

**MINUTES OF MEETING  
WINDWARD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, **October 18, 2023** at 1:00 p.m. at 7813 Four Seasons Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Jimmy Clark	Chairman
Susan Moss	Vice Chairperson
Marvin Morris	Assistant Secretary
Gretta Akellino	Assistant Secretary
Carmen Renaud	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Jay Lazarovich	District Counsel
David Kelly	District Engineer
Andy Hatton	Field Manager
Matt Shelton	Juniper Landscaping
Several Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order, called the roll then led the pledge of allegiance.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Summary of public comments: An explanation of the budget amendment and the reason for the budget increase, concerns with entry fountain, foxtail palms, retention wall, more trashcans, sequence of improvements, increase in irrigation repairs, workshop, positive changes in the community, deficit funding, increase in assessments, cost of water, reserves, method of preparing the budget.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 16, 2023 Meeting**

On MOTION by Ms. Akellino seconded by Mr. Clark with all in favor the minutes of the August 16, 2023 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01 Amending the Fiscal Year 2023 Budget**

Mr. Showe stated this budget amendment recognizes the deficit funding from the developer.

On MOTION by Ms. Moss seconded by Mr. Clark with all in favor Resolution 2024-01 Amending the Fiscal Year 2023 Budget was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Landscape Renewal**

Mr. Showe stated this is a request from Juniper for a 5% increase for their next fiscal year that starts November 1, which brings the total contract price to \$152,000. We do have those funds in the budget for next year. If the board is in favor of this, we will have counsel draft a front-end document. 5% is not unreasonable given what we are seeing in other districts. We do this month by month and we will get back with Juniper to see what that kind of contract arrangement would look like.

**SIXTH ORDER OF BUSINESS**

**Discussion of Landscape Bidding Process**

Mr. Showe stated there was a request that we describe the bidding process for a landscape contract. Any bid that you may reasonably expect to come in over \$198,000 we are required to do a public bid. We have to put an ad in the paper and take bids 30 days later. Given that this contract is at \$152,000 and other areas might be included we might be close to the bid threshold, and we will have to publicly bid it. If we believe the contract will be under that we can go out and get proposals from landscape maintenance companies. In this district you have the same landscaper for the HOA and the CDD and sometimes there are complications when there are two vendors working in the same community. Andy and I will craft a map of the areas to be maintained, work

with the engineer, put together a scope of services and that is what we would use to bid so that every bidder has the same scope.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023 Audit Engagement Letter with Grau & Associates**

On MOTION by Ms. Renaud seconded by Mr. Clark with all in favor the engagement letter with Grau & Associates to perform the fiscal year 2023 audit was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Kelly gave an overview of the engineer's report, copy of which was distributed at the meeting.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Ms. Akellino 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. Ratification of Requisition No. 7**

On MOTION by Ms. Akellino seconded by Mr. Clark with all in favor requisition no. 7 was ratified.

**D. Field Manager's Report**

Mr. Hatton stated we are putting up the rest of the signs for the roundabout, the incoming gate from Mystic Dunes is broken and the parts are on order.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Clark stated if you want to bid the landscape maintenance contract, we need to confirm with the HOA what they are doing, but I feel that Juniper has turned a corner and are doing a better job. We have quite a bit invested with them with the new plantings that the developer has taken on.

Mr. Showe stated I don't know that we have another landscaper we can recommend. I don't know that we know of one that I could say you would get better service or a better deal all around. Juniper is involved in several large-scale projects, which makes it a challenge to bid them out because you have warranties with the landscaping you put in. There could be complications if you had to enforce that warranty with another company maintaining the plantings. We have seen improvement over the last few months. Our recommendation is to give it another six month and see where we are at that time.

Mr. Clark asked were they receptive to the month-to-month contract?

Mr. Showe stated I'm not sure, but if you approve that contract it is going to be month to month anyway because it will have a 30-day termination clause and if the board decided to terminate that contract you would give them 30-day's notice.

Mr. Morris stated if you are going to terminate them you have to coordinate that with the HOA.

On MOTION by Mr. Clark seconded by Ms. Renaud with all in favor the proposal from Juniper was approved and staff was authorized to draft an agreement for those services.

**TENTH ORDER OF BUSINESS**

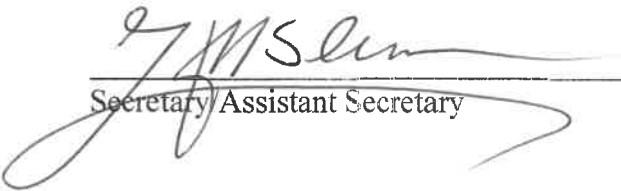
**Supervisor's Requests**

Additional audience comments: Weekly meetings with Juniper, irrigation concerns, disclosures made to new owners of the CDD.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Morris seconded by Mr. Clark with all in favor the meeting adjourned at 2:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman