

**MINUTES OF MEETING
WESTWOOD/OCC
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Westwood/OCC Community Development District was held Tuesday, **April 12, 2022** at 10:00 a.m. at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum:

Randall Greene <i>by phone</i>	Chairman
Duane Owen	Vice Chairman
Andrew Gorrill	Assistant Secretary
Thomas Franklin	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel
Rey Malavè <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the roll. Three Board members were present at the meeting and one attended by phone constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public here other than staff and Board members to provide comments.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 11, 2022 Meeting

Mr. Flint: Approval of the January 11, 2022 minutes. Did the Board have any comments or corrections to those? Hearing none, I would ask for a motion to approve.

On MOTION by Mr. Owen, seconded by Mr. Gorrill, with all in favor, the Minutes of the January 11, 2022 Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-02
Designating a Date, Time, and Location for a
Landowners' Meeting and Election**

Mr. Flint: The initial landowners meeting was held soon after the formation of the District and then the first landowner election after that is required to be held on the first Tuesday of November, which is November 1st. After that one, the District can hold the landowner election any time in the month of November, but the first one needs to be on the first Tuesday. You have a resolution in your agenda. You can see there are three seats that are up for election this November, those are Dutch, Andy, and Tom's seats. Then Randall and Rocky's are up in November of 2024. This resolution designates the landowners meeting date for the first day of November and I would recommend you do it at 10:00 a.m. in this location. It's not a Board meeting, it will just be the landowner and myself at this point.

On MOTION by Mr. Franklin, seconded by Mr. Gorrill, with all in favor, Resolution 2022-02 Designating November 1, 2022 at 10:00 a.m. at 219 E. Livingston Street, Orlando, Florida as the Landowners' Meeting and Election, was approved.

Mr. Greene: Is that November 1st at 10:00 a.m.? I just want to make sure so I can pass it on.

Mr. Flint: Yes sir, November 1st at 10:00 a.m. and our location here at 219 E. Livingston Street.

Mr. Greene: Thank you. Sorry to interrupt.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03
Approving the Proposed Fiscal Year 2023
Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board is required to approve of proposed budget by June 15th and set the date, time, and place of the hearing. The resolution recommends your July 12th, 2022 meeting at 10:00 a.m. in this location for the hearing and then attached to the resolution is exhibit 'A' the proposed budget. The proposed budget is not binding on the Board. You can make changes

up to and at the public hearing if you choose to do so. The Districts is currently operating under a Developer Funding Agreement. So, there are no assessments that we have to worry about, and no deadlines or mail notices or anything like that. The budget is substantially the same. We've reduced our management fee going into this fiscal year. I think the only change is in the liability insurance. We don't really have control over that. Again, because this is funded through a Developer Funding Agreement, the developer would only be obligated to fund the actual cost of the District. Any questions on the resolutions or the proposed budget? Hearing none,

On MOTION by Mr. Franklin, seconded by Mr. Greene, with all in favor, Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Presentation of Memorandum Regarding Best Practices for Responding to Public Records Requests

Mr. Flint: Wes, we've got the public records memo in here under the attorney's report. Do you want to present that to the Board?

Mr. Haber: Yes, I won't go into detail, but I am certainly happy to answer any questions. I would just note that this is a memo that Mike put together. I know he is experiencing more in Northeast Florida, and I think probably more in Districts where you have resident Boards that have a longer history of existence, public records requests, and some litigation stemming from those requests. So, he prepared this memo and distributed it to every District that he represents. Just making folks aware of the public record law and how it works. I think the biggest thing to take away from it is in the unlikely event that you ever receive a public records request, forward it to George. His office serves as the record custodian for the District. George will likely reach out to us if it seems like that may be controversial in any way and we will address the requests on your behalf and follow up with you if there is anything else we need. That being said, there is nothing going on at this particular District that resulted in this memo. It went to all his clients. Happy to answer any questions.

Mr. Flint: Any questions for Wes? Hearing none.

B. Engineer

Mr. Flint: Rey, anything?

Mr. Malavè: I can't remember if I mentioned this last time or not. There is a rule that came from the legislature regarding reporting your stormwater needs analysis for 20 years. The fact that we have not been constructed or anything like that, provides that we really don't need to do anything. We are doing it as a courtesy and for the record. So, we'll be doing that. We are just waiting until June to do them all together and we will copy the attorney and George on the letter for the record. Other than that, I have nothing else.

Mr. Flint: Okay. Sounds good.

Mr. Greene: I have a question on that George. We're just providing courtesy calculations. Is that what you meant?

Mr. Flint: He is just going to submit a letter saying we don't own or maintain any stormwater infrastructure. Therefore, we are not required to do the needs analysis. I think that is what you indicated, right?

Mr. Malavè: That is correct.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financial statements through February 28th. There is no action required by the Board. If you have any questions, we can discuss those. It is straightforward and not a lot of moving parts on these financials at this point.

ii. Ratification of Funding Request #23-30

Mr. Flint: These were submitted to the developer under the funding agreement. We are just putting them on the agenda to be ratified by the Board. Are there any questions on the funding requests? Hearing none,

On MOTION by Mr. Franklin, seconded by Mr. Greene, with all in favor, Funding Requests #23-30, were ratified.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests

There being none, the next item followed.

April 12, 2022

Westwood/OCC CDD

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman