

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, July 11, 2023 at 10:00 a.m. at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum were:

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

Also present were:

George Flint	District Manager
Mike Eckert <i>by phone</i>	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the roll. Three Board members were present and one on the phone constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is public comment period. We just have the Board members and staff here, so we will move onto approval of the April 11<sup>th</sup> minutes.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 11, 2023  
Board of Supervisors Meeting**

Mr. Flint: Did the Board have any comments or corrections to the April 11, 2023 meeting minutes? Is there a motion to approve them?

Mr. Owen: So moved.

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On MOTION by Mr. Owen, seconded by Mr. Gorrill, with all in favor, the Minutes of the April 11, 2023 Board of Supervisors Meeting, were approved as presented.

**FOURTH ORDER OF BUSINESS                      Public Hearing**

Mr. Flint: Next is the public hearing to consider adoption of the Fiscal Year 2024 budget and relating to annual appropriations. Is there a motion to open the public hearing?

On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, Opening the Public Hearing, was approved.

**A. Consideration of Resolution 2023-05 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations**

Mr. Flint: The public hearing is open. For the record, there are no members of the public here to provide comment or testimony. So, we will close the public comment portion of the public hearing and bring it back to the Board. You have Resolution 2023-05 which approves the budget for Fiscal Year 2024 which is attached as Exhibit A. We left blanks in the resolution that will be filled in based on the attachment if there are no changes. The budget is a basic administrative budget that contemplates entering into a developer funding agreement in lieu of imposing assessments. The budget is basically the same with the exception of the audit has gone up by \$200 and insurance has gone up slightly by about \$300. Other than that, it is pretty much a flat budget and funded through a developer funding agreement so the developer would only be responsible for the actual costs. Mike, is there anything you want to add?

Mr. Eckert: No. I thought you summarized it well, George.

Mr. Greene: I make a motion to approve it.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Resolution 2023-05 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

Mr. Flint: Is there a motion to close the hearing?

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

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**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2024 Developer Funding Agreement**

Mr. Flint: The next item is the developer funding agreement. Mike, do you want to present that?

Mr. Eckert: Sure, this is the same form of funding agreement that we have had in past years and just provides that the developer will reimburse the District or pay the District the actual costs of operating, not what's in the budget. Again, there have been no material changes to it, so we would recommend approval for this next fiscal year.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Fiscal Year 2024 Developer Funding Agreement, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06 Appointing an Assistant Treasurer**

Mr. Flint: Resolution 2023-06 appoints an assistant treasurer. This would appoint Darren Mossing Sr. as an assistant treasurer. He is the majority partner for GMS central Florida, and we are just making him an assistant treasurer on all of our Districts just in the event there is ever turnover in our accounting group or anything like that, it provides a back-stop to have somebody that can sign checks and that sort of thing. Any questions on the resolution?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2023-06 Appointing an Assistant Treasurer, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07 Re-Designating Bank Account Signatories**

Mr. Flint: The next resolution is redesignating signers for the account. We have the resolution basically naming the office rather than individuals. So, it appoints the treasurer or assistant treasurer and secretary of the District as signers on the District's operating account. Any questions on the Resolution?

Mr. Greene: George, I have a question. We are keeping the slate on all that the same, correct?

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Mr. Flint: Yes, the only change was you just Made Darrin Sr. an assistant treasurer and this resolution allows for an assistant treasurer to be a signer. That’s really the only reason we’re doing this.

Mr. Greene: Got it, sounds good.

Mr. Flint: None of the officers are changing. Is there a motion to approve Resolution 2023-07?

On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, Resolution 2023-07 Redesignating Bank Account Signatories, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08  
Authorizing the Use of Electronic Documents  
and Signatures – ADDED**

Mr. Flint: We added item eight, this is Resolution 2023-08 which authorizes the use of electronic documents and signatures. This would allow us to use Docu-Sign in lieu of wet signatures on some of the District’s documents that allow for that. There are still some where we would have to have original signatures, but for those documents that don’t require that, this would allow us to use Docu-Sign. Any questions on the resolution?

On MOTION by Mr. Alexander, seconded by Mr. Gorrill, with all in favor, Resolution 2023-08 Authorizing the Use of Electronic Documents and Signatures, was approved.

**NINTH ORDER OF BUSINESS**

**Discussion of Statewide Mutual Aid  
Agreement and Resolution**

Mr. Flint: Item nine is a statewide mutual aid agreement and resolution, Mike.

Mr. Eckert: This is really just something that we look at as we get into hurricane season each year to see who has adopted the statewide mutual aid agreement and who hasn’t. Essentially, this is a contract between local governments that in the event that there is an emergency and one of the local governments needs help for the other local governments, it provides for a preexisting agreement so you can get that help without trying to negotiate agreements with other local governments while you are trying to clear your streets. What we’ve found with CDDs over the years is we have never had a county or city reach out to a CDD and say, “Hey, we need your

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equipment and personnel.” But we have had occasions were a CDD has needed to reach out to counties because they are private contractors haven’t gotten there. We don’t anticipate that this District would be using this right away, but it is a good housekeeping measure to have on the shelf in the event that we ever needed it in future years when we have infrastructure and things where we may need to call on the county or the city for help. Happy to answer any questions. It doesn’t cost the District anything to enter into this, but it is something that we would recommend that you have as an option in the future.

Mr. Flint: Any questions on the mutual aid agreement? If not is there a motion to approve it?

On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, the Statewide Mutual Aid Agreement and Resolution, was approved.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Flint: Staff reports, Mike.

Mr. Eckert: I have no report, but it is nice to hear everybody.

Mr. Flint: The new requirement on ethics training, I don’t know if you want to hit on that or are you going to be sending out a memo on that?

Mr. Eckert: We will be addressing that with the Boards in the fall. We are still working with the state to try to get some additional guidance in terms of whether or not the county and city training that is already out there is going to be sufficient for Special Districts Board members. And if not, what additional training will be required. Because there are some different laws that apply to CDD Board members versus county commissioners.

Mr. Flint: Okay, sounds good.

#### **B. Engineer**

Mr. Flint: The engineer is not on the line.

#### **C. District Manager’s Report**

##### **i. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials through the end of May. If there are any questions, we can discuss those. No action is required at this time.

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**ii. Ratification of Funding Requests #40 through #43**

Mr. Flint: Hearing none, we have funding request 40, 41, 42, and 43 which have been transmitted to the developer under the funding agreement and we're asking the Board to ratify those funding requests. Any questions on those? If not, is there a motion?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Funding Requests #40, #41, #42, and #43, were ratified.

**iii. Presentation of Registered Voters: 0**

Mr. Flint: Each year we are required to announce the number of registered voters as of April 15<sup>th</sup>. You can see there are currently zero in the District. There is no action require on that.

**iv. Approval of Fiscal Year 2024 Meeting Schedule**

Mr. Flint: Notice of meetings; each year we usually have the Board approve your annual meeting notice in conjunction with your budget adoption. The enclosed notice follows the same process of the second Tuesday of the month at 10:00 a.m. in this location. It does have the meeting scheduled monthly. There hasn't been a lot of activity with this District, and we could reduce that, or we could just keep it and continue to cancel if there are no business items.

Mr. Greene: That is the practice to date, correct?

Mr. Flint: Yeah, we've had monthly advertised and we've just canceled them if there is nothing to act on.

Mr. Greene: Let's stick with the current program. It seems to be working, right?

Mr. Flint: Yes, it is fine. If the Board is okay with the proposed annual meeting schedule, is there a motion to approve it?

On MOTION by Mr. Alexander, seconded by Mr. Gorrill, with all in favor, Fiscal Year 2024 Meeting Schedule, was approved.

**v. Reminder of Form 1 Filing Requirement Deadline: July 1<sup>st</sup>**

Mr. Flint: The Form 1 statement of financial interest. It was due on July 1<sup>st</sup>. We are actively checking to make sure everyone has filed but in the event that you haven't filed that, you need to file that with the supervisor of elections in the county that you live in. There is a grace period but

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after that grace period you will be fined \$25 a day. If you haven't filed that, please make sure you do that as soon as possible.

**ELEVENTH ORDER OF BUSINESS                      Supervisors' Requests**

Mr. Flint: Any Supervisor's requests? Anything else that was not on the agenda? If there is nothing else, is there a motion to adjourn?

**TWELFTH ORDER OF BUSINESS                      Adjournment**

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

DocuSigned by:  
*George Flint*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Randall Greene*  
094B5D59349644B...  
Chairman/Vice Chairman