

MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, March 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	P&B

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order at 2:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the February 21,
2018 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Beeman with all in favor the minutes of the February 21, 2018 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2018-02
Approving Series 2018 Conveyances**

Mr. d'Adesky stated Resolution 2018-02 was associated with the Phase 1 Project as it was platted and trying to get some of the elements of infrastructure that have already been finished and completed conveyed to the CDD who is ultimately going to maintain those parcels and that infrastructure. This resolution gives staff authorization to work on those conveyances and get them started. There will be five documents that are the main conveyance documents. We will have to check title and if there is a mortgage on the property we might need a release. Usually we have a deed, an owners affidavit, an agreement that they will pay the taxes current until the CDD takes them. The Engineer's Certificate, which I circulated an updated copy to Dave, had the same legal as the resolution, which is the Phase 1 Parcels that are dedicated on the plat to the CDD as well as the updated license information for his engineering firm. Once we pass this we will get those documents started and get those conveyances done as soon as possible. When the bonds are issued we can immediately requisition those funds over. Sometimes we have had issues where we have the bond funds, but the requisition process holds everything up because we need to make sure we are receiving the property and infrastructure either before or at the same time as we are sending the money out. This gets us in the clear and makes sure everything flows smoothly once we issue the bonds.

On MOTION by Mr. Franklin seconded by Mr. Beeman with all in favor Resolution 2018-02 was approved.

Mr. Kelly stated when we did the original water agreement with Toho this community was supposed to be master metered for the reuse water. Somewhere along the way Toho decided they didn't want to do that anymore so they started having us put in individual reuse meters on every service. We have gone back full circle and Toho is going to go back to a master meter. It will be a private system downstream of the master meter and the ownership will be with the CDD I assume, and they will do one billing. They are drafting a new agreement for all of that at this time and that is what we are waiting on.

Mr. Franklin asked had you already put in the other meters?

Mr. Kelly stated we only put in common area meters as they requested and they were installed.

Mr. Showe stated the concept is that the CDD will enter into an agreement with the HOA, since the CDD areas are individually metered, where we can have those read on a quarterly basis and invoice the HOA for the usage of individual homes.

Mr. Franklin stated if you take a picture of the meter when you take the meter reading you will save yourself a world of trouble.

Mr. Showe stated we will have Counsel draft an agreement that lays that out and bring it back to the next meeting for board consideration.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d’Adesky stated we will continue working on the conveyances as well as this water agreement.

B. Engineer

Mr. Kelly stated we are going through the documents for the conveyances and we have to chase down some soft costs that are in there.

D. Manager

i. Balance Sheet and Income Statement

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

ii. Consideration of Funding Request No. 5

On MOTION by Mr. Beeman seconded by Mr. Kassik with all in favor funding request no. 5 in the amount of \$6,757.46 was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

There being none,

On MOTION by Mr. Franklin seconded by Mr. Beeman with all in favor the meeting adjourned at 2:09 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman