

## **MINUTES OF MEETING**

### **WINTER GARDEN VILLAGE AT FOWLER GROVES COMMUNITY DEVELOPMENT DISTRICT SPECIAL BOARD OF SUPERVISORS MEETING**

**Monday, August 18, 2025, at 11:00 a.m.**

**3501 Quadrangle Blvd., Suite 197**

**Orlando, FL 32817**

Board Members present and constituting a quorum:

Carol Nash	Chair
Ron Houck	Assistant Secretary
Doris Houck	Assistant Secretary

Also present:

Jane Gaarlandt	PFM	
Gazmin Kerr	PFM	
Rick Montejano	PFM	
Meredith Hammock	Kilinski Van Wyk	(via phone)
Anna Rios	Kilinski Van Wyk	(via phone)
Jason Mahoney	NV5	(via phone)
Claire Houck	Public	

### **FIRST ORDER OF BUSINESS**

#### **Call to Order and Roll Call to Confirm Quorum**

The meeting of the Winter Garden Village at Fowler Groves Community Development District Board of Supervisors was called to order at 11:00 a.m. Board Members and Staff present are outlined above.

### **SECOND ORDER OF BUSINESS**

#### **Public Comment Period**

There were no public comments.

### **THIRD ORDER OF BUSINESS**

#### **Consideration of Letters of Resignation**

- **Tori Holmes**
  - Consideration of Nomination(s) for Vacant Seat 2 (Term Expires November 2028)
    - Swearing In New Supervisor
- **Laura Ramsay**
  - Consideration of Nomination(s) for Vacant Seat 5 (Term Expires November 2026)

- Swearing In New Supervisor
- Carol Nash
  - Consideration of Nomination(s) for Vacant Seat 1 (Term Expires November 2028)
    - Swearing In New Supervisor

On MOTION by Ms. Nash, seconded by Ms. Doris Houck, with all in favor, the Board accepted the Letter of Resignation from Ms. Holmes.

Ms. Gaarlandt asked if there were any nominations for Seat 2.

On MOTION by Ms. Doris Houck, seconded by Ms. Nash, with all in favor, the Board nominated Ms. Claire Houck to Seat 2.

Ms. Kerr administered the Oath of Office to Ms. Claire Houck.

Ms. Hammock reviewed the Florida Sunshine law including public records and ethics laws for the new Board member. Any questions can be sent to District Counsel or District Management. Ms. Hammock also reviewed the Form 1 requirement due within 30 days.

On MOTION by Ms. Nash, seconded by Ms. Doris Houck, with all in favor, the Board accepted the Letter of Resignation from Ms. Ramsay.

There were no nominations at this time.

On MOTION by Ms. Doris Houck, seconded by Mr. Houck, with all in favor, the Board accepted the Letter of Resignation from Ms. Nash.

There were no nominations at this time.

There was brief discussion regarding pending invoices for the District. It was noted they should be sent to Ms. Doris Houck moving forward.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2025-07, Election of Officers**

Ms. Gaarlandt noted this will update the current slate of Officers. It was noted a Chair will need to be nominated.

The Board nominated Ms. Doris Houck as Chair, Ms. Claire Houck as Vice Chair, and Mr. Houck as Assistant Secretary.

Ms. Gaarlandt reviewed the updated slate of Officers.

On MOTION by Ms. Doris Houck, seconded by Mr. Houck, with all in favor, the Board nominated Ms. Doris Houck as Chair, Ms. Claire Houck as Vice Chair, and all remaining board members as Assistant Secretaries.

On MOTION by Ms. Doris Houck, seconded by Ms. Claire Houck, with all in favor, the Board approved Resolution 2025-07, Election of Officers.

## **FIFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **District Counsel- Update Regarding Pond 1A East Litigation –**

Ms. Hammock gave an update on the litigation with a former vendor. She noted she needs the Chair and Vice Chair's availability in order to schedule mediation. She requested that the Board authorize the Chair or Vice Chair to settle the litigation at mediation.

On MOTION by Ms. Doris Houck, seconded by Mr. Houck, with all in favor, the Board authorized the Chair or Vice Chair to settle the litigation at mediation.

Ms. Gaarlandt will follow up with the dates once received.

**District Engineer –** No report.

**District Manager –** Ms. Gaarlandt noted she will email new board member information to Ms. Claire Houck. She reviewed the W-9 and Form 1 requirements. She noted there is a District provided email for Board members.

Ms. Gaarlandt provided an overview of the Board's Agenda packet for the new Board member. She also noted new calendar meeting invites will be sent out.

**Field Services Report –** The Board reviewed the Field Services Report.


## **SIXTH ORDER OF BUSINESS**

### **Audience Comments and Supervisors Requests, Adjourn**

There was no further business to discuss.

Ms. Gaarlandt called for a motion to adjourn.

On MOTION by Ms. Doris Houck, seconded by Mr. Houck, with all in favor, the Special Board of Supervisors' Meeting of the Winter Garden Village at Fowler Groves CDD was adjourned at 11:21 a.m.

  
Secretary/Assistant Secretary

  
Chair/Vice-Chair