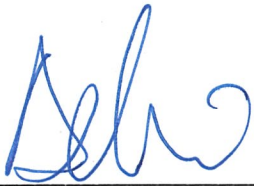
Mr. Hoffman expressed concern that, in addition to signs, multiple trees on the south side of Portrait Street near the cabanas by the riverside are underwater. Mr. Kalin stated that the Board and Staff will look into the issue; it might be related to earth work in the area.

Ms. Kane asked for a map of areas of CDD ownership. Mr. Shaw will provide a map.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Adjournment**

**On MOTION by Mr. Kalin and seconded by Ms. Kane, with all in favor, the meeting adjourned at 2:54 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair