

**MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, November 20, 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
Marvin Morris	Assistant Secretary

Also present were:

Jason Showe	District Manager
Andrew d'Adesky	District Counsel
Jan Carpenter	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. Administration of Oaths of Office for Newly Elected Supervisors

Mr. Showe being a notary public of the oath of office to Mr. Morris, Mr. Franklin and Mr. Roe.

B. Consideration of Resolution 2020-01 Canvassing and Certifying the Results of the Landowners Election

Mr. Showe stated Mr. Morris received 160 votes, Mr. Franklin received 157 votes and Mr. Roe received 156 votes. Mr. Morris and Mr. Franklin will serve four-year terms of office and Mr. Roe will serve a two-year term of office.

On MOTION by Mr. Kassik seconded by Mr. Morris with all in favor Resolution 2020-01 was approved.

C. Consideration of Resolution 2020-02 Electing Officers

Mr. Showe stated whenever there is an election we need to consider officers. You can keep the same slate of officers and Mr. Beaman was an Assistant Secretary and you can put Mr. Morris in that slot or you can have separate nominations.

On MOTION by Mr. Morris seconded by Mr. Kassik with all in favor Resolution 2020-02 was approved reflecting John Kassik as Chairman, Jimmy Clark as Vice Chairman, George Flint as Secretary, Ariel Lovera as Treasurer, and Tom Franklin, Marvin Morris, Ellis Roe, and Jason Showe as Assistant Secretaries.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 21, 2019 Meeting

On MOTION by Mr. Franklin seconded by Mr. Roe with all in favor the minutes of the August 21, 2019 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-03
Approving Expansion of the District
Boundaries**

Mr. d'Adesky stated tracts H & I were not originally included within the boundaries of the District and in anticipation of those being developed and in anticipation of bond funds also being requested and used on those parcels we want to expand the District and add those parcels. It is a fairly standard form, the majority of the exhibits come from the engineer. The one thing we will need from the developer is as in the beginning when we had a petitioner's agreement when we expand we do that as part of an interlocal agreement talking about what we are doing above the county minimum standard. Instead of incorporating a new developer's agreement it is actually an

interlocal agreement so we will need some help describing the improvements within those two tracts. I will get a form of that to you so you can look at it and add to it narratively and we will try to keep it close to the forms last time. When we file it is typically two to three-month process. We are looking at a January/February expanding. When we expand the boundaries of the District the landowners of 100% of the land have to consent. Right now that land is completely owned by the developer and we received that consent in the mail today and that will be part of the petition that is submitted. The lands in the District currently are encumbered by bonds and those went for public improvements, roads, stormwater ponds, streets.

Mr. Morris stated as a landowner and homeowner in Windward I pay somewhere around \$1,500 a year for my lots. My understanding is the whole complex is going to be somewhere about the \$500 point. Is that correct?

Mr. d'Adesky stated yes.

Mr. Morris stated the difference in that, some 400 lots was that paid for on an annual basis by KHov?

Mr. Showe stated yes, their operations and maintenance is assessed at the full development plan for the community. They are paying for lots that haven't been constructed.

Mr. Morris stated then the CDD does receive that money on an annual basis.

Mr. Showe stated correct. There is a deficit funding agreement so that when we prepare the budget we plan the budget on what we anticipate but we also know that because of the speed of development they might choose to go faster than we anticipate so if there are expenses of the District that exceed the budget they will fund that shortfall.

Mr. d'Adesky stated once this land is part of the District you try to price the bonds and try to target those around the same level as the existing bond so everyone is around the same level.

Mr. Showe stated the new bonds will not be applied to your property, we are not adding to the properties that already exist, they will pay for their portion of the infrastructure and for operations and maintenance similar to what you pay.

<p>On MOTION by Mr. Kassik seconded by Mr. Clark with all in favor Resolution 2019-03 Approving Expansion of District Boundaries was approved and staff was authorized to take all necessary actions to effectuate the expansion of the District.</p>

SIXTH ORDER OF BUSINESS

Ratification of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2019

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2019 audit was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d'Adesky stated we will work with the developer on the expansion as well as GMS and the Engineer.

B. Engineer

Mr. Kelly stated Phase 3A the infrastructure is fully closed out, that is the amenity area. Phase 2 south residential portion is closed out with the county. We are still working on record drawings with the Toho Water Authority. I will distribute the survey of the overall boundary to the people on the email action list.

D. Manager

i. Approval of Check Register

On MOTION by Mr. Kassik seconded by Mr. Franklin 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. Ratification of FY19 Funding Request No. 3

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor Fiscal Year 2019 funding request no. 3 was ratified.

iv. Field Operations

Mr. Viasalyers stated we had the quarterly annuals replaced at the entrances and common areas. We are still having some water issues and we are looking at January for some updates in that area. Once that is completed we will assess some of the damaged landscaping in the area and replace it.

EIGHTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

NINTH ORDER OF BUSINESS**Supervisor's Requests**

Mr. Morris asked do we have to pay the library for use of this room?

Mr. Showe responded yes.

Mr. Morris asked have you thought about holding them onsite at the clubhouse in the Four Seasons?

Mr. Showe stated we could if it is available and we could use it. We would just have to re-advertise the meeting notice.

Mr. Morris stated I will find out and if there would be a charge for it.

Mr. Kassik stated I don't think there would be a charge for it; we deficit fund that too.

Mr. Showe stated I will contact them and give them our meeting schedule and see if we can do that. Another way to save some money if the Board is amenable is in some Districts we have gone to iPads for agendas rather than printing the agenda booklets. We could bring the agendas on iPads in the future.

The Board was in consensus to receive the agendas electronically and that staff would bring iPads to the meetings with the agenda.

On MOTION by Mr. Kassik seconded by Mr. Clark with all in favor
the meeting adjourned at 2:19 p.m.



Secretary/Assistant Secretary

Chairman/Vice Chairman