

HARMONY WEST

COMMUNITY DEVELOPMENT

DISTRICT

November 13, 2023

BOARD OF SUPERVISORS

REGULAR

MEETING AGENDA

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Harmony West Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

November 6, 2023

Board of Supervisors
Harmony West Community Development District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

NOTE: Meeting Time

Dear Board Members:

The Board of Supervisors of the Harmony West Community Development District will hold a Regular Meeting on November 13, 2023 at 1:00 p.m., at Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment of Shelley Kaercher to Fill Unexpired Term of Seat 4; *Term Expires November 2024*
 - Administration of Oath of Office to Appointed Supervisor (*the following to be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B: Memorandum of Voting Conflict
4. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
5. Discussion: New CDD Areas and Walking Bridges on Property
6. Ratification of United Land Services Proposal #51889 (Remove and Replace Pallets of St. Aug. Along Main Blvd)

- 7. Update: 2940 Hooded Crane Cove - Completion of Dock
 - 8. Acceptance of Unaudited Financial Statements as of September 30, 2023
 - 9. Approval of August 17, 2023, Public Hearings and Regular Meeting Minutes
 - 10. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Poulos & Bennett, LLC*
 - C. Field Operations Manager: *Association Solutions of Central Florida, Inc.*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*
- NEXT MEETING DATE: December 21, 2023 at 10:30 AM

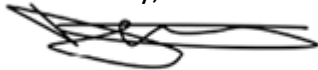
○ QUORUM CHECK

SEAT 1	ROBYN BRONSON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	CHRIS TYREE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	WILLIAM FIFE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	SHELLEY KAERCHER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	ROGER VAN AUKER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 11. Board Members' Comments/Requests
- 12. Public Comment
- 13. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
 District Manager

FOR BOARD MEMBERS & STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT CODE: 528 064 2804

HARMONY WEST

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARMONY WEST COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Harmony West Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

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

SECTION 1. The following is/are appointed as Officer(s) of the District effective November 13, 2023:

_____ is appointed Chair

_____ is appointed Vice Chair

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of November 13, 2023:

John Wiggins Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Daniel Rom is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 13TH DAY OF NOVEMBER, 2023.

ATTEST:

**HARMONY WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

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HARMONY WEST

COMMUNITY DEVELOPMENT DISTRICT

6



Remove and Replace 5 Pallets of St Aug.

Date 8/23/2023
Customer Harmony West CDD | 2300 Glades Road, Suite 410W | Boca Raton, FL 33431
Property Harmony West CDD | Botanic Blvd & Adler Rd | St Cloud, FL 34773
PO #

Remove and Replace 5 pallets of St. Aug. along the main BLVD

Default Group

Property Improvements

Table with 5 columns: Items, Quantity, Unit, Price/Unit, Price. Rows include Demo / Site Prep, Labor - Landscaping, St Augustine Sod (Pallet), and Debris Removal.

Property Improvements: \$2,165.64

PROJECT TOTAL: \$2,165.64

Terms & Conditions

By [Signature]

Randy Preston

Date 8/23/2023

United Land Services

By [Signature]

Date 8/23/23

Harmony West CDD

HARMONY WEST

COMMUNITY DEVELOPMENT DISTRICT

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From: [Paul Negrón](#)
To: kathleen.myers.15@gmail.com; [Daniel Rom](#)
Cc: [Marc Stehli](#); info@myhoasolution.com
Subject: Re: Harmony West - Myers Recorded Dock Agreement
Date: Wednesday, September 20, 2023 3:16:39 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Hello all,

The dock appears to be within limits of the agreement. Did not see any issues.

If anything else is needed, please let us know.

Thanks.

Paul Negrón
Poulos & Bennett, LLC.

On Sep 19, 2023, at 11:11 AM, Paul Negrón <pnegrón@poulosandbennett.com> wrote:

*Updated to provide correct email address for whhasociates 😊

From: Paul Negrón
Sent: Tuesday, September 19, 2023 11:08 AM
To: 'kathleen.myers.15@gmail.com' <kathleen.myers.15@gmail.com>
Cc: Marc Stehli (MStehli@poulosandbennett.com) <MStehli@poulosandbennett.com>; 'romd@whhasociates.com' <romd@whhasociates.com>; 'info@myhoasolution.com' <info@myhoasolution.com>
Subject: RE: Harmony West - Myers Recorded Dock Agreement

Hello Kathleen,

I'm working with our Engineering team on this and can accommodate this review on-site at 3pm.

Let us know if you need anything further,

Thanks.

Paul J. Negrón
<[image001.png](#)>

2602 E. Livingston St.
Orlando, FL 32803
Office: 407.487.2594
Cell: 407.405.7996
Fax: 407.289.5280
www.poulosandbennett.com

<image002.jpg>
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[Connect with us on LinkedIn](#)

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From: Kathleen Myers [<mailto:kathleen.myers.15@gmail.com>]

Sent: Tuesday, September 19, 2023 7:39 AM

To: info myhoasolution.com <info@myhoasolution.com>

Cc: Daniel Rom <romd@whhassociates.com>; Marc Stehli
<MStehli@poulosandbennett.com>

Subject: Re: Harmony West - Myers Recorded Dock Agreement

Morning all,

I just returned to town myself and also have quite a full schedule. But I could make the Wednesday/tomorrow between 3-4pm work if that's still available?

Next week I have a conference that I think would preclude me from the other dates.

-Kathy

Sent from my iPhone

On Sep 18, 2023, at 4:04 PM, info myhoasolution.com
<info@myhoasolution.com> wrote:

Hi Marc and Kathy,

I am sorry I am struggling at the moment for time (So many meetings booked) I could do Wednesday afternoon between 3 pm. and 4 p.m., otherwise it has to be next week 26th or 27th anything up til 2 p.m. then meetings after that time

Mark

Please note Our Office Hours are Changing, as of August 14th, 2023, our New Hours will be Monday through Friday 8 a.m. to 4 p.m.

<image002.png>

From: Daniel Rom <romd@whhassociates.com>

Sent: Friday, September 15, 2023 5:18 PM

To: Marc Stehli <MStehli@poulosandbennett.com>; info myhoasolution.com <info@myhoasolution.com>

Cc: Kathy Myers <kathleen.myers.15@gmail.com>

Subject: RE: Harmony West - Myers Recorded Dock Agreement

Thank you, Kathy. Marc and Mark – can you please set a date/time to inspect the dock to ensure it complies with the agreement? Kathy requested she be present during the inspection just to ensure any questions can be answered.

P.S. Marc - Kathy is very nice and professional, otherwise I wouldn't have copied her on this email. :)

Thanks,

Daniel Rom
District Manager
Wrathell, Hunt and Associates, LLC
Phone: 561.571.0010
Toll Free: 877.276.0889
Fax: 561.571.0013
Cell: 561.909.7930
E-Mail: romd@whhassociates.com

Mailing Address (for all payments sent via US Mail):
P.O. Box 810036
Boca Raton, FL 33481

Physical Address (for all payments sent via express services):

2300 Glades Road, Suite 410W
Boca Raton, FL 33431

From: Kathy Myers <kathleen.myers.15@gmail.com>
Sent: Wednesday, September 13, 2023 8:58 PM
To: Daniel Rom <romd@whhassociates.com>
Subject: Re: Harmony West - Myers Recorded Dock Agreement

Thank you so much for sending me my copy of the recorded document(s).

I'm happy to report that the dock is now complete and I'd like to schedule a Final Dock Inspection with whomever from the CDD is responsible for that.

The address is:

2940 Hooded Crane Cove
St. Cloud FL 34773

I would ask that they schedule a time for the inspection as we would like to be present for the inspection. We'll make ourselves available to his/her schedule.

Thanks again for your partnership in helping to get this to be 'reality'. I absolutely love it!!

--Kathy
540-533-2450

On Fri, Aug 25, 2023 at 3:27 PM Daniel Rom <romd@whhassociates.com> wrote:

Hi Kathy,

Attached please find a recorded copy of the Dock Agreement. At the bottom of each page is a note of the record. Please let me know of any questions. Have fun with the dock!

Thanks,

Daniel Rom
District Manager
Wrathell, Hunt and Associates, LLC
Phone: 561.571.0010
Toll Free: 877.276.0889

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2023**

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	General Fund	Debt Service Fund Series 2018	Debt Service Fund Series 2023	Capital Projects Fund Series 2018	Capital Projects Fund Series 2023	Total Governmental Funds
ASSETS						
Cash	\$ 432,688	\$ -	\$ -	\$ -	\$ -	\$ 432,688
Investments						
Revenue	-	369,339	89,815	-	-	459,154
Reserve	-	430,094	56,873	-	-	486,967
Capitalized interest	-	4	1,058	-	-	1,062
Construction	-	-	-	7	-	7
Cost of issuance	-	7	1,682	-	-	1,689
Utility deposit	9,105	-	-	-	-	9,105
Total assets	<u>\$ 441,793</u>	<u>\$ 799,444</u>	<u>\$ 149,428</u>	<u>\$ 7</u>	<u>\$ -</u>	<u>\$ 1,390,672</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable on-site	\$ 14,562	\$ -	\$ -	\$ -	\$ -	\$ 14,562
Accounts payable off-site	1,704	-	-	-	-	1,704
Due to Developer	-	-	20,049	-	-	20,049
Due to other	-	4,246	-	-	-	4,246
Landowner advance	3,300	-	-	-	-	3,300
Total liabilities	<u>19,566</u>	<u>4,246</u>	<u>20,049</u>	<u>-</u>	<u>-</u>	<u>43,861</u>
Fund balances:						
Restricted						
Debt service	-	795,198	129,379	-	-	924,577
Capital projects	-	-	-	7	-	7
Committed						
Playground	6,000	-	-	-	-	6,000
Sign and wall	4,000	-	-	-	-	4,000
3 months working capital	147,445	-	-	-	-	147,445
Unassigned	264,782	-	-	-	-	264,782
Total fund balances	<u>422,227</u>	<u>795,198</u>	<u>129,379</u>	<u>7</u>	<u>-</u>	<u>1,346,811</u>
Total liabilities and fund balances	<u>\$ 441,793</u>	<u>\$ 799,444</u>	<u>\$ 149,428</u>	<u>\$ 7</u>	<u>\$ -</u>	<u>\$ 1,390,672</u>

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 517,620	\$ 516,556	100%
Assessment levy: off-roll	-	272,210	272,210	100%
Interest and miscellaneous	-	500	-	N/A
Buck Lake mgmt & consulting cost-share	-	4,200	2,175	193%
Buck Lake maintenance cost-share	-	-	7,200	0%
Total revenues	<u>-</u>	<u>794,530</u>	<u>798,141</u>	100%
EXPENDITURES				
Professional & administrative				
Management fees	4,000	48,000	48,000	100%
Legal - general counsel	2,612	15,359	25,000	61%
Engineering	49	3,275	10,000	33%
Engineering-stormwater analysis	-	60	-	N/A
Audit	-	5,340	11,350	47%
Arbitrage rebate calculation	-	500	750	67%
Dissemination fee	167	2,000	2,000	100%
Trustee	-	4,246	10,500	40%
Telephone	17	200	200	100%
Postage	9	1,202	500	240%
Printing & binding	42	500	500	100%
Legal advertising	-	2,927	1,200	244%
Annual district filing fee	-	175	175	100%
Insurance	-	6,863	7,661	90%
Website				
Hosting & maintenance	-	705	705	100%
ADA compliance	-	210	210	100%
Total professional & administrative	<u>6,896</u>	<u>91,562</u>	<u>119,501</u>	77%

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Field operations and maintenance				
Field operations manager	500	6,000	6,000	100%
Field operations accounting	146	1,750	1,750	100%
Landscaping contract labor	45,174	173,761	310,000	56%
Landscaping consultant	-	-	12,000	0%
Insurance: property	-	5,098	5,630	91%
Porter services - dog park	410	4,900	4,920	100%
Playground ADA mulch	-	-	4,000	0%
Backflow prevention test	-	-	150	0%
Irrigation maintenance / repair	893	9,807	7,000	140%
Plants, shrubs & mulch	913	2,435	23,000	11%
Annuals	-	12,800	44,000	29%
Tree trimming	-	4,825	15,000	32%
Signage	-	-	2,500	0%
Pest control	-	1,656	-	N/A
Fertilization	-	3,850	-	N/A
General maintenance	-	8,455	5,500	154%
Fountain maintenance	-	1,920	2,000	96%
Fence / wall repair	-	-	4,000	0%
Aquatic control - waterway	4,000	22,270	27,300	82%
Wetland monitoring & maintenance	500	4,387	6,000	73%
Buck lake mgmt & consulting cost-share	-	290	3,300	9%
Buck lake maintenance cost-share	1,200	9,600	14,400	67%
Electric:				
Irrigation	4,184	26,650	27,000	99%
Street lights	6,929	42,040	28,000	150%
Entrance signs	211	1,334	3,000	44%
Palm tree lights	-	-	5,000	0%
Fountain electricity	8,795	45,568	12,000	380%
Electric other	-	580	-	N/A
Water irrigation	498	7,227	35,000	21%
Canal clean out	-	39,150	-	N/A
Walking trails clean out	-	4,606	-	N/A
Total field operations and maintenance	<u>74,353</u>	<u>440,959</u>	<u>608,450</u>	72%
Other fees & charges				
Property appraiser	-	328	83	395%
Tax collector	-	10,346	10,762	96%
Total other fees & charges	<u>-</u>	<u>10,674</u>	<u>10,845</u>	98%
Total expenditures	<u>81,249</u>	<u>543,195</u>	<u>738,796</u>	74%
Excess/(deficiency) of revenues over/(under) expenditures	(81,249)	251,335	59,345	
Fund balances - beginning	503,476	170,892	110,328	
Fund balances - ending				
Playground	6,000	6,000	6,000	
Sign and wall	4,000	4,000	4,000	
3 months working capital	147,445	147,445	147,445	

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2023

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Unassigned	264,782	264,782	12,228	
Fund balances - ending	<u>\$ 422,227</u>	<u>\$ 422,227</u>	<u>\$ 169,673</u>	

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 546,784	\$ 545,854	100%
Interest	3,319	29,968	-	N/A
Total revenues	<u>3,319</u>	<u>576,752</u>	<u>545,854</u>	106%
EXPENDITURES				
Debt service				
Principal	-	135,000	135,000	100%
Interest	-	395,791	395,791	100%
Tax collector	-	-	11,372	0%
Total debt service	<u>-</u>	<u>530,791</u>	<u>542,163</u>	98%
Other fees & charges				
Tax collector	-	10,929	-	N/A
Total other fees and charges	<u>-</u>	<u>10,929</u>	<u>-</u>	N/A
Total expenditures	<u>-</u>	<u>541,720</u>	<u>542,163</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	3,319	35,032	3,691	
Fund balances - beginning	791,879	760,166	665,482	
Fund balances - ending	<u>\$ 795,198</u>	<u>\$ 795,198</u>	<u>\$ 669,173</u>	

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES		
Lot closings	\$ -	\$ 86,634
Interest	860	4,272
Total revenues	<u>860</u>	<u>90,906</u>
EXPENDITURES		
Debt service		
Interest	-	30,322
Cost of issuance	-	155,378
Total expenditures	<u>-</u>	<u>185,700</u>
Excess/(deficiency) of revenues over/(under) expenditures	860	(94,794)
OTHER FINANCING SOURCES/(USES)		
Transfer out	(56,873)	(56,873)
Receipt of bond proceeds	-	402,236
Original issue discount	-	(33,149)
Underwriter's discount	-	(68,700)
Total other financing sources	<u>(56,873)</u>	<u>243,514</u>
Net change in fund balances	<u>(56,013)</u>	<u>148,720</u>
Fund balances - beginning	185,392	(19,341)
Fund balances - ending	<u>\$ 129,379</u>	<u>\$ 129,379</u>

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2018
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year To Date
REVENUES	\$ -	\$ -
Total revenues	-	-
EXPENDITURES	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	7	7
Fund balances - ending	\$ 7	\$ 7

**HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ -	\$ 123
Total revenues	-	123
EXPENDITURES		
Capital outlay	56,873	3,089,759
Total expenditures	56,873	3,089,759
Excess/(deficiency) of revenues over/(under) expenditures	(56,873)	(3,089,636)
OTHER FINANCING SOURCES/(USES)		
Transfer in	56,873	56,873
Receipt of bond proceeds	-	3,032,763
Total other financing sources/(uses)	56,873	3,089,636
Net change in fund balances	-	-
Fund balances - beginning	-	-
Fund balances - ending	\$ -	\$ -

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT
MINUTES OF MEETING
HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Harmony West Community Development District held Public Hearings and a Regular Meeting on August 17, 2023 at 10:30 a.m., at Johnston’s Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744.

Present were:

Chris Tyree (via telephone)	Chair
Bill Fife	Vice Chair
Robyn Bronson	Assistant Secretary
Roger Van Auker	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Ashley Ligas (via telephone)	District Counsel
Katie Ibarra (via telephone)	Kutak Rock LLP
Mark Hills	Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:48 a.m. Supervisors Fife, Bronson and Van Auker were present. Supervisor Tyree attended via telephone. Supervisor Wiggins was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Supervisor John Wiggins [SEAT 4]

On MOTION by Mr. Fife and seconded by Ms. Bronson, with all in favor, the resignation of Mr. John Wiggins, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2024

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- **Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - B. Membership, Obligations and Responsibilities**
 - C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
 - D. Form 8B – Memorandum of Voting Conflict**

These items were deferred.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-14, Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2023-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom stated that the proposed Fiscal Year 2024 budget includes the changes to the “signage” line items from the last meeting.

On MOTION by Ms. Bronson and seconded by Mr. Fife, with all in favor, the Public Hearing was opened.

No members of the public or affected property owners spoke.

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On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, Resolution 2023-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Consideration of Resolution 2023-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Ms. Bronson and seconded by Mr. Fife, with all in favor, the Public Hearing was opened.

No members of the public or affected property owners spoke.

On MOTION by Mr. Fife and seconded by Mr. Van Auker, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, Resolution 2023-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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EIGHTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2022, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Rom presented the Audited Financial Statements for the Fiscal Year Ended September 30, 2022. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a “clean opinion”.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-15, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2022

On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor, Resolution 2023-15, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2022, was adopted.

TENTH ORDER OF BUSINESS

Ratification of Tract Conveyances

Ms. Ligas presented Quit Claim Deeds for Phases 1C-2, 1C-1, 1D and 1B related to the 2018 bonds. They are open space tracts and stormwater ponds from the phase of the CDD that was not previously conveyed to the CDD. Mr. Fife stated that they are areas that were not deeded over from the previous developer.

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, the Quit Claim Deeds for Phases 1C-2, 1C-1, 1D and 1B, were ratified.

ELEVENTH ORDER OF BUSINESS

Update: Letter to SFWMD Regarding Application No. 230612-39022, Modifying Permit #49-107702 [Villages at Harmony Phases 2E and 2F Property Review]

Mr. Rom stated this is the same letter as the one submitted to the South Florida Water Management District (SFWMD) for the initial phases; it is required each time a new phase starts. The SFWMD approved the letter and Resolution 2023-13 of the CDD’s intent to own and operate the stormwater system that is the subject of the application.

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162 **TWELFTH ORDER OF BUSINESS**

163 **Consideration of Resolution 2023-13,**
164 **Restating Resolution 2021-05, and**
165 **Confirming the District’s Intent to Accept**
166 **Responsibility for the Perpetual Operation,**
167 **Maintenance, and Funding of the**
168 **Stormwater Management System;**
169 **Addressing Conflicts and Providing an**
170 **Effective Date**

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172 **On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor,**
173 **Resolution 2023-13, Restating Resolution 2021-05, and Confirming the**
174 **District’s Intent to Accept Responsibility for the Perpetual Operation,**
175 **Maintenance, and Funding of the Stormwater Management System;**
176 **Addressing Conflicts and Providing an Effective Date, was adopted.**

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179 **THIRTEENTH ORDER OF BUSINESS**

180 **Consideration of Trail Maintenance**
181 **Agreement Between Harmony West CDD**
182 **and the Harmony Residential**
183 **Homeowners Association**

184

185 Mr. Fife stated that the HOA has been maintaining the trails for some time but the HOA
186 realized that the CDD owns them and is requesting this Maintenance Agreement. The Board
187 discussed the Agreement and opined that no one from Harmony West CDD can benefit from
188 the trail since they cannot access it without entering Harmony.

189 This item was tabled.

190

191 **FOURTEENTH ORDER OF BUSINESS**

192 **Discussion: Fishing in CDD Ponds**

193

194 Mr. Rom stated a resident observed people fishing in the CDD stormwater ponds. He
195 asked if the Board wants to implement a fishing policy. Mr. Tyree’s opinion is “to let them fish,
196 as long as there are no boating vessels”. Regarding signage, Mr. Hills stated that wildlife signs
197 are posted at every pond in Phase 1. Phase 2 has not yet been conveyed to the CDD.

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199 **FIFTEENTH ORDER OF BUSINESS**

200 **Ratification of United Land Services**
201 **Proposals/Agreements**

202

203 **A. Proposal #35222 for Storm Damaged Trees**

204

205 **B. Proposal #38160 for Irrigation Repairs**

202 C. Amendment to Landscape & Irrigation Services Agreement

203 Asked if the projects in Items 15A and 15B were completed, Mr. Rom replied
204 affirmatively. The amounts were within the District Manager’s and Chair’s spending threshold.

205

206 **On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor,**
207 **United Land Services Proposal #35222 for Storm Damaged Trees, Proposal**
208 **#38160 for Irrigation Repairs and the Amendment to Landscape & Irrigation**
209 **Services Agreement, were ratified.**

210

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212 Mr. Fife suggested increasing the Chair and Staff’s spending threshold to avoid delays.

213

214 **On MOTION by Mr. Fife and seconded by Ms. Bronson, with all in favor,**
215 **amending the existing Resolution to increase the Chair’s spending threshold to**
216 **\$10,000 for expenditures outside of a CDD meeting, was approved.**

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219 **SIXTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
220 Statements as of June 30, 2023**

221

222 Mr. Rom stated he is working with Accounting to research the payment from Harmony
223 West to the CDD and recode certain items to the correct budget line item.

224

225 **On MOTION by Mr. Fife and seconded by Ms. Bronson, with all in favor, the**
226 **Unaudited Financial Statements as of June 30, 2023, were accepted.**

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229 **SEVENTEENTH ORDER OF BUSINESS**

**Approval of May 18, 2023 Regular Meeting
230 Minutes**

231

232 **On MOTION by Ms. Bronson and seconded by Mr. Van Auker, with all in favor,**
233 **the May 18, 2023 Regular Meeting Minutes, as presented, were approved.**

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236 **EIGHTEENTH ORDER OF BUSINESS**

Staff Reports

237

238 **A. District Counsel: Kutak Rock LLP**

239 Ms. Ligas stated that all Phase 2A utilities were turned over to the Toho Water
240 Authority. Mr. Tyree stated that Ms. Ligas and Mr. Hills should expect a call from Alex to
241 commence transfer of the Phase 2B improvements to the CDD. Mr. Rom noted that the Orlando

242 Utility Commission (OUC) received the Street Lighting Agreements from Alex to transfer to the
243 CDD; the approval process takes about five months.

244 **B. District Engineer: Poulos & Bennett, LLC**

245 There was no report.

246 **C. Field Operations Manager: Association Solutions of Central Florida, Inc.**

247 Mr. Hills stated the landscapers are on site today to address the last remaining
248 deficiencies from July’s walkthrough.

249 Asked when will the mulch be laid at the Americans with Disabilities Act (ADA)-
250 playground, Mr. Hills stated October or November after the rainy season. Mr. Hills was advised
251 to purchase it in Fiscal Year 2023, with the intention of installing it at the end of October.

252 Mr. Rom stated that a resident asked why water was being pumped from one of the
253 ponds in the new phase, which left the water level very low. Mr. Tyree stated that stormwater
254 repairs in Phases 2A and 2B were being done for Osceola County.

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

- 256 • **NEXT MEETING DATE: September 21, 2023 at 10:30 A.M.**

- 257 ○ **QUORUM CHECK**

258 The next meeting will be September 21, 2023, unless cancelled.

259

260 **NINETEENTH ORDER OF BUSINESS** **Board Members’ Comments/Requests**

261

262 There were no Board Members’ comments or requests.

263

264 **TWENTIETH ORDER OF BUSINESS** **Public Comment**

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266 No members of the public spoke.

267

268 **TWENTY-FIRST ORDER OF BUSINESS** **Adjournment**

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271 **On MOTION by Mr. Fife and seconded by Ms. Bronson, with all in favor, the**
272 **meeting adjourned at 11:15 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

HARMONY WEST
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

HARMONY WEST COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 19, 2023 CANCELED	Regular Meeting	10:30 AM
November 13, 2023	Regular Meeting	1:00 PM
November 16, 2023 <i>Rescheduled to November 13, 2023</i>	Regular Meeting	10:30 AM
December 21, 2023	Regular Meeting	10:30 AM
January 18, 2024	Regular Meeting	10:30 AM
February 15, 2024	Regular Meeting	10:30 AM
March 21, 2024	Buck Lake Committee Meeting	10:00 AM
March 21, 2024	Regular Meeting	10:30 AM
April 18, 2024	Regular Meeting	10:30 AM
May 16, 2024	Regular Meeting	10:30 AM
June 20, 2024	Regular Meeting	10:30 AM
July 18, 2024	Regular Meeting	10:30 AM
August 15, 2024	Regular Meeting	10:30 AM
September 19, 2024	Regular Meeting	10:30 AM