

**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 on Tuesday, **March 11, 2025**, at 10:00 a.m. at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum:

Duane "Rocky" Owen  
Nathan Alexander  
Thomas Franklin  
Andrew Gorrill *by phone*

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

George Flint  
Kubra Metin *by phone*

District Manager, GMS  
District Counsel, Kutak Rock

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the roll. Three Board members were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Supervisors**

Mr. Flint: This is the first meeting since the landowner election last November and we need to administer the oath to Rocky and Tom. Randall is not at the meeting, so we'll make sure we get his oath at the next meeting or before then. I administered the oath of office to Rocky and Tom

prior to the meeting. I've got those oaths of office forms here so we'll move on to Resolution 2025-01.

**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

Mr. Flint: This resolution canvasses and certifies the results of the landowners' election. You can see in your agenda Randall Greene received 15 votes for a four-year term, Rocky Owen received 15 votes for a four-year term, and Tom Franklin 14 votes for a two-year term. Any questions on the resolution?

On MOTION by Mr. Owen, seconded by Mr. Franklin, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowner's Election, was approved.

**C. Election of Officers**

Mr. Flint: You have Resolution 2025-02 in your agenda electing a Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer, and an Assistant Treasurer. Currently, Randall Greene is Chair, Rocky is Vice Chair, and the other three Board members are Assistant Secretaries. Jill Burns serves as the Treasurer, Katie Costa as the Assistant Treasurer, and Darrin Mossing as an Assistant Treasurer.

**D. Consideration of Resolution 2025-02 Electing Officers**

Mr. Flint: We could take each office individually or if the Board wants to make a motion to elect a slate of officers, you can handle it in one motion.

Mr. Owen: I make a motion to retain the Board of Supervisors as they were serving previously.

On MOTION by Mr. Owen, seconded by Mr. Franklin, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the October 1, 2024  
Board of Supervisors Meeting and Acceptance  
of Minutes of the November 12, 2024  
Landowners' Meeting**

Mr. Flint: The next item is the approval of the minutes of the October 1, 2024, Board of Supervisors meeting and acceptance of the minutes of the November 12, 2024, Landowners' meeting. Are there any comments or corrections?

On MOTION by Mr. Franklin, seconded by Mr. Alexander, with all in favor, the Minutes of the October 1, 2024 Board of Supervisors Meeting and Acceptance of Minutes of the November 12, 2024 Landowners' Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03  
Approving the Fiscal Year 2026 Budget and  
Setting a Public Hearing**

Mr. Flint: Next is Resolution 2025-03; this approves the proposed budget and sets the date, place, and time of the public hearing. Each year you're required to approve a proposed budget before June 15<sup>th</sup> and set a public hearing for its final consideration at least 60 days after the proposed budget is approved. The District is still operating under a Developer Funding Agreement, and it has a basic administrative budget attached to the resolution as Exhibit 'A' as the proposed budget and the only change is we increased insurance based on an estimate that it will increase. At this point, we don't have the premiums yet for next year, but we're anticipating an increase. So we've increased that line item. This is just the proposed budget, it's not binding on the Board and you can modify this at the public hearing either up or down, because we're not imposing assessments here, you've got flexibility. We're recommending that the public hearing be on June 10<sup>th</sup> at 10:00 a.m. in this location.

On MOTION by Mr. Franklin, seconded by Mr. Alexander, with all in favor, Resolution 2025-03 Approving the Fiscal Year 2026 Budget and Setting a Public Hearing for June 10, 2025 at 10:00 a.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Appointment of Audit Committee and  
Chairman**

Mr. Flint: The District is required to select an auditor and the statutes provide the process that you need to use to do that, and that involves appointing an audit committee. When you initially selected the auditor, the Board appointed themselves as the audit committee. You're not required to appoint the Board as the audit committee, but we do have an audit committee meeting scheduled immediately after this meeting in anticipation that you would. Would the Board be amenable to appointing yourselves as the audit committee?

Mr. Owen: I'll make a motion to appoint the Board members as the Audit Committee.

Mr. Flint: You also need to designate the Chair of the Audit Committee. Is there a motion to designate someone?

Mr. Owen: I would suggest making Randall Greene the Chairman.

On MOTION by Mr. Owen, seconded by Mr. Franklin, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Randall Greene as Chairman, was approved.
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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Metin: My name is Kubra and I work with Michael. I have only one item. As you may be aware, the legislative session has started. We recommend that the Board members consider delaying their active training until May following the conclusion of the legislative session. This will allow us to account for any potential changes in training requirements or laws that might be arrived during this time, and with that I conclude the report unless the Board has any questions.

Mr. Flint: Any questions? She's recommending that the four hours of ethics training, that new requirement has to be done by December 31<sup>st</sup> each year, she's suggesting you delay it until after the end of the session just to see if there's going to be any changes.

Mr. Owen: Is there any rule right now that requires you to file a new Form 1 if you're appointed to a new CDD?

Mr. Flint: The practice we always follow is if you've already filed one and you're appointed to another Board, that when you do your renewal on June 1, you add the other Board to the list.

Mr. Owen: That was what I was reading, someone told me the other day that every time you join a new Board you have to submit one, and I thought it doesn't make a lot of sense and they've been doing this for a long time and that's the first time I ever heard of it.

Mr. Flint: We don't advise of the need to file another Form 1, you just need to update the Form 1 when you renew it. We have a designated person at GMS that provides the Commission on Ethics the information, when you get appointed we update them as well. A separate form is not necessary.

Mr. Owen: Thank you.

**B. Engineer**

Mr. Flint: We have no engineer's report today.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials through January 31<sup>st</sup>. There's no action required on these. If you have any questions, we can discuss those. Looks like we're tracking some expenses that are due to developer. In the event we issued bonds, there's some expenses that are being tracked, but other than that, there is really not a lot there.

**ii. Ratification of Funding Requests #58-64**

Mr. Flint: Under ratification of funding requests you have funding requests #58-#64. These were submitted to the developer under the Developer Funding Agreement and we're just asking the Board to ratify those.

On MOTION by Mr. Franklin, seconded by Mr. Alexander, with all in favor, Funding Requests #58-#64, were ratified.
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**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Flint: Any Supervisor's requests or other business the Board would like to discuss?

March 11, 2025

Westwood/OCC CDD

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint: Is there a motion to adjourn the meeting?

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

  
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Secretary/Assistant Secretary  
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Chairman/Vice Chairman