

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 17, 2021 at 2:20 p.m. at 7813 Four Seasons Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Scott Johnston	Chairman
Jimmy Clark	Vice Chairman
Susan Moss	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
David Kelly	District Engineer
William Viasalyers	Field Manager
Several Residents	

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 to Newly Elected Board Members

Mr. Showe being a notary public of the State of Florida administered the oath of office to Mr. Johnson, Mr. Clark, and Ms. Moss.

B. Consideration of Resolution 2022-02 Canvassing and Certifying the Results of the Landowners' Election

Mr. Showe stated next is consideration of Resolution 2022-02 canvassing and certifying the results of the landowners' election. We will fill in the blanks with the results of that election; Ms. Moss and Mr. Johnston will serve four-year terms of office and Mr. Clark will serve a two-year term of office.

On MOTION by Mr. Johnston seconded by Mr. Clark with all in favor Resolution 2022-02 was approved.

C. Consideration of Resolution 2022-03 Electing Officers

Mr. Showe stated this is required after every election. If the board is amenable, I ask the George Flint from my office be elected secretary, Jason Showe as assistant secretary and treasurer and Katie Costa as assistant treasurer and the board will discuss who will be chair and vice chair and the remaining board members will be assistant secretaries.

On MOTION by Mr. Clark seconded by Mr. Johnston with all in favor Resolution 2022-03 reflecting the following officers was approved: Scott Johnston chairman, Jimmy Clark vice chairman, George Flint secretary, Jason Showe treasurer and assistant secretary, Katie Costa as assistant treasurer, Marvin Morris, Thomas Franklin, Susan Moss assistant secretaries was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 20, 2021 Meeting

On MOTION by Mr. Johnston seconded by Mr. Clark with all in favor the minutes of the October 20, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement with the Osceola County Property Appraiser

Mr. Showe stated next is the annual agreement with the Osceola County property appraiser. This allows us to get the information to place our assessments on the tax roll.

On MOTION by Mr. Johnston seconded by Mr. Clark with all in favor the data sharing and usage agreement with Osceola County Property Appraiser was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco stated the board of supervisors have equal weight, the chair doesn't have two votes and the rest of the board have one, they each have one vote.

There was a memorandum included in your agenda. The Florida Legislature created a new law that became effective July 1, 2021 and requires cities, counties and special districts to prepare and submit a 20-year needs analysis for stormwater and wastewater systems. We have spoken to several district engineering firms and they have many of these items already. Our suggestion is for David to work with GMS and compile a gross estimated proposal to be considered by the board at a future meeting.

B. Engineer

Mr. Kelly stated an update from the last meeting Phases 3B and 4A construction is substantially complete, we still have the ongoing offsite issue, a utility pole relocation on Sandhill Road.

Mr. Johnston stated we are supposed to see a proposal from Duke Energy by the end of this week or early next week. We are pushing them to get that finished.

Mr. Kelly stated 3C, 3D and 4B, which are the remaining parcels behind us and wrapping around to Old Lake Wilson Road are under construction. The majority of the infrastructure, potable water, sewer, storm, landscaping is complete and the as-built drawings will be coming shortly.

D. Manager

i. Approval of Check Register

On MOTION by Mr. Clark seconded by Mr. Johnston 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. Field Operations

Mr. Viasalyers stated we are working with the landscaper, they finished the common area mulching. We are also working on getting the gate coming from Sandhill, we are waiting for the vendor to get the materials in. Once the electronics come in the gate will be repaired. Hopefully, by the next meeting that gate will be operating.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Showe stated we will look at the December meeting, we may cancel that if there is no business to come before the board.

On MOTION by Mr. Clark seconded by Mr. Johnston with all in favor the meeting adjourned at 2:32 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman