

*Windward
Community Development District*

Agenda

March 21, 2018

AGENDA

Windward

Community Development District

135 W. Central Blvd., Suite 320, Orlando, FL 32801

Phone: 407-841-5524 – Fax: 407-839-1526

March 14, 2018

Board of Supervisors
Windward
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Windward Community Development District will be held **Wednesday, March 21, 2018 at 2:00 p.m. at West Osceola Branch Library, 305 Campus Street, Kissimmee, FL 34747**. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment Period
- III. Approval of Minutes of February 21, 2018 Meeting
- IV. Consideration of Resolution 2018-02 Approving of Series 2018 Conveyances
- V. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - i. Balance Sheet and Income Statement
 - ii. Consideration of Funding Request #5
- VI. Other Business
- VII. Supervisors' Requests
- VIII. Adjournment

The second order of business of the Board of Supervisors meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

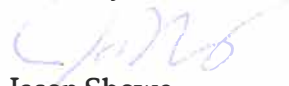
The third order of business is the approval of the minutes of the February 21, 2018 meeting. The minutes are enclosed for your review.

The fourth order of business is the consideration Resolution 2018-02 approving the Series 2018 conveyances. A copy of the Resolution and documents are enclosed for your review.

Section C of the fifth order of business is the District Manager's Report. Section 1 includes the balance sheet and income statement for your review. Section 2 is the consideration of funding request #5. A copy of the funding request with supporting documentation is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



Jason Showe
District Manager

Cc: Jan Carpenter, District Counsel
Brett Sealy, Underwriter
Mike Williams, Bond Counsel
David Kelly, Interim Engineer
Darrin Mossing, GMS

Enclosures

MINUTES

MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, February 21, 2018 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
Walter Beeman	Assistant Secretary
Thomas Franklin	Assistant Secretary
Ellis Roe	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Andrew d'Adesky	District Counsel
David Kelly	District Engineer
Brett Sealy	MBS Capital Markets

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. Acceptance of Resignation of Jeremy Ickovic and Appointment of Individual to Fill Vacancy

On MOTION by Mr. Franklin seconded by Mr. Beeman with all in favor Jeremy Ickovic's resignation was accepted.

On MOTION by Mr. Kassik seconded by Mr. Clark with all in favor Ellis Roe was appointed to fill the unexpired term of office.

B. Administration of Oath of Office to Newly Appointed Supervisor

Mr. Showe being a Notary Public of the State of Florida administered the Oath of Office to Mr. Roe.

Mr. d'Adesky stated as of now you are subject to the Sunshine Law, public records laws, which means keep any contacts with others on the Board limited if it is related to CDD business keep it during the meetings. We will get your email address and send you a packet of information on Sunshine Law, ethics and other information.

C. Consideration of Resolution 2018-01 Electing Officers

Mr. Showe read into the record the current slate offices and stated I would like to add myself and Mr. Roe as Assistant Secretaries.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2018-01 keeping the same slate of officers and designating Mr. Roe and Mr. Showe as Assistant Secretaries was approved.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the July 19, 2017 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the minutes of the July 19, 2017 meeting were approved as presented.

FIFTH ORDER OF BUSINESS**Consideration of Agreement with Osceola County Tax Collector Regarding the Use of the Uniform Method of Collection**

Mr. Showe stated the next item is an agreement with the Osceola County Tax Collector for us to use their services to go on the tax bill when it is needed.

Mr. d'Adesky stated we have reviewed these contracts and with the Tax Collector and Property Appraiser there really isn't much negotiation room but they fit all the statutory criteria.

On MOTION by Mr. Beeman seconded by Mr. Franklin with all in favor the agreement with Osceola County Tax Collector regarding the use of the Uniform Method of Collection was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Osceola County Property Appraiser Regarding the Use of the Uniform Method of Collection

Mr. Showe stated as Andrew indicated the next agreement is with the Property Appraiser and they want to get the agreement in place prior to us issuing assessments.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the agreement with the Osceola County Property Appraiser regarding the use of the Uniform Method of Collection was approved.

SEVENTH ORDER OF BUSINESS

Ratification of License and Maintenance Agreement with K. Hovnanian at Mystic Dunes, LLC

Mr. Showe stated next is a license and maintenance agreement with K. Hovnanian at Mystic Dunes, LLC and the District.

Mr. d'Adesky stated at this point it is really a ratification because it has been executed. We drafted this agreement and we are comfortable with the terms. It allows them to access certain parcels for maintenance of landscaping and grounds. When we issue bonds we will have a requisition for development of the first tracts for reimbursement and we will try to have the conveyances contemporaneous with that. The tracts will come to us, the money will go to them.

On MOTION by Mr. Beeman seconded by Mr. Franklin with all in favor the license and maintenance agreement with K. Hovnanian at Mystic Dunes, LLC was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Landscape/Grounds Maintenance Services Agreement with Down to Earth Grounds Maintenance

Mr. Showe stated the HOA bid landscape maintenance services and we made this contract in accordance with the bid they provided. As we go forward the District many choose to change the scope or terms.

On MOTION by Mr. Beeman seconded by Mr. Clark with all in favor the landscape/grounds maintenance services agreement with Down to Earth Landscape was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d'Adesky stated we will need to make the next meeting if we are going to approve a delegation resolution for the bond issuance. We have an acquisition agreement and that gave us a step ahead in the process.

B. Engineer

Mr. Kelly stated the Phase 1 construction is complete and the infrastructure was accepted by the Toho Water Authority. Phase 2 permitting is nearly complete we just need the County's approval and we are waiting for a recorded offsite drainage easement to do that. We will have a pre-construction meeting following that. Phase 3A construction is ongoing, that is the amenity center site. The only other item of note is we are doing some concept planning on Phases 3B and 4, which are outside the CDD boundary.

D. Manager

i. Balance Sheet and Income Statement

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

ii. Ratification of Fiscal Year 2017 Funding Requests #5 - #7

On MOTION by Mr. Franklin seconded by Mr. Beeman with all in favor Fiscal Year 2017 funding requests #5 - #7 were ratified.

iii. Ratification of Fiscal Year 2018 Funding Requests #1 - #4

On MOTION by Mr. Beeman seconded by Mr. Franklin with all in favor Fiscal Year 2018 funding requests #1 – #4 were ratified.

TENTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS**Supervisors Requests**

Mr. Beeman asked when are the bonds going to be sold?

Mr. Sealy stated in some discussions with the landowner regarding timing of the bond issue, currently the anticipation is for a June bond issuance. We will prepare an updated timing responsibility schedule based on a financing timeline.

Mr. Beeman asked what kind of rate do you think it will be?

Mr. Sealy stated the market has moved quite a bit since January 3rd and according to some economic news that just came out a couple minutes ago regarding some of the fed minutes that have now been published from the prior meeting, the market has moved about 50 basis points since the beginning of the year. We priced a deal in Osceola County several weeks ago and that priced just less than 5% average interest rate. The market has moved about 30 – 35 basis points in the last three weeks so if we were in the market today we would be around an average of 5% or 5 1/8% for a lower leverage day only deal and there is somewhere between a 50 and 75 basis point spread between A only and a combined A/B Bond. There is continued discussion regarding the structure, but we have been working up to this point that there would be both an A and B issuance.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the meeting adjourned at 2:11 p.m.

Secretary/Assistant Secretary

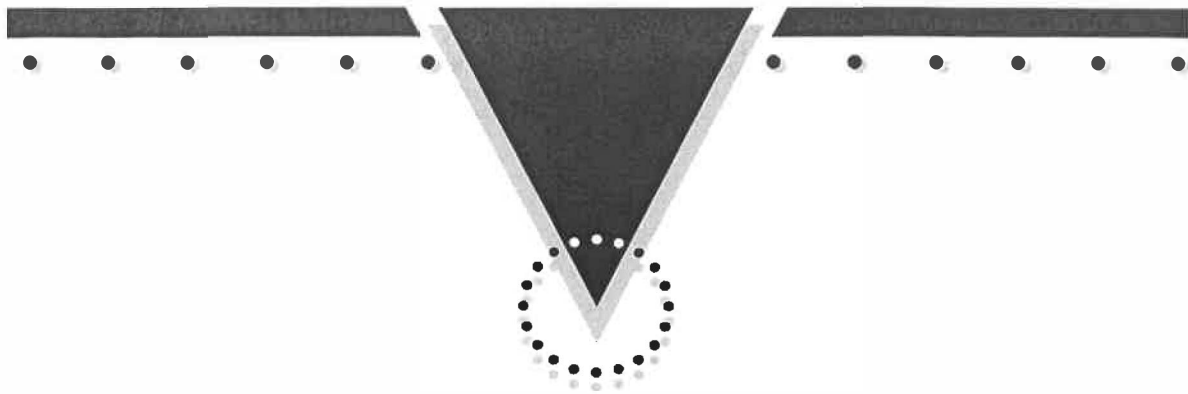
Chairman/Vice Chairman

SECTION IV

*This item will be provided under
separate cover*

SECTION V

1



Windward
Community Development District

Unaudited Financial Reporting

February 28, 2018



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2	<u>GENERAL FUND INCOME STATEMENT</u>
3	<u>MONTH TO MONTH</u>
4	<u>DEVELOPER CONTRIBUTION SCHEDULE</u>

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
February 28, 2018

	GENERAL FUND
<u>ASSETS:</u>	
CASH	\$5,164
DUE FROM DEVELOPER	\$32,743
TOTAL ASSETS	\$37,908
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$30,111
<u>FUND EQUITY:</u>	
FUND BALANCES:	
UNASSIGNED	\$7,797
TOTAL LIABILITIES & FUND EQUITY	\$37,908

WINDWARD

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2018

	PROPOSED BUDGET	PRORATED BUDGET THRU 2/28/18	ACTUAL THRU 2/28/18	VARIANCE
REVENUES:				
DEVELOPER CONTRIBUTIONS	\$93,327	\$38,886	\$36,705	(\$2,182)
TOTAL REVENUES	\$93,327	\$38,886	\$36,705	(\$2,182)
EXPENDITURES:				
ADMINISTRATIVE:				
SUPERVISORS FEES	\$4,800	\$2,000	\$0	\$2,000
FICA EXPENSE	\$367	\$153	\$0	\$153
ENGINEERING	\$12,000	\$5,000	\$0	\$5,000
ATTORNEY	\$25,000	\$10,417	\$433	\$9,983
MANAGEMENT FEES	\$35,000	\$14,583	\$14,583	(\$0)
INFORMATION TECHNOLOGY	\$600	\$250	\$250	\$0
TELEPHONE	\$300	\$125	\$0	\$125
POSTAGE	\$1,000	\$417	\$7	\$410
INSURANCE	\$5,800	\$5,800	\$5,000	\$800
PRINTING & BINDING	\$1,000	\$417	\$3	\$414
LEGAL ADVERTISING	\$5,000	\$2,083	\$0	\$2,083
OTHER CURRENT CHARGES	\$1,000	\$417	\$0	\$417
OFFICE SUPPLIES	\$625	\$260	\$1	\$260
TRAVEL PER DIEM	\$660	\$275	\$60	\$215
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
FIELD OPERATIONS:				
LANDSCAPE MAINTENANCE	\$0	\$0	\$12,139	(\$12,139)
LANDSCAPE CONTINGENCY	\$0	\$0	\$2,522	(\$2,522)
FOUNTAIN MAINTENANCE	\$0	\$0	\$600	(\$600)
MISC. CONTINGENCY	\$0	\$0	\$371	(\$371)
TOTAL EXPENDITURES	\$93,327	\$42,372	\$36,144	\$6,599
EXCESS REVENUES (EXPENDITURES)	\$0		\$561	
FUND BALANCE - Beginning	\$0		\$7,236	
FUND BALANCE - Ending	\$0		\$7,797	

**WINDWARD
COMMUNITY DEVELOPMENT DISTRICT**

REVENUES:

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
DEVELOPER CONTRIBUTIONS	\$6,144	\$3,570	\$3,401	\$14,832	\$6,757	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,705
TOTAL REVENUES	\$6,144	\$3,570	\$3,401	\$14,832	\$6,757	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,705

EXPENDITURES

ADMINISTRATIVE

SUPERVISOR FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATTORNEY	\$0	\$433	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433
MANAGEMENT FEES	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,583
INFORMATION TECHNOLOGY	\$50	\$50	\$50	\$50	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$2	\$1	\$0	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7
INSURANCE	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
PRINTING & BINDING	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3
LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
TRAVEL PER DIEM	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175

FIELD OPERATIONS

LANDSCAPE MAINTENANCE	\$0	\$2,639	\$3,167	\$3,167	\$3,167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,139
LANDSCAPE CONTINGENCY	\$0	\$0	\$2,522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,522
FOUNTAIN MAINTENANCE	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
MISC. CONTINGENCY	\$0	\$0	\$0	\$371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$371

TOTAL EXPENDITURES	\$6,448	\$6,343	\$8,656	\$6,504	\$6,197	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,144
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Excess Revenues (Expenditures)	(\$300)	(\$2,773)	(\$5,255)	\$8,328	\$561	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$561
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WINDWARD
COMMUNITY DEVELOPMENT DISTRICT
DEVELOPER CONTRIBUTIONS/DUE FROM DEVELOPER

FUNDING REQUEST #	PREPARED DATE	PAYMENT RECEIVED DATE	CHECK AMOUNT	TOTAL FUNDING REQUEST	GENERAL FUND PORTION (FY17)	GENERAL FUND PORTION (FY18)	DUE FROM CAPITAL	OVER AND (SHORT) BALANCE DUE
1	4/20/17	6/23/17	\$ 12,900.00	\$ 12,900.00	\$ 12,900.00	\$ -	\$ -	\$ -
2	5/31/17	8/7/17	\$ 4626.82	\$ 4626.82	\$ 4626.82	\$ -	\$ -	\$ -
3	6/15/17	8/17/17	\$ 3896.69	\$ 3896.69	\$ 3896.69	\$ -	\$ -	\$ -
4	7/12/17	8/17/17	\$ 8,873.61	\$ 8,873.61	\$ 8,873.61	\$ -	\$ -	\$ -
5	8/9/17	8/25/17	\$ 4379.33	\$ 4379.33	\$ 4379.33	\$ -	\$ -	\$ -
6	8/25/17	9/15/17	\$ 8,737.52	\$ 8,737.52	\$ 3,737.52	\$ 5,000.00	\$ -	\$ -
7	9/25/17	10/26/17	\$ 3,084.30	\$ 3,084.30	\$ 3,084.30	\$ -	\$ -	\$ -
1	10/24/17	3/12/18	\$ 3,582.92	\$ 3,582.92	\$ 48.75	\$ 3,144.17	\$ -	\$ -
2	11/30/17	3/12/18	\$ 3,570.31	\$ 3,570.31	\$ -	\$ 3,570.31	\$ -	\$ -
3	12/29/17	3/12/18	\$ 4,000.72	\$ 4,000.72	\$ 600.00	\$ 3,400.72	\$ -	\$ -
4	1/31/18	3/12/18	\$ 14,831.96	\$ 14,831.96	\$ -	\$ 14,831.96	\$ -	\$ -
5	2/28/18		\$ -	\$ 6,757.46	\$ -	\$ 6,757.46	\$ -	\$ 6,757.46
DUE FROM DEVELOPER			\$ 72,484.18	\$ 79,241.64	\$ 42,537.02	\$ 36,704.62	\$ -	\$ 6,757.46
TOTAL DEVELOPER CONTRIBUTIONS FY18				\$ 36,704.62				

Windward

Community Development District

FY18 Funding Request #5
February 28, 2018

Payee		General Fund FY2018	
1	Down to Earth Inc. Inv# 58250 - Landscape Maintenance - February 2018	\$	3,166.67
2	Governmental Management Services-CF, LLC Inv# 12 - Management Fees - February 2018	\$	2,970.13
3	Latham, Shuker, Eden & Beaudine, LLP Inv# 79678 - General Counsel - January 2018	\$	130.10
4	Walter Beeman Inv# WB022118 - Mileage/Toll Reimbursement - February 2018	\$	59.96
5	Supervisor Fees February 21, 2018 Walter Beeman	\$	215.30
	Tom Franklin	\$	215.30
		\$	6,757.46
		Total:	\$ 6,757.46

Please make check payable to:

Windward Community Development District
1412 S. Narcoossee Road
St.Cloud, FL 34771

Wire Funds To:

Windward CDD
SunTrust Bank, NA
ABA#061000104
Acct# 1000193639530
Contact: Kelly Lawler
(407) 237-1072



DOWN TO EARTH

LANDSCAPE & IRRIGATION

RECEIVED

FEB 23 2018


BY: _____

Bill To

WINDWARD CDD
C/O GOVERNMENTAL MGMT SVCD - CFL, LLC
1412 S. NARCOOSSEE RD.
ST. CLOUD, FL 34771

Invoice

Date	Invoice #
2/1-0/2018	58250

Description	Terms	Project	
	Net 30	WINDWARD CDD	
	Qty	Rate	Amount
** WINDWARD CDD ** MONTHLY MAINTENANCE SERVICE - FEBRUARY #8 hd Landscape Maint Feb 18 1-320-578-468 	1	3,166.67	3,166.67
Total			\$3,166.67

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 12
Invoice Date: 2/1/18
Due Date: 2/1/18
Case:
P.O. Number:

Bill To:
Windward CDD
135 W. Central Blvd
Suite 320
Orlando, FL 32801

REC'D FEB 06 2018

1 (2)

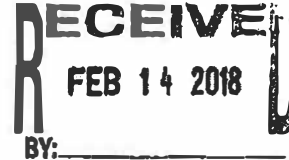
Description	Hours/Qty	Rate	Amount
Management Fees - February 2018 310-573-34		2,916.67	2,916.67
Information Technology - February 2018 351		50.00	50.00
Office Supplies 51		0.33	0.33
Postage 42		3.13	3.13
Total			\$2,970.13
Payments/Credits			\$0.00
Balance Due			\$2,970.13

LATHAM, SHUKER, EDEN & BEAUDINE, LLP
ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400
ORLANDO, FLORIDA 32801
POST OFFICE BOX 3353
ORLANDO, FLORIDA 32802
TELEPHONE: (407) 481-5800
FACSIMILE: (407) 481-5801

February 12, 2018

Windward Community Development District
c/o GMS Central Florida
135 W. Central Boulevard, Suite 320
Orlando, FL 32810



INVOICE

Matter ID: 9127-001
General

#2nd
1-310-512315

Invoice # 79678
Federal ID # 59-3366512

For Disbursements Incurred:

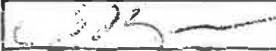
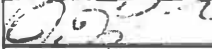
01/22/2018	Check # 44806 K. HOVNANIAN HOMES; Disbursement for JAC/9127-001/Reimbursement of Payment on Invoice no. 78113 per Teresa Viscarra, District Accountant	\$130.10
Total Disbursements Incurred:		\$130.10

INVOICE SUMMARY

For Disbursements Incurred:	\$130.10
New Charges this Invoice:	<u>\$130.10</u>
Previous Balance:	\$738.50
Less Payment and Credits Received:	\$563.50
Outstanding Balance:	\$175.00
Plus New Charges this Invoice:	\$130.10
Total Due:	<u>\$305.10</u>

Billed Through: January 31, 2018

Mileage Log and Reimbursement Form - Windward CDD

Supervisor Name	Walter Beeman	Rate Per Mile	\$0.545
Supervisor Signature		For Period	From 2/21/18 to 2/21/18
District Manager Signature		Total Mileage	99
Date	2/22/18	Total Reimbursement	\$53.96

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Reimbursement
2/21/18	245 E. Hornbeam Drive, Longwood, FL 32779	305 Campus Street, Kissimmee, FL 34741	Windward CDD Meeting			99	\$53.96
Totals						99	\$53.96

* 3 W B 022118
310 513-424

From: Jason Showe jshowe@gmscfl.com
Subject: Fwd: Mileage For The Windward CDD Meeting
Date: February 24, 2018 at 3:22 PM
To: stacie Vanderbilt svanderbilt@gmscfl.com

Jason Showe
District Manager
Governmental Management Services, Central Florida
135 W. Central Blvd.
Suite 320
Orlando, FL 32801
407-841-5524 X 105 - Office
407-839-1526 - Fax
407-470-8825 - Cell
jshowe@gmscfl.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

History.—s. 1, ch. 2006-232.

Begin forwarded message:

From: Walter <walterdbee@hotmail.com>
Subject: Mileage For The Windward CDD Meeting
Date: February 24, 2018 at 3:20:34 PM EST
To: "jshowe@gmscfl.com" <jshowe@gmscfl.com>

Jason my mileage for the above meeting is 25679 beginning Miles, 25776 ending Miles. Tolls \$6.00

Thanks
Sent from my iPhone