

**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, **March 12, 2024** 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	Chairman
Duane Owen	Vice Chairman
Nathan Alexander	Assistant Secretary
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Mike Eckert <i>by phone</i>	District Counsel, Kutak Rock
Rey Malave <i>by phone</i>	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the roll. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is the public comment period. There are no members of public present other than Board members and staff.

**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?

Mr. Owen: I had no changes. I will move to approve.

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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.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-01  
Approving the Proposed Fiscal Year 2025  
Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board has to approve a proposed budget by June 15<sup>th</sup> and then set the public hearing for its final consideration. We are recommending June 11<sup>th</sup> at 10 a.m. in this location for the public hearing. Attached to the resolution is the proposed budget. It is not binding on the Board and can be changed. It contemplates the developer contribution as the funding in lieu of imposing assessments. It is a standard administrative budget at this point. It is pretty much a continuation. The audit has gone up by \$100 and insurance has gone up by about \$500 and those are the only two lines that have really been adjusted. It is a Developer Contribution Funding Agreement so whatever the actual costs are is what the developer would be obligated to pay and not the budgeted amounts. Mike, do you have anything that you wanted to add?

Mr. Eckert: I do not. I thought it was a very good explanation.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Resolution 2024-01 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Dewberry Work  
Authorization to Provide Professional  
Consulting Engineering Services**

Mr. Flint: Next is the work authorization with Dewberry. They are your District Engineer. This is a work authorization with an estimated budget of \$10,000. They would bill hourly based on any actual work that might be necessary. You have a \$12,000 budget. It is a \$10,000 work authorization. At this point, we don't expect there would be many expenses, just the attendance of meetings, etc. unless something changes. The standard rate schedule is attached to the work authorization.

Mr. Malave: We are just trying to update our agreement within the company.

Mr. Flint: Any questions on work authorization?

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Mr. Greene: No, make a motion.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Dewberry Work Authorization to Provide Professional Consulting Engineering Services, was approved.

**SIXTH ORDER OF BUSINESS****Ratification of Audit Engagement Letter with  
Grau & Associates**

Mr. Flint: The District is required to have an annual independent audit performed and you solicited proposals, went through an RFQ process as prescribed by Statute and selected Grau as your independent auditor. You enter into an annual engagement with them and this engagement is not to exceed \$3,100 for the fiscal year ending September 30, 2023. These audits have to be done by the end of June. Because the Board hasn't met since last July, we went ahead and executed this and I am asking the Board to ratify my action on doing that.

On MOTION by Mr. Greene, seconded by Mr. Alexander, with all in favor, the Audit Engagement Letter with Grau & Associates, was ratified.

**SEVENTH ORDER OF BUSINESS****Presentation of Fiscal Year 2023 Financial  
Audit Report**

Mr. Flint: The Financial Audit Report is in your agenda and if there were any issues, those would be reflected in the letter to management which is on page 24 of the audit. It indicates there are no current or prior year findings or recommendations. They have found that we are compliant with the provisions of the auditor general that they are required to review. It is a clean audit with no findings. If there are any questions, we can discuss those. If not, I would ask for a motion to accept the audit and authorize it to be transmitted to the state.

On MOTION by Mr. Gorrill, seconded by Mr. Greene, with all in favor, the Fiscal Year 2023 Financial Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Flint: Staff reports, Mike anything for the Board?

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Mr. Eckert: Just two items, one is your Financial Disclosure Form is online this year with the Commission on Ethics. You do not go through the Supervisor of Elections anymore. The second issue which I believe we have sent out some information to Board members is that you are required to undertake four hours of ethics training before December 31, 2024. You will report that you completed training when you do the Financial Disclosure Form in 2025. Happy to answer any questions that the Board has but the four hours of ethics training is per person, not per District. If you serve on two Districts, you don't have to do eight hours of ethics training and still only have to do four.

Mr. Flint: There are some free resources through the Auditor General and Commission on Ethics to comply with that and also some other opportunities as well that Florida Association of Special Districts and some other entities are providing. You typically have to pay a fee for those.

Mr. Greene: We have to sit in front of a computer for four hours before the end of the year.

Mr. Flint: Yes, the trainings are shorter so you can do multiple and don't have to do it all at once. It is a self-certification. When you are doing your Form 1 in 2025 there is a box to check and sign certifying that you have complied.

**B. Engineer**

Mr. Flint: Rey, engineering report?

Mr. Malave: No further reports, thank you.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials through January 31, 2024. There is no action required on these. If there are any questions, we can discuss those.

**ii. Ratification of Funding Requests #44-51**

Mr. Flint: You have ratification of Funding Requests #44-51. These were transmitted to the developer under the Developer Funding Agreement and we are asking the Board to ratify those.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Funding Requests #44-51, were ratified.
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**iii. Discussion of Annual Ethics Training Requirement**

Mr. Flint: We do have a general information sheet in the agenda about the ethics training requirement that Mike just mentioned. It references the Commission on Ethics. Mike had previously circulated a memo that we sent to you all a couple of months ago. That information is there, if you have any questions on it, please feel free to contact me or Mike and we are happy to help however we can.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Flint: Any Supervisor's requests? If there is nothing else, is there a motion to adjourn?

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Greene, seconded by Mr. Alexander, with all in favor, the meeting was adjourned.

DocuSigned by:

*George Flint*

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Secretary/Assistant Secretary

DocuSigned by:

*Randall Greene*

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Chairman/Vice Chairman