

## **MINUTES OF MEETING**

### **WINTER GARDEN VILLAGE AT FOWLER GROVES COMMUNITY DEVELOPMENT DISTRICT**

### **SPECIAL BOARD OF SUPERVISORS MEETING**

**Monday, October 6, 2025, at 10:00 a.m.**

**3501 Quadrangle Blvd., Suite 197**

**Orlando, FL 32817**

Board Members present and constituting a quorum:

Doris Houck	Chair
Jeff Calvert	Vice Chair
Ron Houck	Assistant Secretary

Also present:

Jane Gaarlandt	PFM
Gazmin Kerr	PFM
Meredith Hammock	Kilinski Van Wyk (via phone)
Chris Loy	Kilinski Van Wyk (via phone)
Lisa Aleu	TRIAD

### **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 10:04 a.m. Board Members and Staff present are outlined above.

### **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

There were no members of the public present.

### **THIRD ORDER OF BUSINESS**

### **Consideration of Nomination(s) for Vacant Seat 2 (Term Expires November 2028)**

- Swearing In New Supervisor

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board nominated Mr. Calvert to Seat 2.

Ms. Kerr administered the oath of office to Mr. Calvert.

### **FOURTH ORDER OF BUSINESS**

### **Consideration of Letter of Resignation from Claire Houck**

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

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2026-01, Election of Officers**

Ms. Kerr stated this resolution adds the new Supervisor, Mr. Calvert. It was noted a Vice Chair needs to be selected.

Ms. Gaarlandt reviewed the current slate of officers.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board nominated Mr. Calvert as Vice Chair.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board approved Resolution 2026-01, Election of Officers, with Doris Houck as Chair, Jeffrey Calvert as Vice Chair, Jane Gaarlandt as Secretary, Ron Houck and Gazmin Kerr as Assistant Secretaries, Jennifer Glasgow as Treasurer, and Amanda Lane, Rick Montejano, Amy Champagne, and Verona Griffith as Assistant Treasurers.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Minutes of the July 23, 2025, Board of Supervisor's Meeting and the August 18, 2025, Special Board of Supervisor's Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board approved the Minutes of the July 23, 2025, Board of Supervisor's Meeting and the August 18, 2025, Special Board of Supervisor's Meeting.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Memorandum of Section 189.0694, Florida Statutes (FY26 Performance Measures and Standards Reporting)**

Ms. Kerr reviewed the performance measures and standards, and noted they have not changed since the previous fiscal year. These are all items the District completes per statutory requirements. The final report will be posted on the District's website prior to December 1, 2025.

Ms. Hammock gave an overview of the statutes and recommended approval.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board approved the Memorandum of Section 189.0694, Florida Statutes (FY 26 Performance Measures and Standards Reporting), and gave authorization for the Chair to approve the final report.

**EIGHTH ORDER OF BUSINESS****Ratification of Payment Authorization Nos. 250-252**

Ms. Kerr noted these are solely for ratification.

Ms. Gaarlandt noted these are for standard District expenses.

Ms. Houck commented regarding the approval process and noted the digital approval is going smoothly.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board ratified Payment Authorization Nos. 250-2582.

**NINTH ORDER OF BUSINESS****Review of District's Financial Position**

Ms. Kerr noted the financials were as of August 2025.

The Board reviewed the financials.

There was brief discussion regarding the annual audit. Ms. Gaarlandt gave an overview of the process. It was noted the Chair and Vice Chair will review the audit report when received.

There was no action required by the Board.

**TENTH ORDER OF BUSINESS****Staff Reports****District Counsel- Update Regarding Pond 1A East Litigation**

There was brief discussion regarding the pond maintenance litigation.

Ms. Hammock gave an update on the litigation. Mediation has yet to be scheduled by opposing Council. Updates will be provided to the Board.

The annual required Ethics Training is due by December 31.

Ms. Hammock gave an overview of the Florida Sunshine law, public records laws, and ethics for the new Supervisor. Any public records requests can be sent to Ms. Gaarlandt. Information will be sent to Mr. Calvert via email.

**District Engineer – No report.**

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

Ms. Gaarlandt will send Mr. Calvert's contact information to Ms. Hammock.

Ms. Gaarlandt noted the audit report will be brought back for the Board's acceptance once received and reviewed.

It was noted the next meeting, October 22, 2025, will be canceled.

Ms. Gaarlandt noted the Chair or Vice Chair has been authorized to approve the mediation regarding the litigation.

**Field Services Report** – The Board reviewed the Field Services Report. TRIAD noted they have been working to secure vendors to fix the ponds and the pond grates. It was recommended to reach out to Solitude. It was noted this is a specialty project that needs an equipped and experienced vendor.

Ms. Gaarlandt noted the Board previously approved a not to exceed amount of \$15,000.00 to clear out the pipes and grate areas. One proposal has been received for \$13,125.00.

There was brief discussion regarding the safety issues related to the grates.

On MOTION by Ms. Houck, seconded by Mr. Houck, with all in favor, the Board approved the proposal from Dragonfly for Pond Grate cleaning, in the amount of \$13,125.00, subject to other proposals at a lower cost, and authorized the Chair or Vice Chair to execute the proposal.

#### ELEVENTH 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. 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 10:29 a.m.



Secretary/Assistant Secretary



Chair/Vice-Chair