

**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 October 10, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950.

**Present were:**

Candice Bain	Chair
Jim Manners	Assistant Secretary
Christian Cotter	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jere Earlywine	District Counsel
Matt Morris (via telephone)	District Engineer
Jillian Nehus	Evergreen Field Operations Management
Gay Stutzman	Resident
Morgan Densley	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:30 p.m. Supervisors Cotter, Manners and Bain were present. Supervisors Martin and Meath were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Greg Meath's Notice of Intent to Decline Appointment to Board Seat [Seat 1]**

Ms. Suit presented Mr. Greg Meath's Notice of Intent to decline the appointment to Board Seat 1.

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, Mr. Greg Meath’s Notice of Intent to Decline Appointment to Board Seat 1, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2024**

- **Administration of Oath of Office to Appointed Supervisor (the following will 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**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of a Rule Regarding Use of District Property and Trespass Enforcement, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Public Hearing was opened.**

- A. **Affidavits of Publication**
- B. **Consideration of Resolution 2024-02, Adopting a Rule Regarding Use of District Property; Providing Trespass Enforcement Authority; Authorizing the Issuance of a Letter Regarding the Same; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2024-02 and the Rules Regarding Use of District Property and Trespass Enforcement.

Mr. Earlywine stated the Rules prohibit fishing, boating and swimming in the stormwater ponds and conservation areas. The Rule provides trespass authority, allows Staff to send a Trespass Notice to the Sheriff and provides for fines up to \$1,000.

A member of the public asked if signs will be posted.

Mr. Earlywine discussed the need to post signs.

Ms. Nehus will obtain quotes for signs.

A member of the public stated she observed nonresidents canoeing in the ponds and, when confronted, they are defiant. She thinks signage would help residents, in this regard.

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, Resolution 2024-02, Adopting a Rule Regarding Use of District Property; Providing Trespass Enforcement Authority; Authorizing the Issuance of a Letter Regarding the Same; Providing a Severability Clause; and Providing an Effective Date, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules for Parking and Parking Enforcement, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Public Hearing was opened.**

**A. Affidavits of Publication**

**B. Consideration of Resolution 2024-03, Adopting Policies Relating to Overnight Parking and Parking Enforcement and Providing for Severability and an Effective Date**

Ms. Suit presented Resolution 2024-03. She noted that the enclosed Rules include revisions discussed with Ms. Bain at a previous Public Hearing.

Mr. Earlywine stated the Rules allow parking during the day and prohibit parking at night and in common areas. The Rules provide for fines of up to \$1,000 per day as well as towing, which can be initiated by residents notifying a staff member.

Mr. Earlywine will send verbiage to Ms. Nehus. The procedures might be refined further.

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, Resolution 2024-03, Adopting Policies Relating to Overnight Parking and Parking Enforcement, in substantial form, and Providing for Severability and an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Discussion: Location(s) for Fiscal Year 2024 Meetings**

**• Consideration of Resolution 2024-04, Adopting the Annual Meeting Schedule for Fiscal Year 2023/2024 and Providing for an Effective Date**

Ms. Suit stated the Centennial Park Recreation Center does not have availability for CDD meetings on all the dates needed, including the dates on which the proposed Fiscal Year 2025 budget will be discussed and the date set for the budget Public Hearing. On those dates when the Recreation Center is not available, meetings will be held at the current location.

As specified on the Fiscal Year 2024 Meeting Schedule, the November 14, 2023; January 9, 2024; May 14, 2024; June 11, 2024; July 9, 2024; August 13, 2024 and September 10, 2024 meetings will be held at the Punta Gorda Charlotte Library and the December 12, 2023; February 13, 2024; March 12, 2024; and April 9, 2024 meetings will be held at the Centennial Park Recreation Center.

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, Resolution 2024-04, Adopting the Annual Meeting Schedule for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Ratification Items**

Ms. Suit presented the following:

**A. Quit Claim Deed (KL JAX WP LLC)**

Mr. Earlywine stated this Quit Claim Deed applies to leftover roadway, etc.

**B. Holland Enterprises Estimate 48447 (Front Entry Monument Repair)**

Ms. Suit stated Ms. Nehus filed a police report for the suspected damage to the front entry monument; unfortunately, the person responsible was not located. The cost to repair the damage is \$2,500, which is the deductible amount, so the CDD is effectively funding the repairs.

**C. Rostan Invoice 7638 (TO-01: DR-4673 Grants Management)**

Ms. Suit stated this is the last invoice related to the hurricane expenses. The \$2,557.50 will be paid out of the Special Revenue Fund (SRF).

**D. Irrigation Technical Services (Hoover Filter Cleaning)**

Ms. Suit noted that the pump station filter cleaning will cost \$3,074.70.

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, the Quit Claim Deed; Holland America Estimate 48447 in the amount of \$2,500; Rostan Invoice #7638 in the amount of \$2,557.50 and the Irrigation Technical Services pump station filter cleaning in the amount of \$3,074.70, were ratified.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2023**

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Unaudited Financial Statements as of August 31, 2023, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of August 8, 2023 Public Hearings and Regular Meeting Minutes**

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, the August 8, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

## TWELFTH ORDER OF BUSINESS

## Staff Reports

### A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated current projects are progressing. The only open item is the Forestar area.

### B. District Engineer: Morris Engineering and Consulting, LLC

There was no report.

### C. Field Operations: Evergreen Lifestyles Management, LLC

Ms. Nehus reported the following:

- She has been working with Florida Power & Light (FPL) to have the tilted streetlights repaired along Westport Boulevard, Southport Boulevard and Centennial. A crew adjusted 22 lights and replaced damaged bells, where necessary. Another crew will straighten poles leaning more than five degrees; large equipment is involved.
- 39 of the solar lights throughout the community were out. Last week, a crew replaced missing parts and performed a reprogramming. A crew member showed her how to utilize an app to ascertain when any lights have issues.
- Cameras attached to palm trees at The Landings were removed and returned to the Charlotte County Police Department.
- The common area landscaping was reviewed; work will begin on October 17, 2023.
- A Police Report was filed for the entry sign damage. It is currently being repaired and one beam remains to be installed.
- All CDD invoices are approved and submitted.
- The ponds look much better since being treated.
- The entry monuments need attention, as the white paint is chipping. Ms. Bain asked Ms. Nehus to request proposals so that costs are known.

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

- **NEXT MEETING DATE: November 14, 2023 at 12:30 PM**

- **QUORUM CHECK**

The November 14, 2023 meeting was cancelled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Member comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

A resident asked if landscaping will be installed in the common area between The Landings and The Hammocks, as there is a break in the hedge that shields those lots from Centennial Boulevard.

Ms. Nehus stated she will inspect the area on Tuesday.

Resident Morgan Densley expressed support for the dim lighting at the entrances and asked if it will remain as it is. He noted that the fountain and the light at the southern entrance look nice when the fountain is running but it only runs sporadically.

Ms. Nehus will follow up with the technician who assessed the fountain.

A member of the public stated, entering from 776, when turning into Westport, it is dark and there is no light.

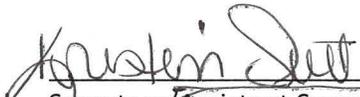
Ms. Nehus stated she will look at the area and discuss it with the technician. She noted the area in question is on the main Boulevard.

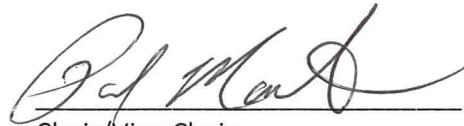
**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Manners and seconded by Mr. Cotter with all in favor, the meeting adjourned at 12:52 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair