MINUTES OF MEETING
WEST PORT
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the West Port Community Development District held Public Hearings and a Regular Meeting on February 11, 2025 at 12:30 p.m., at the Country Inn & Suites by Radisson, 24244 Corporate Court, Port Charlotte, Florida 33954.

Present:

Paul Martin	Chair
Bill Fife	Vice Chair
Jim Manners	Assistant Secretary
Lindsay Hernandez	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jere Earlywine	District Counsel
Dan Graham	Breeze Connected Facilities Management

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:36 p.m.

Supervisors Martin, Manners, Fife and Hernandez were present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Supervisors [William "Bill" Fife - Seat 1, Jim Manners - Seat 2, Lindsey Hernandez - Seat 5] (the following will be provided in a separate package)**

Ms. Suit, a notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Fife, Mr. Manners and Ms. Hernandez.

Mr. Earlywine and Ms. Suit reviewed the following items:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2026**

- **Administration of Oath of Office**

This item was deferred.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing an Effective Date**

Ms. Suit presented Resolution 2025-01. The results of the Landowners' Meeting were as follows:

Seat 1	William Fife	227 Votes	4-year Term
Seat 2	Jim Manners	227 Votes	4-year Term
Seat 5	Lindsay Hernandez	222 Votes	2-year Term

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-02. Mr. Manners nominated the following:

Chair	Paul Martin
Vice Chair	Bill Fife
Assistant Secretary	Jim Manners
Assistant Secretary	Lindsay Hernandez

No other nominations were made.

This Resolution removes the following from the Board:

Assistant Secretary	Christian Cotter

The following prior appointments by the Board remain unaffected by this Resolution:

Secretary	Craig Wrathell
Assistant Secretary	Kristen Suit
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

On MOTION by Mr. Manners and seconded by Mr. Fife, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Continued Discussion/Consideration of Interlocal Agreement Regarding Traffic Enforcement**

Mr. Earlywine presented the Interlocal Agreement Regarding Traffic Enforcement. This Agreement will enable Charlotte County law enforcement to conduct traffic enforcement on the CDD roads.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Interlocal Agreement Regarding Traffic Enforcement, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2025-04, Adopting a Policy Governing Common Areas (Other Than Wayfinding Signs); Providing for Conflicts, Severability, and an Effective Date**

Mr. Earlywine presented Resolution 2025-04. This Policy is related to signage in the CDD common areas, other than wayfinding signage. The CDD has a Policy governing main signage, which is still in place; this Policy is specific to signage in common areas.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2025-04, Adopting a Policy Governing Common Areas (Other Than Wayfinding Signs); Providing for Conflicts, Severability, and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Consideration of FMSbonds, Inc. Rule G-17 Disclosure**

Ms. Suit presented the FMSbonds, Inc. Rule G-17 Disclosure.

On MOTION by Mr. Fife and seconded by Mr. Manners, with all in favor, the FMSbonds, Inc. Rule G-17 Disclosure, was approved.

TENTH ORDER OF BUSINESS **Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There was a finding due to expenditures exceeding budget. Mr. Earlywine stated this situation usually involves amending the budget to avoid a finding in the audit but it was not done. The recommendation is to monitor expenditures.

A. Consideration of Resolution 2025-03, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2025-03, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

ELEVENTH ORDER OF BUSINESS Ratification Items

Ms. Suit presented the following:

A. Irrigation Technical Services, Inc. Agreement for Water Use Reporting Services

B. McFarlane's Construction d/b/a Eagle Fence Agreement for Services [Franklin Ave Repairs]

C. McFarlane's Construction d/b/a Eagle Fence Agreement for Services dated December 13, 2024 [Crofton Springs Fence Repair]

D. City Wide Facility Solutions Investment Recap

E. Vision Landscape Estimates

I. #7544 for Seasonal Mulch: Spring 2025

II. #7535 for Seasonal Mulch: Spring 2025

III. #7584 for Landscape Enhancement

F. Bill of Sale and Limited Assignment [Fence Improvements]

G. FPL LED Lighting Agreements

I. O'Donnell Blvd.

II. O'Donnell Blvd. Phase 2 Lights

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Irrigation Technical Services, Inc. Agreement for Water Use Reporting Services; McFarlane's Construction d/b/a Eagle Fence Agreement for Services [Franklin Ave Repairs]; McFarlane's Construction d/b/a Eagle Fence Agreement for Services dated December 13, 2024 [Crofton Springs Fence Repair]; City Wide Facility Solutions Investment Recap; Vision Landscape Estimates #7544 for Seasonal Mulch: Spring 2025 for $18,596.94, #7535 for Seasonal Mulch: Spring 2025 for $39,160, and #7584 for Landscape Enhancement for $3,754.37; Bill of Sale and Limited Assignment [Fence Improvements]; and FPL LED Lighting Agreements for O'Donnell Blvd. and O'Donnell Blvd. Phase 2 Lights, were ratified.

Regarding the fences, Ms. Suit stated that the HOA tried to obtain insurance on the fences before turning them over to the CDD but the HOA could not secure insurance. District Management is inquiring with insurance carriers about insuring the fences.

Discussion ensued regarding difficulties obtaining fence insurance, what might happen if it cannot be insured, building reserves to repair and/or replace fences, acquisition of the fences by the CDD and potential ways to finance fence repairs/replacement.

TWELFTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of December 31, 2024**

On MOTION by Mr. Manners and seconded by Mr. Fife, with all in favor, the Unaudited Financial Statements as of December 31, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS **Approval of Minutes**

A. August 13, 2024 Public Hearings and Regular Meeting

B. November 12, 2024 Landowners' Meeting

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the August 13, 2024 Public Hearings and Regular Meeting Minutes and the November 12, 2024 Landowners' Meeting Minutes, both as presented, were approved.

FOURTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer: Morris Engineering and Consulting, LLC

There were no District Counsel or District Engineer reports.

C. Field Operations: Breeze Home

Mr. Graham reported the following:

- The lights and the transformer for the sign in front of 776 were stolen; a $2,241 estimate from Bentley Electric was received.
- Damage at an intersection caused by tractor-trailer truck is being repaired.
- A broken irrigation mainline was repaired.

- Insurance for the solar lights is pending and a few more need to be repaired.
- Grass along the Boulevard is being trimmed and trees are being trimmed.
- There was a water main leak.
- Weeds were sprayed.
- Irrigation was increased from two to three days per week.
- Replacement plants were installed at the Hammocks entrance.
- Plants were replaced in a median island.
- Mulch is being staged and will be installed over the next week.

D. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: March 11, 2025 at 12:30 PM**
  - **QUORUM CHECK**

The March 11, 2025 meeting will be canceled.

Discussion ensued regarding securing a larger meeting location for the August budget adoption public hearing.

FIFTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

Discussion ensued regarding the streetlights.

SIXTEENTH ORDER OF BUSINESS Public Comments

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the meeting adjourned at 1:05 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair