

**MINUTES OF MEETING
BELLAVIVA AT WESTSIDE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Bellaviva at Westside Community Development District held Public Hearings and a Regular Meeting on August 26, 2025 at 11:00 a.m., at the Hampton Inn & Suites, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present:

Steve McConn
Steve White
Jeff Myers
Steve Feccia

Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Jordan Lansford
Meredith Hammock (via telephone)
Anastasia Rios (via telephone)
Oscar Trujillo
Jorge Miranda
Diego Fernandez
Patricia Schofield
Svetlana Colston

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Kilinski | Van Wyk PLLC
Empire Property Management
Empire Property Management
Resident
Resident
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Lansford called the meeting to order at 11:00 a.m.

Supervisors McConn, Myers and White and Supervisor-Appointee Feccia were present. Supervisor Dare was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Administration of Oath of Office to
Supervisor Steve Feccia [Seat 2], (the**

following will be provided under separate cover)

Ms. Lansford, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Steve Feccia. The following will be reviewed with Mr. Feccia after the meeting:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1
- 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

Consideration of Resolution 2025-07, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Lansford presented Resolution 2025-07. Mr. McConn nominated the following:

- | | |
|----------------|---------------------|
| Stephen McConn | Chair |
| Casey Dare | Vice Chair |
| Jeff Myers | Assistant Secretary |
| Steve White | Assistant Secretary |
| Steve Feccia | Assistant Secretary |

No other nominations were made.

This Resolution removes the following from the Board:

- | | |
|-----------------|---------------------|
| Clifton Fischer | Assistant Secretary |
|-----------------|---------------------|

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

- | | |
|-----------------|---------------------|
| Craig Wrathell | Secretary |
| Kristen Suit | Assistant Secretary |
| Jordan Lansford | Assistant Secretary |
| Craig Wrathell | Treasurer |
| Jeff Pinder | Assistant Secretary |

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, Resolution 2025-07, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2025/2026 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Public Hearing was opened.

Resident Svetlana Colston asked why an increase is projected.

Ms. Suit stated that the "Landscape maintenance" line item increased.

Ms. Lansford suggested the Board consider the Landscape Maintenance bids and update the budget, if necessary.

Ms. Suit stated that annual assessments are projected to increase by \$31.26 per unit.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Public Hearing was closed.

▪ **Consideration of Informal Landscape Maintenance Bids**

This item, previously the Eighth Order of Business, was presented out of order.

Ms. Lansford stated that numerous contractors submitted informal bids for landscape maintenance. Bids ranged from the lowest of \$78,828 from Floralawn to the highest of \$144,360 from Exclusive Landscaping Group.

A. Summary Sheet

Mr. Trujillo stated that all bidders were given the same scope of work, including all common areas within the CDD. Information was provided regarding the irrigation system and potential modifications and improvements to streamline irrigation operations. Each bidder provided mulch quantities and cost per cubic yard.

Mr. McConn asked if the bids submitted enable a "like for like" comparison. Mr. Trujillo replied affirmatively and noted that one bid is significantly lower than the others. Mr. McConn stated that Floralawn has been contracted in other communities and has done a good job; he noted that it benefits the CDD to take advantage of the cost savings and reevaluate in the second year, if necessary.

B. BrightView

C. Cepra Landscape

- D. Contours Landscape Solution
- E. Evergreen Outdoor Service LLC
- F. Exclusive Landscaping Group
- G. Floralawn
- H. Prince and Sons Inc.
- I. United Land Services
 - Bellaviva at Westside CDD
 - Bellaviva at Westside Townhomes
- J. Yellowstone

On MOTION by Mr. McConn and seconded by Mr. Feccia, with all in favor, the Floralawn Landscape Maintenance Bid, in the amount of \$78,828, was approved.

- **Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

Discussion of Item 5B resumed.

- B. **Consideration of Resolution 2025-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Discussion of the proposed Fiscal Year 2026 budget resumed.

The following changes were made to the proposed Fiscal Year 2026 budget:

Page 5, "Landscape contract including mulch est." line item: Decrease to "78,828"

The consensus was to keep assessments flat, year-over-year, and add any savings to the "Contingency" line item.

Ms. Lansford presented Resolution 2025-08.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, Resolution 2025-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

Maintenance and Operation Assessments
to Fund the Budget for Fiscal Year
2025/2026, Pursuant to Florida Law

- A. Affidavit of Publication
- B. Mailed Notice to Property Owners

These items were included for informational purposes.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Public Hearing was opened.

Resident Patricia Schofield asked if Floralawn is bonded. Mr. Trujillo stated that the contractor is licensed and insured and will be bound by the contract with the CDD. The contract includes measures to force completion of the contract; a bond is not required.

Ms. Lansford asked for questions pertaining to levying assessments.

Ms. Hammock asked Ms. Lansford to confirm that the benefit from the CDD's Operation & Maintenance (O&M) Activities equally benefits all developed property types in the CDD. Ms. Lansford replied affirmatively.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Public Hearing was closed.

- C. **Consideration of Resolution 2025-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2026; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Lansford presented Resolution 2025-09 which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, Resolution 2025-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2026; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

Discussion ensued regarding terminating the current landscape vendor's contract. Ms. Hammock will confirm whether 30 or 60 days' notice is required.

SEVENTH ORDER OF BUSINESS

**Consideration of Guardian Access Solutions
Annual Programming Agreement for
Analog Software Systems**

Ms. Lansford presented the Guardian Access Solutions Annual Programming Agreement for Analog Software Systems for renewal of the current contract, which is unchanged from the previous year and is included in the Fiscal Year 2026 budget.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Guardian Access Solutions Annual Programming Agreement for Analog Software Systems, in the annual amount of \$700, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Informal Landscape
Maintenance Bids**

This item was addressed during the Fifth Order of Business.

- A. Summary Sheet**
- B. BrightView**
- C. Cepra Landscape**
- D. Contours Landscape Solution**
- E. Evergreen Outdoor Service LLC**
- F. Exclusive Landscaping Group**
- G. Floralawn**
- H. Prince and Sons Inc.**
- I. United Land Services**
 - **Bellaviva at Westside CDD**
 - **Bellaviva at Westside Townhomes**
- J. Yellowstone**

NINTH ORDER OF BUSINESS

**Consideration of Form of Landscape and
Irrigation Maintenance Services
Agreement**

Ms. Hammock presented the Form of Landscape and Irrigation Maintenance Services Agreement. It is substantially similar to previous contracts with Floralawn in other CDDs.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Landscape and Irrigation Maintenance Services Agreement, in substantial form, and authorizing the Chair to execute, subject to ratification at a future meeting, was approved.

▪ **Discussion: Wall Inspection Bids**

This item was an addition to the agenda.

Ms. Lansford stated that the Wall Inspection Report was received late yesterday. Mr. Trujillo stated that damage to a retaining wall on the west end was observed. The District Engineer inspected the wall and no structural issues were found. Bids will be obtained from qualified vendors for the recommended repair, per the specifications.

This item will be included on a future agenda.

TENTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2024; Prepared by Grau & Associates

Ms. Lansford presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A. Consideration of Resolution 2025-10, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, Resolution 2025-10, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Special Districts Performance Measures and Standards Reporting FY2026

Ms. Lansford presented the Reporting Fiscal Year 2026 Performance Measures and Standards.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

TWELFTH ORDER OF BUSINESS

Ratification of Poulos & Bennett, LLC Work Authorization Number 1

Ms. Lansford presented Poulos & Bennett, LLC Work Authorization Number 1.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, Poulos & Bennett, LLC Work Authorization Number 1, in a not-to-exceed amount of \$12,500, was ratified.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2025

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of May 27, 2025 Regular Meeting Minutes

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the May 27, 2025 Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski | Van Wyk, PLLC

Ms. Hammock reminded the Board Members to complete the required four hours of ethics training by December 31, 2025.

Ms. Hammock stated that the current Landscaping Contract includes a 30-day termination clause. The consensus was to send a 30-day Termination Notice to the current landscaping contractor within the next week so the new contractor can begin on October 1, 2025.

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, terminating the current Landscaping Contract and authorizing Staff to send a 30-Day Notice of Termination, was approved.

B. District Engineer: Poulos and Bennett, LLC

There was no report.

C. Property Manager: Empire Management

There were no District Engineer or Property Manager reports.

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

- **189 Registered Voters in District as of April 15, 2025**
- **NEXT MEETING: September 23, 2025 at 11:00 AM**
 - **QUORUM CHECK**

Going forward, the Board Members would like iPads, rather than hard copy agendas.

The September 23, 2025 meeting will be canceled.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

Ms. Schofield asked for a KB Homes sign at the corner of West Side Hills Boulevard and West Side Hills Drive to be moved out of the drivers' line of sight. Mr. McConn stated that will be addressed with the vendor as soon as possible.

Ms. Colston asked for additional fiber optic internet options. Mr. McConn stated that more than one vendor is available but vendors must obtain a right-to-use permit from the CDD or the County to install the fiber optic lines in the right-of-way; that is not something the CDD can coordinate. Most lots have a 10' utility easement.

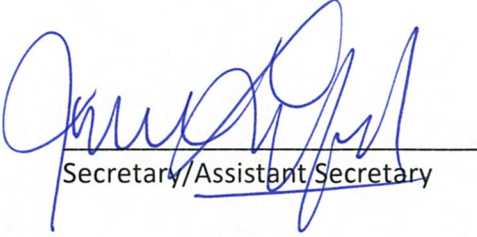
Ms. Colston asked for parking spaces to be added closer to the pool area. Mr. McConn stated that, when residents assume control of the CDD, the new Board can choose to take that action. Ms. Lansford stated that a project like that is not included in the Fiscal Year 2026 budget.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McConn and seconded by Mr. Myers, with all in favor, the meeting adjourned at 11:25 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair