

**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, **October 1, 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

Chairman
Vice Chairman
Assistant Secretary

Also present were:

George Flint
Kate John *by phone*
Mike Eckert

District Manager, GMS
District Counsel, Kutak Rock
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the roll. Three 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 October 1, 2024,
Board of Supervisors Meeting**

Mr. Flint: The next item is the approval of the June 11, 2024, meeting minutes. Are there any comments or corrections?

October 1, 2024

Westwood/OCC CDD

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Minutes of the June 11, 2024, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Ratification of Dewberry Work Authorization to Provide District Engineering**

Mr. Flint: This is for general engineering services on a designated basis. It is not for any specific assignment but is an annual engagement in the event that services are needed, we have an agreement in place.

** Mike Eckert joined the meeting at this time. Kate John left the meeting at this time.*

Mr. Flint: Are there any questions on the work authorization?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Dewberry Work Authorization to Provide District Engineering, was ratified.

FIFTH ORDER OF BUSINESS**Ratification of Fiscal Year 2024 Audit Engagement Letter with Grau & Associates**

Mr. Flint: You have retained Grau as your independent auditor and you enter into an agreement annually for the services. I believe I may have signed this before I knew we were going to have a meeting this soon. It tracks their proposal in the budget. Are there any questions? If not is there a motion to ratify?

On MOTION by Mr. Gorrill, seconded by Mr. Owen, with all in favor, the Fiscal Year 2024 Audit Engagement Letter with Grau & Associates, was ratified.

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

Mr. Eckert: I have two items. The first is a reminder about your ethics training that is due by December 31st. If you have not done that, it is something you need to do in the next three months. The second item is a new law went into effect that anytime we extend or enter into a new agreement or amend the agreement, we have to get an affidavit from the contractor stating they do not engage in human trafficking. We have provided a form of that to your District Manager to

October 1, 2024

Westwood/OCC CDD

have, but that would go for any contract with any non-governmental entity that the CDD has. With that, I conclude my report, unless the Board has any questions.

Mr. Flint: We will follow up with Grau for the affidavit.

B. Engineer

Mr. Flint: We have no engineer report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: You have the balance sheet and income statement through July 31st. These are unaudited. If there are any questions, we can discuss those. If not, there is no action required.

ii. Ratification of Funding Requests #55-57

Mr. Flint: We have ratification of Funding Requests #55-57. 55 is for Dewberry, GMS, and Kutak. 56 and 57 are for GMS and Kutak. Are there any questions on those? If not, is there a motion to ratify?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Funding Requests #55-57, were ratified.

iii. Designation of November 12, 2024, as Landowners' Meeting Date

Mr. Flint: Normally, you are required to announce 90 days before the Landowners' meeting in a publicly advertised meeting, however we missed that this year. We are designating the date now. We are not going to meet the 90 days, but there is only one landowner that would object to not receiving the notice 90 days in advance. We do not believe it is an issue. Mike, any additional steps, other than that we will advertise this?

Mr. Eckert: No, I do not think there are any additional steps to take at this time. I think when we have the landowners' election, we may ask the landowner to make a statement stating they have had many defects in the announcement process, given that it is a little late. Other than that, I do not have anything to add.

Mr. Flint: And it would be a landowner meeting, not a Board meeting, meaning the landowner can designate any hold to be here to cast the votes. We are looking at holding it at 10

October 1, 2024

Westwood/OCC CDD

in the morning on November 12th. We can probably find a proxy holder to designate to talk. If there are no questions, is there a motion to approve?

On MOTION by Mr. Gorrill, seconded by Mr. Greene, with all in favor, Designating November 12, 2024, as Landowners' Meeting Date, was approved.

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. Greene, seconded by Mr. Owen, with all in favor, the meeting was adjourned.

DocuSigned by:

George Flint

B61B5DE431644AD

Secretary/Assistant Secretary

DocuSigned by:

[Signature]

A33C887A047F4C4

Chairman/Vice Chairman