

WINDWARD  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, August 21, 2019 at 2:00 p.m. in the West Osceola Branch Library, 305 Campus Street, Kissimmee, Florida.

Present and constituting a quorum were:

John Kassik	Chairperson
Jimmy Clark	Vice Chairman
Thomas Franklin	Assistant Secretary
Ellis Roe	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Andrew d'Adesky	District Counsel
David Kelly	District Engineer
William Viasalyers	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Appointment of Individual to Fill Board Vacancy with a Term Ending November 2019**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2019-06 Electing an Assistant Secretary**

These items were deferred.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 15, 2019 Meeting**

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor the minutes of the May 15, 2019 meeting were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2018 Audit Report**

Mr. Showe stated the reports notes that there are no current year findings and we are in compliance with the items they are required to look at statutorily and it is a clean audit.

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the Fiscal Year 2018 audit report was accepted.

**SIXTH ORDER OF BUSINESS**

**Public Hearing**

On MOTION by Mr. Franklin seconded by Mr. Roe with all in favor the public hearing was opened.

**A. Consideration of Resolution 2019-07 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations**

Mr. Showe stated the adopted budget will be attached to Resolution 2019-07 as an exhibit and it is close to what you saw in the proposed budget; the assessment levels remain the same and we included the debt service in accordance with the bonds that were issued.

Mr. Franklin stated a resident sent a note about dead spots all over and that it wasn't being maintained. Is the budget sufficient to do what you want to do?

Mr. Viasalyers stated yes and part of that was due to some issues on TOHO where the water they are sending us has a bunch debris clogging the line and we have been working together to get a filtration system installed to help that situation. We do have money to cover that area and when we get past this issue and get the filter installed, we will take care of it.

There being no members of the public present the Board took the following action.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor Resolution 2019-07 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations, was approved.

**B. Consideration of Resolution 2019-08 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Showe stated this resolution is the mechanism that actually levies the assessments on the tax bill. Attached to Resolution 2019-08 will be the adopted budget as well as the assessment roll.

There being no members of the public present the Board took the following action.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor Resolution 2019-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the public hearing was closed.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2020 Deficit Funding Agreement**

Mr. Showe stated the next item is a deficit funding agreement with the developer in the event the budget isn't sufficient to cover any costs. It is the same agreement we have had for the last two years.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor the Fiscal Year 2020 Deficit Funding Agreement with K. Hovnanian at Mystic Dunes, LLC, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. d'Adesky stated something I have been working on for all of our Districts is an addendum to the District Management Agreement. There have been some updates in the law regarding the privacy information that is required. Essentially, certain individuals are exempt from public records disclosure, also first responders, victims of certain crimes and their information is

confidential. When that is transferred to the District the manager has to be able to keep that confidential so we will have to do an addendum to add that in.

**B. Engineer**

Mr. Kelly stated asphalt is now going down on all the phases that are under construction, 2A, 2B and 2C. Home construction is continuing in 2A and the majority of lots in there are under construction. Retaining walls are complete and the water clearance was obtained on August 1<sup>st</sup> and the wastewater clearance is still at TOHO for Phase 2B and C.

**D. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Kassik seconded by Mr. Clark with all in favor the check register was approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**iii. Approval of Fiscal Year 2020 Meeting Schedule**

Mr. Showe stated we used the same schedule that we currently have, once a month at 2:00 p.m. in this location. We cancel when there is no business for the Board.

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the notice of Fiscal Year 2020 meetings reflecting meetings on the third Wednesday of the month, was approved.

**iv. Field Operations**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none,

On MOTION by Mr. Kassik seconded by Mr. Clark with all in favor  
the meeting adjourned at 2:08 p.m.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman