

# West Hillcrest Community Development District

## Board of Supervisors

Carlos de la Ossa, Chairman  
Kelly Evans Vice- Chairman  
Nick Dister, Assistant Secretary  
Andrew Nelson, Assistant Secretary  
Mike Rainer, Assistant Secretary

Brian Lamb District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Regular Meeting

Tuesday, July 18, 2023, at 11:00 am.

The Regular Meetings of West Hillcrest Community Development District will be held on **July 18, 2023, at 11:00 am. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

### Join Zoom Meeting

<https://us06web.zoom.us/j/86396861686?pwd=WjdORVluaVVxUGRXUXFaU1prTjVqQT09>

Meeting ID: 86396861686 Passcode: 117533

#### 1. CALL TO ORDER/ROLL CALL

#### 2. PUBLIC COMMENT ON AGENDA ITEMS

#### 3. BUSINESS ITEMS

- A. Acceptance of Supervisors Resignation
- B. Appointment of Replacement Supervisors
- C. Consideration of Resolution 2023-36: Re-Designating Officers.....Tab 01
- D. General Matters of the District

#### 4. STAFF REPORTS

- A. District Counsel
- B. District Manager
- C. District Engineer

#### 5. CONSENT AGENDA ITEMS

- A. Consideration of Meeting Minutes of the Special Organizational Meeting April 18, 2023.....Tab 02
- B. Consideration of Meeting Minutes of the Landowner's Election May 25, 2023.....Tab 03
- C. Consideration of Meeting Minutes of the Audit Committee Meeting & Regular May 25, 2023..Tab 04
- D. Consideration of Meeting Minutes of the Public Hearing & Regular Meeting June 27, 2023.....Tab 05

#### 6. PUBLIC COMMENTS

#### 7. ADJOURNMENT

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



#### District Office

Inframark  
2005 Pan Am Circle  
Tampa, Florida 33607  
(813) 873 – 7300

#### Meeting Location:

SpringHill Suites  
16615 Crosspointe Run  
Land O' Lakes, FL 3463

**RESOLUTION 2023-36**

**A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF WEST HILLCREST COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, West Hillcrest Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Pasco; and

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting was held for the purpose of electing supervisors of the District; and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WEST HILLCREST COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

- |       |                     |
|-------|---------------------|
| _____ | Chairman            |
| _____ | Vice-Chairman       |
| _____ | Secretary           |
| _____ | Treasurer           |
| _____ | Assistant Treasurer |
| _____ | Assistant Secretary |
| _____ | Assistant Secretary |
| _____ | Assistant Secretary |
| _____ | Assistant Secretary |

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 18<sup>th</sup> DAY OF July, 2023.**

**ATTEST:**

**WEST HILLCREST COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors

**WEST HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

April 18, 2023, Minutes of the Special Organizational Meeting

**MINUTES OF THE SPECIAL ORGANIZATIONAL MEETING**

The Special Organizational Meeting of West Hillcrest Community Development District will be held on **April 18, 2023, at 11:00 am. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.**

**1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of West Hillcrest Community Development District on **April 18, 2023, at 11:22 am.**

**Supervisors Present and Constituting a Quorum at the onset of the meeting:**

Thomas Spence	Assistant Secretary
Nick Dister	Assistant Secretary
Ryan Motko	Assistant Secretary
Steve Luce	Assistant Secretary

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
Angie Grunwald	District Manager, Inframark
Carlos de la Ossa	EPG

**2. PUBLIC COMMENT PERIOD**

There were no public audience in attendance.

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb stated that the three Board members present had been sworn in and that their Oaths of Office are on record.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

**B. Acceptance of Board of Supervisors Resignation – Jefferey Hills**

Mr. Lamb went over that the Board members are all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will reach out to District Counsel. The Board accepted the resignation of Jefferey Hills and Steve Luce of the Board of Supervisors for West Hillcrest CDD.

48 MOTION TO: Accept the resignation for Jefferey Hills and Steve Luce  
49 of the Board of Supervisor for West Hillcrest CDD.  
50 MADE BY: Supervisor Motko  
51 SECONDED BY: Supervisor Spence  
52 DISCUSSION: None further  
53 RESULT: Called to Vote: Motion PASSED  
54 4/0 - Motion Passed Unanimously

55  
56 **5. APPOINTMENT OF OFFICERS – Resolution 2023-01**

- 57 **A. Chairman**  
58 **B. Vice Chairman**  
59 **C. Secretary**  
60 **D. Treasurer**  
61 **E. Assistant Secretaries**  
62

63 The Board discussed the officer positions. Supervisor Nicholas Dister will be the Chair, and  
64 Supervisor Carlos de la Ossa will be the Vice Chair. The rest of the Board such as Mike Rainer,  
65 Tom Spence, and Ryan Motko will be Assistant Secretaries.  
66

67 MOTION TO: Approve Resolution 2023-01 as stated.  
68 MADE BY: Supervisor Spence  
69 SECONDED BY: Supervisor Dister  
70 DISCUSSION: None further  
71 RESULT: Called to Vote: Motion PASSED  
72 4/0 - Motion Passed Unanimously

73  
74 MOTION TO: Approve Nicholas Dister as Chairman and Carlos de la  
75 Ossa as the Vice-Chair for West Hillcrest CDD.  
76 MADE BY: Supervisor de la Ossa  
77 SECONDED BY: Supervisor Motko  
78 DISCUSSION: None further  
79 RESULT: Called to Vote: Motion PASSED  
80 4/0 - Motion Passed Unanimously

81  
82 **6. APPOINTMENT OF CONSULTANTS**

- 83 **A. Consider Appointment of District Manager – Resolution 2023-02**  
84

85 Inframark will be the District Manager/Assessment Consultant.  
86  
87  
88

89 **B. Designation of Registered Agent/Office – Resolution 2023-03**

90  
91 Brian Lamb/Inframark will be the Registered Agent/Office.  
92

93 **C. Consider Appointment of District General Counsel – Resolution 2023-04**

94  
95 Straley Robin Vericker will be District Counsel.  
96

97 **D. Consider Appointment of Interim District Engineer – By Motion**

98 **i. Authorize RFQ for District Engineer**

99  
100 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.  
101

102 **E. Consider Appointment of Bond Counsel – GrayRobinson, P.A.**

103  
104 GrayRobinson, P.A. will be Bond Counsel.  
105

106 **F. Consider Appointment of Investment Banker – FMS Bonds**

107  
108 FMS Bonds will be the Investment Banker.  
109

110 **G. Consider Appointment of Trustee – US Bank-By Motion**

111  
112 US Bank will be the Trustee.  
113

MOTION TO:	Approve the appointment of consultants A through G in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

121  
122 **7. BUSINESS MATTERS**

123 **A. Consider Authorizing Notice of Establishment-Resolution 2023-05**

124 **B. Consider Policy of Compensation for Board Members – Resolution 2023-06**

125 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2023-07**

126 **D. Consider Designation of Primary Administrative Office and Local Records**  
127 **Office – Resolution 2023-08**

128 **E. Consider District Records Retention Schedule – Resolution 2023-09**

129 **F. Consider Fiscal Year 2023 Regular Meeting Schedule and Location-Resolution**  
130 **2023-10**

131 **G. Consider Landowners’ Meeting Date, Time and Location- Resolution 2023-11**

132 **H. Consider Proposed FY 2023 Annual Budget & Set Public Hearing –**  
133 **Resolution 2023-12**

- 134 **I. Consider Proposed FY 2024 Annual Budget & Set Public Hearing –**
- 135 **Resolution 2023-13**
- 136 **J. Set Public Hearing for Uniform Method of Collections – Resolution 2023-14**
- 137 **K. Consider Rules of Procedure & Setting Public Hearing - Resolution 2023-15**
- 138 **L. Consider Policy Re: Support & Legal Defense for Board & Staff- Resolution 2023-**
- 139 **16**
- 140 **M. Authorization to obtain General Liability and Public Officers Insurance-By Motion**
- 141 **N. Consider Designation of a Qualified Public Depository- Resolution 2023-17**
- 142 **O. Authorization of Signatories- Resolution 2023-18**
- 143 **P. Authorization to Disburse Funds for Expenses- Resolution 2023-19**
- 144 **Q. Consider Adoption of Investment Policy- Resolution 2023-20**
- 145 **R. Consider Approval of Florida Statewide Mutual Aid Agreement- Resolution 2023-**
- 146 **21**
- 147 **S. Consider Provisions for Public Comments – Resolution 2023-22**
- 148 **T. Appointment of Audit Committee - By Motion**
- 149 **U. Consideration of ADA Website Compliance Agreement**

150  
151 Mr. Lamb went over all the Business Items A through U with the Board. All Board members  
152 accepted compensation.

153  
154 The Landowners election, Audit Committee, Public Hearings, and Regular Meetings will be held on  
155 May 25, 2023, 5:30 p.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at  
156 16615 Crosspointe Run, Land O' Lakes, FL 34638.

157  
158 The Public Hearings for the Budget and Rules of Procedures will be held on June 27, 2023, 5:30  
159 p.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe  
160 Run, Land O' Lakes, FL 34638.

161  
162 The Board appointed the Board as the Audit Committee. The Board authorized obtaining general  
163 liability and public officers' insurance.

165	MOTION TO:	Approve Business Matters A through U as stated.
166	MADE BY:	Supervisor de la Ossa
167	SECONDED BY:	Supervisor Motko
168	DISCUSSION:	None further
169	RESULT:	Called to Vote: Motion PASSED
170		4/0 - Motion Passed Unanimously

171  
172 **8. PRELIMINARY REPORT PRESENTATIONS & ITEMS RELATED TO FINANCE &**  
173 **BOND ISSUANCE**

174 **A. Consider Master Report of Engineer**

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176 Mr. Lamb reviewed the District Engineer's Report with the Board.

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178 *The full discussion is available on audio recording.*

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MOTION TO:	Approve the Report of the District Engineer in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**B. Consider Bond Validation Report of Assessment Consultant**

Mr. Lamb reviewed the Master Assessment Methodology Report with the Board.

MOTION TO:	Approve the Master Assessment Methodology Report in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2023-23**

**i. Master Trust Indenture**

Mr. Lamb went over the resolution with the Board and not to exceed 60 million.

MOTION TO:	Approve Resolution 2023-23 in substantial form.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**D. Consider Authorization of Chairman to Accept or Execute Certain Documents  
Resolution 2023-24**

Mr. Lamb reviewed the resolution with the Board.

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MOTION TO:	Approve Resolution 2023-24.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**E. Other Matters Relating to Financing**

There were no other matters relating to financing.

**9. ADMINISTRATIVE MATTERS**

**A. Request for Working Capital – By Motion**

There were no Staff discussion on request for working Capital.

**10. STAFF REPORTS**

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

There were no further reports from staff currently.

**11. BOARD MEMBERS COMMENTS**

There were no Board members comments.

**12. PUBLIC COMMENTS**

There were no public comments.

**13. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Dister
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously



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265 *\*Please note the entire meeting is available on disc.*  
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267 *\*These minutes were done in a summary format.*  
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269 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
270 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
271 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

272 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
273 **noticed meeting held on \_\_\_\_\_.**

274  
275 \_\_\_\_\_

276 **Signature**

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278 \_\_\_\_\_

279 **Printed Name**

280

281 **Title:**

282  **Chair**

283  **Vice Chair**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

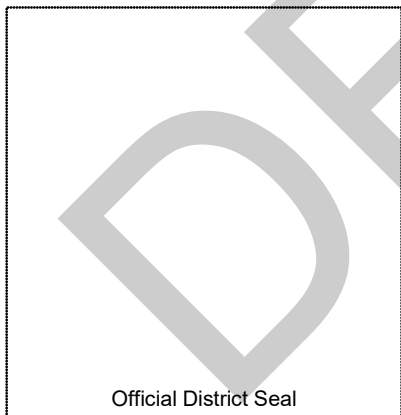
**Secretary**

**Assistant Secretary**

*Recorded by Records Administrator*

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*Signature*

\_\_\_\_\_  
*Date*



# **WEST HILLCREST COMMUNITY DEVELOPMENT DISTRICT**

**May 25, 2023, Minutes of the Landowner's Election**

## **MINUTES OF THE LANDOWNER'S ELECTION**

The Landowner's Election of the Board of Supervisors for the West Hillcrest Community Development District was held on **Thursday, May 25, 2023, at 11:00 am. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.**

### **1. CALL TO ORDER/ROLL CALL**

Angie Grunwald called the Landowner's Election of the Board of Supervisors of the West Hillcrest Community Development District to order on May 25, 2023, at 11:00 a.m.

#### **Staff Members Present:**

Brian Lamb                District Manager, Inframark  
Angie Grunwald        District Manager, Inframark

There were no other audience members in attendance at the facility or via teleconference.

### **2. APPOINTMENT OF MEETING CHAIRMAN**

Brian Lamb from Inframark stated that he will be serving as the meeting chairman.

### **3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS**

Mr. Lamb currently announced the ballot that we have indicates that we have a total 187.5 acres in the district totaling 188 eligible votes.

### **4. ELECTION OF SUPERVISORS**

The results were as stated Nicholas Dister will have Seat 1 with a four-year term, and Carlos de la Ossa will have Seat 2 with a four-year term. Thomas Spence will have Seat 3 with a two-year term, Mike Rainer will have Seat 4 with a two-year term and Ryan Motko will have Seat 1 with a two-year term.

### **5. OWNERS REQUESTS**

There were no requests.

41 **6. ADJOURNMENT**

42  
43 The Landowner's election was closed and adjourned.

44  
45  
46 *\*These minutes were done in summary format.*

47  
48 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
49 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
50 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

51  
52 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
53 **meeting held on \_\_\_\_\_.**

54  
55 \_\_\_\_\_  
56 **Signature**

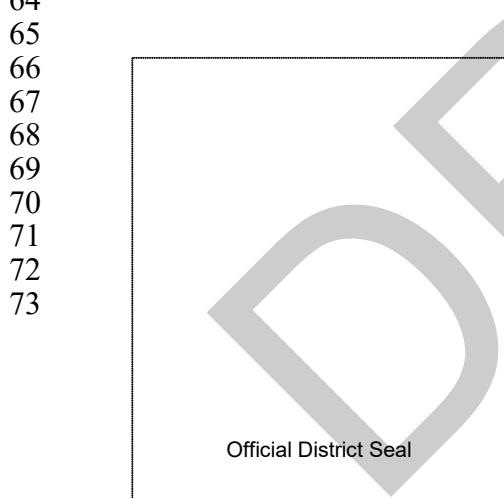
55 \_\_\_\_\_  
56 **Signature**

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58 \_\_\_\_\_  
59 **Printed Name**

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58 \_\_\_\_\_  
59 **Printed Name**

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61 **Title:**  
62  **Secretary**  
63  **Assistant Secretary**

60  
61 **Title:**  
62  **Chairman**  
63  **Vice Chairman**



*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**WEST HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

**Mat 25, 2023, Minutes of the Audit Committee and Regular Meetings**

**MINUTES OF THE AUDIT COMMITTEE AND REGULAR MEETINGS**

The Audit Committee and Regular Meetings of West Hillcrest Community Development District will be held on **May 25, 2023, at 11:00 am. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.**

**1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Audit Committee and Regular Meetings of the Board of Supervisors of West Hillcrest Community Development District on **May 25, 2023, at 11:00 am.**

**Supervisors Present and Constituting a Quorum at the onset of the meeting:**

Thomas Spence	Assistant Secretary
Nick Dister	Assistant Secretary
Ryan Motko	Assistant Secretary
Mike Rainer	Assistant Secretary
Carlos de la Ossa	Assistant Secretary

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
Angie Grunwald	District Manager, Inframark

**2. PUBLIC COMMENT PERIOD**

There were no public audience in attendance. Proceed to the Audit Committee meeting.

**3. RECESS TO AUDIT COMMITTEE MEETING**

Mr. Lamb directed the Board of Supervisors to recess to the Audit Committee Meeting.

**4. AUDIT COMMITTEE MEETING**

**A. Call to Order/Roll Call**

There is a quorum and the newly elected members have been sworn in and the Board members of the District still hold the positions on the audit committee.

**B. Appoint Chairman**

Brian Lamb continues as the Chairman.

47 **C. Selection of Criteria for Evaluation of Proposals**

48 **D. Determine Date, Time and Location RFP Required**

49  
50 We will look to have the RFP returned to us two (2)s weeks before the July meeting which will be  
51 July 18th, 2023.

52  
53 **E. Consider Notice of Request for Proposals for Audit Services**

54 **F. Consider Sending RFP to Interested Firms**

55  
56 The administrative assistant will submit an advertisement for RFPs.

57  
58 **G. Determine Date of /Next Committee Meeting**

59 **i. Audit Committee Evaluation Criteria**

60  
61 The next committee meeting will be held on July 18<sup>th</sup>, 2023.

62  
63 **6. RETURN AND PROCEED TO REGULAR MEETING**

64  
65 Mr. Lamb directed the Board to proceed the Regular Meeting.

66  
67 **7. VENDOR AND STAFF REPORTS**

68 **A. District Counsel**

69 **B. District Manager**

70 **C. District Engineer**

71  
72 There were no vendor or staff reports currently.

73  
74 **8. BUSINESS ITEMS**

75 **A. Consideration of Resolution 2023-25; Canvassing and Certifying the**  
76 **Results of the Landowners Election**

77 **B. Consideration of Resolution 2023-26; Designating Officers**

78 **D. Consideration of District Engineers Report**

79 **E. Consideration of Master Assessment Methodology Report**

80  
81 The Board reviewed the business items A through E and motioned to approve as stated.

MOTION TO:	Approve Business Items A through E as stated.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

90 **F. Consideration of Resolution 2023-27; Declaring Special Assessments**

91  
92 The Board reviewed the resolution and motioned to approve as stated.

94	MOTION TO:	Approve Resolution 2023-28.
95	MADE BY:	Supervisor de la Ossa
96	SECONDED BY:	Supervisor Rainer
97	DISCUSSION:	None Further
98	RESULT:	Called to Vote: Motion PASSED
99		5/0 - Motion Passed Unanimously

100  
101 **G. Consideration of Resolution 2023-28; Setting Public Hearing to Levy Special Assessments**

102  
103 The Board reviewed the resolution and motioned to approve as stated.

105	MOTION TO:	Approve Resolution 2023-28 as stated.
106	MADE BY:	Supervisor de la Ossa
107	SECONDED BY:	Supervisor Rainer
108	DISCUSSION:	None Further
109	RESULT:	Called to Vote: Motion PASSED
110		5/0 - Motion Passed Unanimously

111  
112 **H. General Matters of the District**

113  
114 There were no further general matters of the District.

115  
116 **10. STAFF REPORTS**

117 **A. District Counsel**

118  
119 The Bond validation hearing will be held on June 2<sup>nd</sup> of 2023.

120  
121 **B. District Manager**

122 **C. District Engineer**

123  
124 There were no further reports from staff currently.

125  
126 **11. BOARD MEMBERS COMMENTS**

127  
128 There were no Board members comments.

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130 **12. PUBLIC COMMENTS**

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132 There were no public comments.

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134 **13. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in a summary format.*

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

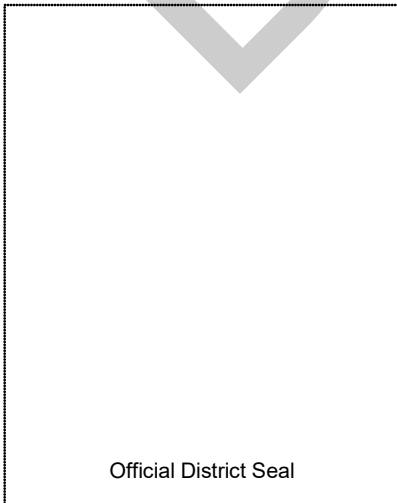
\_\_\_\_\_  
**Printed Name**

**Title:**

- Chair**
- Vice Chair**

**Title:**

- Secretary**
- Assistant Secretary**



*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**WEST HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

**June 27, 2023, Minutes of the Public Hearing and Regular Meeting**

**MINUTES OF THE PUBLIC HEARING AND REGULAR MEETING**

The Public Hearing and Regular Meetings of West Hillcrest Community Development District will be held on **Tuesday, June 27, 2023, at 11:00 am. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.**

**1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Public Hearing and Regular Meetings of the Board of Supervisors of West Hillcrest Community Development District on **Tuesday, June 27, 2023, at 11:04 am.**

**Supervisors Present and Constituting a Quorum at the onset of the meeting:**

Carlos de la Ossa	Chairman
Ryan Motko	Supervisor
Mike Rainer	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
Angie Grunwald	District Manager, Inframark
Kathryn "KC" Hopkinson	District Counsel, Straley & Robin, P.A.
Kelly Evans	Lennar Homes <i>(elected during the meeting)</i>
Andrew Nelson	Lennar Homes <i>(elected during the meeting)</i>

**2. PUBLIC COMMENT PERIOD**

There were no public audience in attendance.

**3. RECESS TO PUBLIC HEARING**

Mr. Lamb directed the Board to recess the Public Hearing.

**4. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION**

**A. Open the Public Hearing on Adopting Uniform Method of Collection**

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously



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**B. Staff Presentation**

Mr. Lamb made a presentation to the Board.

**C. Public Comment**

There were no public comments.

**D. Close the Public Hearing on Adopting Uniform Method of Collection**

MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**E. Consideration of Resolution 2023-29; Adopting Uniform Method of Collection**

The Board reviewed and discussed the resolution as presented.

MOTION TO:	Approve Resolution 2023-29 as presented.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**5. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**

**A. Open the Public Hearing on Adopting Uniform Rules of Procedure**

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

86 **B. Staff Presentations**

87  
88 Mr. Lamb made a presentation regarding the Adopting Uniform Rules of Procedure to the Board.  
89

90 **C. Public Comment**

91  
92 There were no public comments.  
93

94 **D. Close the Public Hearing on Adopting Uniform Rules of Procedure**

95

MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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103 **E. Consideration of Resolution 2023-30; Adopting Uniform Rules of Procedure**

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105 The Board reviewed and discussed the resolution as presented.  
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MOTION TO:	Approve Resolution 2023-30 as presented.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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114 **6. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2023 BUDGET**

115

116 **A. Open Public Hearing on Adopting Final Fiscal Year 2023 Budget**

116

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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126 **B. Staff Presentations**

127  
128 Mr. Lamb made a presentation regarding the 2023 Budget to the Board.  
129

130 **C. Public Comment**

131  
132 There were no public comments.  
133

134 **D. Close Public Hearing on Adopting Final Fiscal Year 2023 Budget**

135

136	MOTION TO:	Close the Public Hearing.
137	MADE BY:	Supervisor de la Ossa
138	SECONDED BY:	Supervisor Evans
139	DISCUSSION:	None Further
140	RESULT:	Called to Vote: Motion PASSED
141		4/0 - Motion Passed Unanimously

142  
143 **E. Consideration of Resolution 2023-31; Adopting Final Fiscal Year 2023 Budget**  
144 **i. Developer Funding Agreement**

145  
146 The Board reviewed and discussed the resolution as presented.  
147

148	MOTION TO:	Approve Resolution 2023-31 in substantial form
149		pending further review by Lennar Homes.
150	MADE BY:	Supervisor de la Ossa
151	SECONDED BY:	Supervisor Evans
152	DISCUSSION:	None Further
153	RESULT:	Called to Vote: Motion PASSED
154		4/0 - Motion Passed Unanimously

155  
156 **7. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2024 BUDGET**  
157 **A. Open Public Hearing on Adopting Final Fiscal Year 2024 Budget**

158

159	MOTION TO:	Open the Public Hearing.
160	MADE BY:	Supervisor Evans
161	SECONDED BY:	Supervisor de la Ossa
162	DISCUSSION:	None Further
163	RESULT:	Called to Vote: Motion PASSED
164		4/0 - Motion Passed Unanimously

165

166 **B. Staff Presentations**

167  
168 Mr. Lamb made a presentation regarding the 2024 Budget to the Board.  
169

170 **C. Public Comment**

171  
172 There were no public comments.  
173

174 **D. Close Public Hearing on Adopting Final Fiscal Year 2024 Budget**

175

MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor
SECONDED BY:	Supervisor
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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183 **E. Consideration of Resolution 2023-32; Adopting Final Fiscal Year 2024 Budget**  
184 **i. Developer Funding Agreement**

185

186 Supervisor Evans motioned to remove items related to the amenity.  
187

188

MOTION TO:	Remove items on the Budget related to the amenity.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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195 The Board reviewed and discussed the resolution as presented and motioned to continue the Public  
196 Hearing on Adopting Final Fiscal Year 2024 Budget to be revised on August 15<sup>th</sup> at 11 A.M.  
197

198

MOTION TO:	Continue the Public Hearing on Adopting Final Fiscal Year 2024 Budget to be revised on August 15th at 11 A.M.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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206 **8. PUBLIC HEARING ON LEVYING DEBT ASSESSMENTS**

207 **A. Open the Public Hearing on Levying Debt Assessments**

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MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**B. Staff Presentation**

217

218 Mr. Lamb made a presentation regarding Levying Debt Assessments to the Board.

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**C. Public Comment**

221

222 There were no public comments.

223

224

**D. Close the Public Hearing on Levying Debt Assessments**

225

MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**E. Consideration of Resolution 2023-33; Levying Debt Assessments**

234

235 The Board reviewed and discussed the resolution as presented.

236

MOTION TO:	Approve Resolution 2023-33 as presented.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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246 **9. RETURN AND PROCEED TO REGULAR MEETING**

247

248 Mr. Lamb directed the Board of Supervisors to proceed to the regular meeting.

249

250 **10. BUSINESS ITEMS**

251 **A. Consideration of Resolution 2023-34; Extending the Board Terms to Coincide with**  
252 **the General Elections**

253

254 The Board reviewed and discussed the Resolution as presented.

255

256

MOTION TO:	Approve Resolution 2023-34.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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263 **B. Acceptance of Supervisors Resignation & Appointment of Replacement Supervisors**

264

265 The Board reviewed and accepted the resignation of supervisor Thomas Spence for seat 4 at West  
266 Hillcrest CDD.

267

268

MOTION TO:	Accept the resignation of supervisor Thomas Spence for Seat 4 at West Hillcrest CDD.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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276 The Board motioned to appoint Andrew Nelson to Seat 4 for West Hillcrest CDD.

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MOTION TO:	Appoint Andrew Nelson to Seat 4 at West Hillcrest CDD.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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286 Mr. Lamb administered the Oath of Office to Andrew Nelson. Mr. Nelson accepted the Oath and  
287 compensation.  
288

289 Mr. Motko announced and motioned to resign from the Board. The Board of Supervisors accepted  
290 the resignation from Ryan Motko for seat 3 at West Hillcrest CDD.  
291

MOTION TO:	Accept the resignation of supervisor Ryan Motko for Seat 3 at West Hillcrest CDD.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

299  
300 The Board motioned to appoint Kelly Evans to Seat 3 for West Hillcrest CDD.  
301

MOTION TO:	Appoint Kelly Evans to Seat 3 at West Hillcrest CDD.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

308  
309 Mr. Lamb administered the Oath of Office to Kelly Evans. Ms. Evans accepted the Oath and  
310 compensation.  
311

### 312 **C. Consideration of Resolution 2023-35: Re-Designating Officers**

313  
314 The Board reviewed and discussed the Resolution as presented to re-designating officers such as  
315 Carlos de la Ossa for Chairman and Kelly Evans as Vice- Chair. The remaining balance of Board of  
316 Supervisors will be designated as Assistant Secretary.  
317

MOTION TO:	Approve Resolution 2023-35 as presented.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor de la Ossa
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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326 **D. Discussion on RFP for District Engineering Services**

327  
328 The Board reviewed and discussed the RFP for District Engineering Services as presented.  
329

MOTION TO:	Approve the RFP for District Engineering Services.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

- 336  
337 **E. Consideration of Supplemental Engineers Report**  
338 **F. Consideration of Supplemental Assessments Methodology Report**  
339 **G. Consideration of Resolution 2023-36; Delegation Resolution**  
340

341 The Board of Supervisors tabled business items E through G and to be continued on  
342 June 29, 2023, at 11 A.M.

343  
344 **H. General Matters of the District**

345  
346 There were no additional general matters of the District.  
347

348 **11. STAFF REPORTS**

- 349 **A. District Counsel**  
350 **B. District Manager**  
351 **C. District Engineer**  
352

353 There were no further reports from staff currently.  
354

355 **12. CONSENT AGENDA**

- 356 **A. Consideration of Meeting Minutes of the Special Organizational Meeting April 18,**  
357 **2023**  
358 **B. Consideration of Meeting Minutes of the Landowner's Election May 25, 2023**  
359 **C. Consideration of Meeting Minutes of the Audit Committee & Regular Meeting**  
360

361 The Board reviewed the consent agenda items.  
362

MOTION TO:	Approve Consent Agenda Items A through C as stated.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Rainer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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369 **13. PUBLIC COMMENTS**

370  
371 There were no public comments.

372  
373 **14. ADJOURNMENT**

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MOTION TO:	Continue the Regular meeting to June 29, 2023, at 11 A.M.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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383 *\*Please note the entire meeting is available on disc.*

384

385 *\*These minutes were done in a summary format.*

386

387 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
388 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
389 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

390 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
391 **noticed meeting held on \_\_\_\_\_.**

392

393

394 \_\_\_\_\_  
**Signature**

395

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397 \_\_\_\_\_  
**Printed Name**

398

399 **Title:**

400  **Chair**

401  **Vice Chair**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

**Secretary**

**Assistant Secretary**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal