

**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, **June 11, 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
Duane Owen
Andrew Gorrill
Thomas Franklin

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

George Flint
Kate John *by phone*
Rey Malave *by phone*

District Manager, GMS
District Counsel, Kutak Rock
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: There are no members of public here to provide comment.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 12, 2024
Board of Supervisors Meeting**

Mr. Flint: The next item is the approval of the March 12, 2024 meeting minutes. Are there any comments or corrections?

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On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the Minutes of the March 12, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS Public Hearing

Mr. Flint: Next is a public hearing to consider adoption of the FY25 budget. You previously approved a proposed budget and set today as the date, place, and time for the public hearing. Is there a motion to open the public hearing?

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

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 bring it back to the Board.

A. Consideration of Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations

Mr. Flint: You have Resolution 2024-02 in your agenda. Attached to that as Exhibit ‘A’ is the budget not substantially different from what you previously saw. We have updated the actuals through five months. It contemplates a developer agreement in lieu of imposition of assessments so the developer would only be responsible for the actual cost as it has been in the past. The agreement is on the agenda right now and is the same form of agreement. Any questions on the resolution or Exhibit ‘A’?

On MOTION by Mr. Greene, seconded by Mr. Franklin, with all in favor, Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations, was approved.

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

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

Mr. Flint: The public hearing is closed.

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FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Developer Funding Agreement

Mr. Flint: Next is the FY25 Developer Funding Agreement and the budget that was just approved would be attached to this agreement. The form of this has not changed since the prior. Exhibit ‘A’ would be the legal description of the boundaries of the District and Exhibit ‘B’ would be the budget that you just approved.

Mr. Greene: We have an easement being negotiated with FDOT, the developer did. Will that be a part of a maintenance agreement at some point? I don’t know if we have brought that up. We are supposed to maintain it. I don’t think that will be a District deal but would probably be a developer deal, right?

Mr. Flint: What are they going to do? Is it the access road?

Mr. Greene: It is the access road that punches under the convention center.

Mr. Flint: The road itself is likely going to be owned by the county.

Mr. Greene: Yes, but I think it would probably be developer maintenance.

Mr. Flint: The landscape maintenance, typically the CDD could do that if it’s a public road. We would put it into the operating budget. The District could also own a portion of the road too.

Mr. Greene: We would have to expand the District boundaries.

Mr. Flint: Is it not within the boundaries? That is a little more complicated and would probably need to talk with Mike and Kate off line about it. We do have Districts that maintain public rights of way outside of the boundaries of the District through interlocal agreement with the other government. There may be an ability to enter into an agreement that would obligate the CDD to do that.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Fiscal Year 2025 Developer Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo Regarding Recently Enacted 2024 Legislation

Mr. Flint: Staff reports, Kate do you want to present the memo on the goals and objectives?

Ms. John: Yes, thanks. Recently the state legislature has passed a new law requiring special Districts to adopt goals and objectives with performance measurements and standards and post

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those on its website. I have drafted this memo for your District Manager giving a brief summary. I believe that George has already compiled a list of those objectives as well as with performance measurements and standards.

Mr. Flint: As Kate indicated, there is a new law that requires all forms of government including Special Districts to develop goals and objectives by October 1st and then develop measurements to determine whether the District has met those objectives and those would be recorded with the first-time being December of 2025. We are doing this in conjunction with the budget process for all of our Districts. This is one of the early final adoption budgets so this is actually the first one. What we have done is put together some fairly generic objectives that really are based on requirements that we are already required to do. I am having a copy of the memo made really quick, if we can wait a few minutes. One of the areas would be financial accountability. One of the goals would be to complete the audit each year by June 30th which is a requirement that we statutorily do. The measure would be, did we complete the audit by June 30th. We have to post it on our website. It is a statutory requirement that we have to fulfill. Basically, we have developed some recommended goals and objectives that are broken up into three areas, one would be community communications engagement, one is infrastructure and facilities maintenance which does not apply yet for Westwood, and the other would be financial transparency and accountability. We have dropped out the infrastructure and facilities maintenance because we don't have any right now. For communication and engagement, we have three goals. The first is public meeting compliance. The second is notice of meetings compliance. The third one is access to records compliance. We have objectives under each of those with measurements and standards. The infrastructure and facilities maintenance will be removed but we include a measurement in there once we have infrastructure that will be included. Then with financial transparency and accountability, we have three goals that include dealing with the annual budget, dealing with the financial reports, and dealing with the annual audit. These were sent to you including the infrastructure and facilities maintenance. I would ask that it be approved with that removed.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the goals and objectives provided by the District Manager were approved.

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B. Engineer

Mr. Flint: I don't think anything new, Rey?

Mr. Malave: No, nothing. All good.

C. District Manager's Report

a. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financials through April 30th. If there are any questions, we can discuss those, otherwise there is no action required.

b. Ratification of Funding Requests #52-54

Mr. Flint: We have ratification of Funding Requests #52-54 which were transmitted to the developer under the funding agreement and those are included. Any questions on the funding requests? If not, is there a motion to ratify them?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Funding Requests #52-54, were ratified.

c. Presentation of Number of Registered Voters – 0

Mr. Flint: We are required to announce the number of registered voters as of April 15th each year. You can see the Supervisor of Elections indicates there are zero registered voters. No action required on that.

d. Approval of Fiscal Year 2025 Meeting Schedule

Mr. Flint: In the past we have scheduled monthly meetings and then cancelled those in the event they are not necessary. Based on the level of activity, unless it increases which we can always modify this, I was recommending we scale this back to four times a year. If the activity picks up, we can always amend the meeting schedule. This contemplates November, March, June and August meetings. Is there a motion to approve the meeting schedule?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

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SEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Flint: Anything the Board wanted to discuss? If not, is there a motion to adjourn?

EIGHTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

George Flint

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Secretary/Assistant Secretary

Signed by:

Randall Greene

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Chairman/Vice Chairman