

**The Villages®**  
**Community Development Districts**  
**Clerk**

(352) 751-3939

984 Old Mill Run

The Villages, FL 32162

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Community Development Districts

*Hospitality ~ Stewardship ~ Hard Work ~ Innovation & Creativity*

[www.DistrictGov.org](http://www.DistrictGov.org)

# District Clerk Functions

Much like a municipality, the District Clerk provides a necessary function of the government process for the fifteen plus Boards and Committees within the Village Community Development Districts (VCDD).

Residential Districts:

- Numbered Districts 1-15

Non-Age Restricted Districts:

- Coleman Ridge and Middleton-A

Commercial Districts:

- Village Center Community Development District - Village of Spanish Springs, Spanish Springs Town Square
- Sumter Landing Community Development District - Lake Sumter Landing, Market Square
- Brownwood Community Development District - Paddock Square

Utility Dependent Districts:

- North Sumter County Utility Dependent District
- Wildwood Utility Dependent District

# District Clerk Functions

Committees:

- Amenity Authority Committee
- Project Wide Advisory Committee
- Investment Advisory Committee

The District Clerk's Office is located at 984 Old Mill Run in Lake Sumter Landing.

# District Clerk Functions

The District Clerk is responsible for:

- Proper notification of all public meetings.
- Preparation of electronic agenda packages.
- Recording and transcription of meeting minutes.
- Archival of associated documentation for all publicly noticed meetings and workshops per Florida State Statutes.
- The District Clerk responds to all public records requests.
- Overseeing the Landowner Elections which are held for the purpose of electing Supervisors to the numbered District Boards prior to the transition to the qualified election process.

# Board Meeting Schedule:

## Second Monday of the Month – SeaBreeze Regional Recreation Center

Project Wide Advisory Committee: 8:30 a.m.  
Sumter Landing Community Development District 1:30 p.m.  
North Sumter County Utility Dependent District 3:00 p.m.

## Wednesday before the Second Friday of the Month – Savannah Regional Recreation Center

Amenity Authority Committee 9:00 a.m.  
Village Center Community Development District 3:30 p.m.

## Thursday before the Second Friday of the Month – Everglades Regional Recreation Center

Wildwood Utility Dependent District 8:00 a.m.  
District 12 9:30 a.m.  
District 13 11:00 a.m.  
District 14 1:30 p.m.  
District 15 2:30 p.m.



# Board Meeting Schedule (cont.)

## Second Friday of the Month – Savannah Regional Recreation Center

District 1	8:00 a.m.	District 2	9:30 a.m.
District 3	11:00 a.m.	District 4	1:30 p.m.

## Thursday before the Third Friday – SeaBreeze Regional Recreation Center

District 7	8:00 a.m.	District 11	10:00 a.m.
District 9	1:30 p.m.	District 10	3:00 p.m.

## Third Friday of the Month – SeaBreeze Regional Recreation Center

District 5	8:00 a.m.	District 6	9:30 a.m.
District 8	11:30 a.m.		

## Third Friday of the Month – Everglades Regional Recreation Center

Eastport	8:00 a.m.	Middleton-A	10:00 a.m.
Middleton Downton	9:00 a.m.	Coleman Ridge	11:00 a.m.

# GOVERNED BY BOARD OF SUPERVISORS

- ✓ Supervisors are State of Florida elected officials and are subject to state laws that all elected officials must adhere to such as ethics, financial disclosure, public records, etc.
- ✓ Meet during regular monthly meetings and hold workshops as necessary to discuss budgets and policies as they relate to their individual District responsibilities.
- ✓ Meetings are advertised and agendas are included on the [www.districtgov.org](http://www.districtgov.org) web site one week prior to the meeting.
- ✓ Summary Minutes are prepared for the Boards'/Committees' approval.
- ✓ Set Policies, Adopt Budgets, Approve Contracts, Address Resident Issues/Concerns.
- ✓ Supervisors may choose to be paid \$200 a meeting up to a maximum of \$4800 per year.

# Landowner Elections

Florida Statute 190.006 provides that following the establishment of a District Landowners must be elected to the Board to serve until the District has the ability to transition to a qualified process.

After the 6<sup>th</sup> year or 10<sup>th</sup> year, once the District reaches 250 or 500 qualified electors, respectively the transition begins and two of the three seats become qualified.

Once the transition process has been completed, the numbered Districts will continue to elect their Board of Supervisors on the General Election ballot through the Supervisor of Elections.



# LANDOWNER vs. QUALIFIED ELECTIONS

- ◆ Each District is governed by a Board which is either elected by a Landowner or Qualified (Registered Voter) Election.
- ◆ **Voting in a Landowner Election** – Not required to be a registered voter within the State of Florida, but must be a landowner to vote. A Landowner Election is separate from the general election. A Landowner Election allows one vote per acre or part (parcel) thereof.
- ◆ **Voting in a Qualified Election** – Required to be be a registered voter in the State of Florida. If there is a contested race for a Seat on the Board of Supervisors, the election will be included on the General Election ballot. All registered voters are entitled to one vote.



# HOW ARE THE COMMUNITY DEVELOPMENT DISTRICTS 1-14 GOVERNED?

- ◆ Landowner Election Initially
- ◆ 5 Supervisors in each District
- ◆ After 6 years and 250 registered voters residing in the Districts, elections become qualified elector elections.
  - ◆ Districts 1-10, 12: All Qualified Electors
  - ◆ District 11: 4 Qualified Electors, 1 Landowner Electors (fully transition in 2024) – All residents of District 11
  - ◆ District 13: 5 Landowner Electors (begin transition in 2024 after 6 years and 250 qualified electors) – Three residents of District 13 sit on the Board.
  - ◆ District 14: 5 Landowner Electors (begin transition in 2027 after 6 years and 250 qualified electors)
  - ◆ District 15: 5 Landowner Electors (begin transition in 2028 after 6 years and 250 qualified electors)

A Management Services Agreement between each of the Districts and the Village Center Community Development District have been entered into to provide the necessary management and finance services to each of the Districts by VCCDD employees.

- ◆ Middleton-A and Coleman Ridge CDDs, which are non-age restricted CDDs, have also entered into Management Services Agreement with the VCCDD.

# Sunshine Law

The State of Florida is renowned for putting a high priority on the public's right of access to governmental meetings and records. In fact, the principles of open government or government in the "Sunshine" are not only embodied in Florida Statutes, but also are guaranteed in the state Constitution.

Sunshine Law applies to any gathering or communication between two or more Board members of the same Board to discuss any matter which foreseeably could come before the Board.

# Sunshine Law

Additionally. Board members cannot utilize Staff or another individual to provide information to another Board member. This is referred to as “cross pollination” and is a violation of Sunshine Law.

By law, Staff is not required to report violations of the Sunshine Law; however, the Board’s District Counsel, as an Officer of the Court, is bound by law to report violations of Sunshine Law to the State’s Attorney.

# Sunshine Law

Sunshine Law requires all Board meetings:

1. Must be open to the public.
2. Reasonable notice of meetings must be given.
3. Minutes of the meeting must be taken.

While recording meetings is not a requirement of the State of Florida, the District records all meetings and a copy can be purchased for \$1.00.

# Sunshine Law

Remember: Board Members can be friends and are able to have lunch, golf and attend social gatherings together just as long as they do not discuss any Board business.

# Public Records

The Florida Supreme Court has determined that public records are all materials made or received by a Board in connection with official business.

As soon as a document is received by the District it becomes a public record.

The District Clerk serves as the VCDD's Boards' Custodian for public records.



# Public Records

Any individual can make a public records request and State Law requires the custodian honor the request.

Requests can be made in person, telephone or via e-mail.

State Law provides the District the authority to charge \$.15 per single-sided copy; however, if the nature of the request is extensive, the District may charge a reasonable service charge.

# Conclusion

We appreciate your interest in your District Government and wish to advise you the District Clerk's Office is here to provide a service to the Boards and residents of The Villages and is happy to assist you with any questions you may have.

# Thank you!

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