

MINUTES OF MEETING
VILLASOL
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the VillaSol Community Development District was held on Wednesday, August 17, 2023 at 5:00 p.m. at the VillaSol Clubhouse, 3050 Puerta Del Sol Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Herman Perez	Chairman
Mario Cordova	Vice Chairperson
Corey Gagnon	Assistant Secretary
Servando Junior Comas	Assistant Secretary
Michael Edgecombe <i>by phone</i>	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Peter Armans <i>by phone</i>	District Engineer
Jarett Wright	Field Manager

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Showe called the meeting to order at 5:00 p.m. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

**Audience Comments on Agenda Items
(Limited to 3 Minutes)**

Mr. Showe stated this was the time for audience members to make any public comments.

There were questions about the HOA, District responsibilities, CDD, HOA website, and proposals.

FOURTH ORDER OF BUSINESS

District Engineer

A. Presentation of Annual Report

Mr. Showe presented the annual engineer report.

B. Presentation of Stormwater Analysis

Mr. Showe presented the Stormwater Analysis Report and the Engineer’s recommendations for repair. He reviewed the maps included in the agenda. It was noted estimated costs for Zone 1 was for a total of \$111, 332.03 and Zone 2 for a total of \$234,06.92. There was not an estimate for Zone 3.

Questions from the Board were on costs, time lines, and issues that were more critical and those that may need immediate attention. It was noted that Mr. Peter Armans will get a proposal for Zone 1 repair.

On MOTION by Mr. Cordova, seconded by Mr. Perez, with all in favor, Directing the District Engineer to Proceed with RFP on Stormwater Repairs for Zone 1 and 2, and CCTV for Zone 3, was approved.

C. Presentation of Bids for Pavement Resurfacing

Mr. Showe presented proposals from four contractors for the pavement resurfacing. He reviewed the specific scope of services and the costs. Discussion ensued on the issues with the repairs, the different zones, contractors, seal coatings, and the scope. Re-evaluation of the project, timelines, and zone areas were discussed.

After discussion the Board decided to re-evaluate and postpone a decision until a later date.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Consideration of Resolution 2023-06 Re-Setting the Date of the Public Hearing to Adopt the Fiscal Year 2024 Budget

Mr. Showe noted the public hearing was for the re-setting of the dates. Mr. Showe asked for a motion to open the hearing.

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, the Public Hearing was opened.

Mr. Showe asked for questions from the public. Hearing no comments, he turned it back to the Board for questions and a motion to approve the resolution.

On MOTION by Mr. Cordova, seconded by Mr. Perez, with all in favor, Resolution 2023-06 Re-Setting the Date of the Public Hearing to Adopt the Fiscal Year 2024 Budget, was approved.

B. Consideration of Resolution 2023-07 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Mr. Showe presented the resolution and noted this was for approval of the Fiscal Year 2024 budget. He added a draft of the budget is attached to the agenda with some adjustments. He reviewed the specifics of the changes to the budget, the capital reserve fund, and other changes. He added there is no assessment increase.

The Board had questions on janitorial, capital reserves, attorney fees, engineer fees, GMS services, field management services, insurance, and other line items in budget.

Mr. Showe asked for audience comments or questions. Hearing no comments from the public, he turned it back to the Board.

On MOTION by Mr. Perez, seconded by Mr. Cordova, with all in favor, Resolution 2023-07 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.

C. Consideration of Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Showe presented the resolution for imposing special assessments and certifying an assessment roll. He asked for questions from the Board. There were no questions.

Mr. Showe asked for audience comments. Hearing none he turned it back to the Board for a motion.

On MOTION by Mr. Perez, seconded by Mr. Cordova, with all in favor, Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Mr. Showe asked for a motion to close the public hearing.

On MOTION by Mr. Gagnon, seconded by Mr. Perez, with all in favor, the Public Hearing was closed.

SIXTH ORDER OF BUSINESS

Business Matters

A. Approval of Minutes of the May 5, 2023, and June 7, 2023 Meetings

Mr. Showe reviewed the minutes of the May 5, 2023 and the June 7, 2023 meetings and asked for questions. The Board commented on the July 7, 2023 meeting and the last motion to close had a misspelling of the last name. Mr. Perez commented on another spelling error.

On MOTION by Mr. Cordova, seconded by Mr. Perez, with all in favor, the Minutes of the May 5, 2023 and June 7, 2023 Meetings, were approved as amended.

B. Consideration of Resolution 2023-09 Designating Assistant Secretary and Assistant Treasurers of the District

Mr. Showe reviewed Resolution 2023-09 which would add names as the Assistant Secretary and Assistant Treasurer. It was requested to add Darrin Mossing, Sr. as an Assistant Treasurer, Ms. Patti Powers as an Assistant Treasurer, and Mr. Rich Hans as an Assistant Secretary.

On MOTION by Mr. Perez, seconded by Mr. Gagnon, with all in favor, Resolution 2023-09 Designating Mr. Hans as the Assistant Secretary and Mr. Mossing, Sr. and Ms. Powers as the Assistant Treasurers, was approved.

C. Consideration of Resolution 2023-10 Re-Designating Authorized Signors of the District's Bank Account

Mr. Showe reviewed Resolution 2023-10 related to authorized signors. This resolution will add Mr. Mossing, Ms. Powers, and Mr. Hans.

On MOTION by Mr. Gagnon, seconded by Mr. Perez, with all in favor, Resolution 2023-10 Re-Designating Authorized Signors of the District's Bank Account, was approved.

D. Review of Janitorial Proposals

Mr. Showe reviewed the options for janitorial proposals. One option was for three days each week for \$799/month. The second option was for five days each week for \$1,279/month. GMS staff charges per day at \$30/hour, or a month for \$960.

Mr. Perez asked about having certain days or being on an as needed basis for janitorial services. Discussion ensued on the scope of services, staffing, security issues, number of days and what days were needed, Saturday and Sunday days for services, amenities, rules, the 30-day requirement, public hearing, towing, and delaying decisions to the next meetings.

Mr. Showe asked for some of the rules and policies decisions to be discussed later in the meeting. Mr. Showe explained the GMS janitorial charge for 1 day.

After discussion the Board decided to do 5 days/week and permit staff to draft an agreement.

On MOTION by Mr. Perez, seconded by Mr. Cordova, with all in favor, the Proposal for Janitorial Services with Coverall for \$1,279 Per Month, was approved.

E. Consideration of Proposal from Reserve Advisors for Preparation of Reserve Study

Mr. Showe reviewed the proposal for preparation of a Reserve Study by Reserve Advisors. He noted the pricing was for \$5,000. Discussion ensued on the costs, budget, timelines, financials, delay decision and possible pricing increase.

After discussion the Board decided to hold decision to a later meeting.

F. Consideration of Replacement Roadway Signage

Mr. Showe reviewed the roadway signage specifics including locations. He added the total costs is \$1,091.60 to include two stop signs, one “Do Not Enter” sign, and one yield sign.

On MOTION by Mr. Gagnon, seconded by Mr. Cordova, with all in favor, the Roadway Signage Replacement, was approved.

G. Consideration of Agreement with Answernet, Inc. for Automated IVR Services

Mr. Showe reviewed the agreement proposal with Answernet for IVR services. He explained the specifics that were included. Discussion ensued on resident concerns, public access, and if there were issues in other communities,

Ms. Trucco commented on the legalities of public access requirements provisions, and insurance.

Mr. Showe asked for a motion. Mr. Comas opposed because he stated it was not costs effective.

On MOTION by Mr. Perez, seconded by Mr. Cordova, with Mr. Perez, Mr. Cordova, Mr. Gagnon, and Mr. Edgecombe in favor and Mr. Comas opposing, the Agreement with Answernet, Inc. for Automated IVR Services, was approved 4-1.

H. Approval of Fiscal Year 2024 Meeting Schedule

Mr. Showe reviewed the draft meeting schedule for Fiscal Year 2024. He noted the meetings are scheduled for the second Tuesday of each month at 5:00 p.m. in the same location. He added the meeting can be cancelled when the Board deems necessary.

Discussion ensued on the days and conflicts with the days, times, holiday conflicts, and residents attending.

On MOTION by Mr. Perez, seconded by Mr. Gagnon, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.

I. Discussion of Leasing Office in Clubhouse for HOA Board Use – Added

Mr. Showe noted a request had been received for leasing of the Office Clubhouse for HOA Board use. Discussion ensued on internet usage, costs, liability, leasing vs. renting, and legal issues.

Ms. Trucco commented on options for leasing and renting issues, taxes, options from a legal perspective, reserving the room, and waivers. Mr. Showe noted he will reach out for more information on the agreement.

J. Ratification Items

i. Service Agreement for Lighting with Kissimmee Utility Authority (KUA)

Mr. Showe reviewed the agreement for lighting with Kissimmee Utility Authority (KUA). This was the execution of lighting.

ii. Chairman Expenses – Pavers, Truncated Dome and ADA Warning Pads

Mr. Showe reviewed the Chairman expenses.

iii. Temporary License Agreement with VillaSol Residential Owners Association, Inc. for Use of Recreation Center & Pool

Mr. Showe reviewed the agreement for use of the Recreation Center and Pool.

iv. Pavement Work with Matao Brick Pavers, Inc.

Mr. Showe reviewed the pavers and noted minor changes. It was asked that the engineer reviewed the work completed.

v. Temporary Access Easement with VillaSol Residential Owners Association, Inc. for Storage of Equipment

Mr. Showe reviewed the temporary access for building of town homes and a need for storage.

Ms. Trucco recommended approval of a motion to ratify as a slate.

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, Ratifying Items 1 – 5 as a Slate, was approved.

SEVENTH ORDER OF BUSINESS

District Counsel

A. Memorandum Regarding Required Ethics Training and Other Legislative Updates

Ms. Trucco reviewed the memorandum on the new legislative updates that will require ethics training for all Board Supervisors of CDDs. She added this will start January 1, 2024 and requires 4 hours of the training annually. She will update further as new information is available. She explained the videos that were available for this training.

Other updates included the conceal carry requirements, social media platforms, and examples of this new requirement. The Board had questions on the specifics and the need for a sign to issue warnings. She added other updates regarding vendors, and roadway payments using bonds. Ms. Trucco stated we would want direction from the Board with a not to exceed amount of \$5,000 for legal direction on using bonds. Other discussions included paying off bonds, timelines, boat ramp and use of bonds, liabilities, GMS involvement, rules, and costs to use boat ramp. Mr. Perez provided some background on the issue. Another update was mentioned on issue with no details provided.

Mr. Perez brought up towing issue and comments were made on this issue. Other comments were made on the rules of towing, HOA, previous Board rules, specific regulations, other CDD’s issuing warnings,

After discussion the Board decided to make a motion for issuing warnings for towing. Other discussion topics included specific streets, maps, roadways, parking, current rules, rule hearings, if possible, Florida statute, entrance of fire trucks, other emergency vehicles, enforcement of rules, parking areas, and speed bumps

On MOTION by Mr. Perez, seconded by Mr. Gagnon, with all in favor, to Authorize the Issuance of Towing Warnings, was approved.

EIGHTH ORDER OF BUSINESS

District Manager’s Report

A. Action Items List

B. Approval of Check Register

Mr. Showe reviewed the check register totaling \$299,503.21. He asked for any Board questions. The Board ask questions regarding website charges, the \$34,000 charge, and other specifics on checks.

On MOTION by Mr. Gagnon, seconded by Mr. Perez, with all in favor, the Check Register, was approved.

C. Balance Sheet and Income Statement

Mr. Showe stated there was no action from the Board.

D. Presentation of Sheriff Patrol Reports

The Patrol reports and Detail Activity Sheet are both included in the agenda.

NINTH ORDER OF BUSINESS

Field Operations

A. Field Manager’s Report

Mr. Wright reviewed the Field Manager’s Report to include landscaping, planting, annuals, playground mulch, inventory list of plants, paver repairs, repair to speed bumps, Via Otero depressions repairs, trash pick-up locations, street signage, park clean-up, clubhouse enhancements, and pool gate replacements.

The Board voiced several concerns on vendors and the work completed, the quality of work, timelines, and overall costs. Mr. Wright added he could voice Board concerns.

B. Review of Spectrum Invoices

Mr. Wright noted the Spectrum accounts were updated and unnecessary services have been removed. Spectrum inspected coaxial and found no issues, with the exception of the ground cable for the security server not being tie into the main building.

C. Proposal from Blade Runners for Playground Mulch Refresh

Mr. Wright presented the Blade Runners proposal for playground mulching for \$1,320.

On MOTION by Mr. Perez, seconded by Mr. Gagnon, with all in favor, the Proposals from Bladerunners Bid for Mulch, was approved.

D. Proposals for Depression Repair

Mr. Wright presented the revised proposal for depression repairs from All Terrain Tractor Service, Inc for \$73,956.90 and the proposal from Rose Paving, Inc for \$96,832. Discussion ensued on the specifics of the work to be completed.

After discussion the Board decided to make a motion for a not to exceed amount of \$94,000. Mr. Cordova opposed the vote and it passed with a 4-1 vote.

On MOTION by Mr. Perez, seconded by Mr. Gagnon, with Mr. Perez, Mr. Gagnon, Mr. Comas, and Mr. Edgecombe in favor and Mr. Cordova Opposed, Not to Exceed \$94,000 for Road Repair, was approved 4-1.

TENTH ORDER OF BUSINESS

Supervisor’s Requests & Comments

Mr. Showe asked for Supervisor’s request. Board concerns were voiced on several issues regarding security, timelines, pavers, contracts and recourse. Other concerns with gates, functionality, and signs.

ELEVENTH ORDER OF BUSINESS

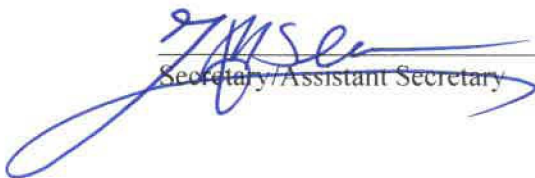
Next Meeting Date – September 12, 2023 at 5:00 PM

Mr. Showe stated the next meeting date will be on September 12, 2023 at 5:00 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Gagnon, seconded by Mr. Perez, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman