

***Windward
Community Development District***

Agenda

April 17, 2024

AGENDA

Windward

Community Development District

219 East Livingston Street, Orlando, FL 32801
Phone: 407-841-5524 – Fax: 407-839-1526

April 10, 2024

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, April 17, 2024 at 1:00 p.m.** at **7813 Four Seasons Blvd., Kissimmee, Florida 34747.** Following is the agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the February 21, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2024-03 Setting a Date, Time and Location of Landowners' Election and Meeting
5. Discussion of Reserve Study Proposal
6. Staff Reports
 - A. Attorney
 - i. Annual Code of Ethics Memo
 - B. Engineer
 - C. District Manager
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - D. Field Manager's Report
 - i. Ratification of Fountain Vendor Proposal
7. Other Business
8. Supervisors' Requests
9. Adjournment

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, 2024** at 1:00 p.m. at 7813 Four Seasons Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

| | |
|-----------------|---------------------|
| Jimmy Clark | Chairman |
| Marvin Morris | Assistant Secretary |
| Gretta Akellino | Assistant Secretary |
| Carmen Renaud | Assistant Secretary |

Also Present were:

| | |
|-------------------|---------------------|
| Jason Showe | District Manager |
| Kristen Trucco | District Counsel |
| Matt Shelton | Juniper Landscaping |
| 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

Complaints raised by several residents: condition of pond after treatment, lack of wildlife, irrigation system, lack of monthly wet check reports available to residents, number of functioning clocks for irrigation system, concerns about liability insurance for trip and falls, disposal of landscape debris, access to dog park, non-resident usage of dog park, intersection of Key Ba Trail and Four Season appears to be sinking, sprinklers run on sidewalks at night, dead palm tree, golf carts coming out of Mystic Dunes drive on the sidewalk creating a dangerous situation, golf cart towing another golf cart on the sidewalk, the district's contract with Juniper is supervised by the district, the HOA supervises their contract with Juniper, no follow-up by staff, also dismissive

attitude, need for speed limit signage, blind entrance sign, median on Estuary should have palm trees every 100 feet, engineer will look into line of sight issues and signage.

On MOTION by Mr. Morris seconded by Ms. Akellino with all in favor the district manager was authorized to contact KHov to confirm that the necessary trees are in the long grassy area on Estuary and to have KHov rectify that if they are not.

Additional comments: redirect the streetlight on Estuary from shining into homes, issue previously brought up with no action taken, electric key for Key Bay Trail entrance.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 17, 2024 Meeting

On MOTION by Ms. Renaud seconded by Mr. Morris with all in favor the minutes of the January 17, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-02 Relating to the General Election and Qualifying Period Procedures

Mr. Showe stated this resolution lays out the general election process that will occur in 2024. Seats 2 and 3 will be up for election, it lays out the qualifying process, the terms and the qualifying period, which is from noon June 10, 2024 to noon June 14, 2024, and qualification is done through the Osceola County Supervisor of Elections.

On MOTION by Ms. Renaud seconded by Mr. Clark with all in favor Resolution 2024-02 Relating to the General Election and Qualifying Period Procedures was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Review of Ethics Training

Ms. Trucco stated I emailed the board members a reminder of the new ethics training requirement and you will submit your form 1 electronically this year instead of with the supervisor

of elections. It is not required for your form 1 for 2023, the first time you will self-certify that you have completed the ethics training requirement will be the form 1 for 2024, which is filed in 2025.

We are finishing conveyances of platted tracts that are dedicated to the CDD. We are making sure that all of those are conveyed to the CDD before the developer is finished completing all of the infrastructure within the CDD boundary. You will likely see a resolution on the next agenda. We order title work before things are conveyed to the CDD to ensure that there are no encumbrances.

B. Engineer

There being no comments, the next item followed.

C. Manager

i. Approval of Check Register

| |
|---|
| On MOTION by Mr. Morris seconded by Ms. Renaud 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.

D. Field Manager's Report

i. Consideration of Proposal for Well Abandonment Services from Wiggins Bros. Well Drilling, Inc.

Mr. Showe stated based on discussion at the last meeting we did bring back a quote to abandon the well. The engineer believes there is \$1,000 to \$1,500 of engineering time in addition to the proposal from Wiggins Bros.

This item tabled and staff was directed to look into the possibility of using the well for irrigation rather than abandoning it.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Clark seconded by Ms. Renaud with all in favor the meeting adjourned at 1:57 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDWARD COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Windward Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Osceola County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WINDWARD COMMUNITY DEVELOPMENT DISTRICT:

1. EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.
The Board is currently made up of the following individuals:

| <u>Seat Number</u> | <u>Supervisor</u> | <u>Term Expiration Date</u> |
|--------------------|-------------------|-----------------------------|
| 1 | Gretta Akellino | 11/2026 |
| 2 | Jimmy Clark | 11/2024 |
| 3 | Marvin Morris | 11/2024 |
| 4 | Susan Moss | 11/2026 |
| 5 | Carmen Renuad | 11/2024 |

This year, Seat 5, currently held by Carmen Renuad is subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election and shall be for a four year period. Seat 2, currently held by Jimmy Clark, and Seat 3, currently held by Marvin Morris, are subject to a General Election process to be conducted by the Osceola County Supervisor of Elections, which General Election process shall be addressed by a separate resolution.

2. LANDOWNER’S ELECTION. In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held

on the 20th day of November 2024, at 1:00 p.m. located at 7813 Four Seasons Blvd., Kissimmee, FL 34747.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its **April 17, 2024** meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Governmental Management Services – Central Florida LLC, located at 219 East Livingston Street, Orlando, Florida 32801.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 17th day of April 2024.

**WINDWARD
COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Secretary/ Asst. Secretary

Chairperson/ Vice Chairperson

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE WINDWARD COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Windward Community Development District (“**District**”) the location of which is generally described as comprising a parcel or parcels of land containing approximately 606 acres, generally located Section 15, Township 25 South, Range 27 East, Osceola County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District’s Board of Supervisors (“**Board**”, and individually, “**Supervisor**”). Immediately following the landowners’ meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE:
HOUR:
LOCATION:

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services – Central Florida LLC, 219 East Livingston Street, Orlando, Florida 32801 Ph: (407) 841-5524 (“**District Manager’s Office**”). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners’ meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners’ meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager’s Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager’s Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager
Run Date(s): _____ & _____

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WINDWARD COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING:

TIME:

LOCATION:

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election in a landowner seat for a four year period. The term of office for the successful landowner candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**WINDWARD COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
LANDOWNERS' MEETING –**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Windward Community Development District to be held at [Location], [Address], on [Election Date], at [Time], and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

| <u>Parcel Description</u> | <u>Acreage</u> | <u>Authorized Votes</u> |
|---------------------------|----------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

SECTION V

Your property's future starts with
A Reserve Study Today.

We prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

Traditional Reserve Study Proposal
Winward Community Development District
April 11, 2024

Proposal Number: 24.04.11.173

| | | |
|---|--------------------------------------|---|
| 20+ Years Combined Experience | 2,360 Components Evaluated | \$1,048,220,881 Funding Guidance Provided |
|---|--------------------------------------|---|

Thank You.



THANK YOU FOR YOUR TRUST

April 11, 2024

Winward Community Development District
C/O Jason M. Showe, Senior District Manager
Governmental Management Services, Central Florida
219 E. Livingston St.
Orlando, FL 32801

Dear Mr. Showe:

We are pleased to submit this reserve study proposal for Winward Community Development District (the "Association") to you.

Our mission is to provide you with a conservative reserve study, giving you the best opportunity to set aside the financial resources needed to maintain your property's appearance and value over time.

We want you to feel comfortable and confident in the quality of our work. That is why we show you our sample report before you even consider doing business with us. We recommend that you review this because we prefer to lose your business than provide you with services that do not meet your objectives.

We always ask for more time than we think we need in our proposals because we prefer that you be pleasantly surprised when we deliver early rather than being disappointed if we were to be late.

Sound fair and reasonable?

Sincerely,



Glenn M. Tyndall, Jr., CPA, PRA, CEO and Founder



EXECUTIVE SUMMARY

Introduction

A reserve study is a capital budgeting tool that is designed to establish a funding plan to offset the deterioration of a property that happens over time.

Objective

Our mission is to prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

Methodology

A reserve study may include:

- An onsite visit with a non-invasive, visual inspection only.
- Representative sampling of components to take their counts and measurements.
- A photographic inventory of components.
- A financial analysis that includes a funding plan.

A reserve study does not include:

- A guarantee that no special assessments will be required in the future.
- Invasive, destructive testing, or forensic testing.
- Design, build, engineering, architectural, or appraisal services.
- Recommendations on repairs to be done or 3rd party contractors to be used.

Findings

Our findings will be presented in a reserve study report, and we try to be conservative in our estimates. We will provide a sample report for the services requested before you even consider doing business with us. We prefer to lose your business rather than to profit from delivering to you a service that you do not need or that you will not be 100% satisfied with. **That's why we strongly recommend reviewing this sample report to ensure our report will meet your needs and objectives before you engage us for services.**

Recommendations

We will give you our opinion on funding, although our opinion is one of many. Therefore, when possible, we will incorporate the changes requested by you as management or the Board as it's your study and you should have the peace of mind to know that we will incorporate your goals into the study when possible.

Fee For Service

See the end of this proposal for our fees for services.

When Needed.



EXECUTIVE AND SENIOR PROFESSIONALS



GLENN M. TYNDALL JR., CPA
Founder & CEO



MICHAEL H. RUSS JR.
Senior Reserve Study Analyst

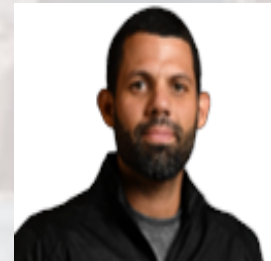
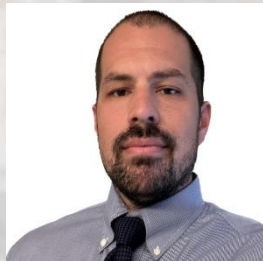
Founder: Glenn Tyndall, Jr., CPA
B.B.A, University of North Florida

Bio: Mr. Tyndall founded Reserve Study Institute after working in public accounting for more than 15 years, which included over a decade as the principal of a CPA firm in which he provided clients with audit, tax, and consulting services. He has worked with community associations, non-profits, labor unions, trade associations, property and casualty insurers, real estate companies, and high-net-worth individuals.

Senior: Michael H. Russ, Jr.
Economics, Florida State College

Bio: Mr. Russ began consulting with Reserve Study Institute, LLC after experience in construction and the financial services industry. Mr. Russ established the residential construction firm, Florida Construction Industries, Inc. Mr. Russ has also worked as a financial advisor at National Financial Services Group, a leading global financial services firm, in which he conducted financial and investment analyses and prepared and reviewed complex financial models for corporate and high net worth clients.

Analysts: T. Christopher Tyndall, Reserve Study Analyst, Manager
Daniel Coons, Reserve Study Analyst
Mike Gamez, Reserve Study Analyst
Angel Gamez, Reserve Study Analyst
Michael Kubler, Reserve Study Analyst



How We Help You.



TODAY'S HIGHLIGHTS

Discussion Outline

- Brief Introduction
- Personal Storyline
- Insights on Public Memory
- Operational History of Institutions
- Practical Steps to Improving
- Setting Memory
- Maximizing the Experience
- Final Words

BASED ON A SURVEY

85.00%

85% of respondents do not know a single respondent and do not know how to start

Presentations on

85.00%

HOW DOES OUR COMPANY HELP YOU

1

Comprehensive Expertise: Benefit from our comprehensive expertise, including a CPA on staff for financial insight and field analysts with backgrounds in the construction or related industries. The firm is a member of the Association of Professional Reserve Analysts (APRA).

2

Conservative Estimates: Rely on our commitment to providing conservative estimates, ensuring a productive approach to financial planning for your community association.

3

Specialist Recommendations: When our field analysts reach their professional limits, we transparently recommend you contact third-party specialists to help ensure the most accurate and reliable results.

4

Client-Centric Approach: Experience a client-centric approach where your feedback matters; we actively engage with clients, updating studies based on their input to ensure relevancy and accuracy.

5

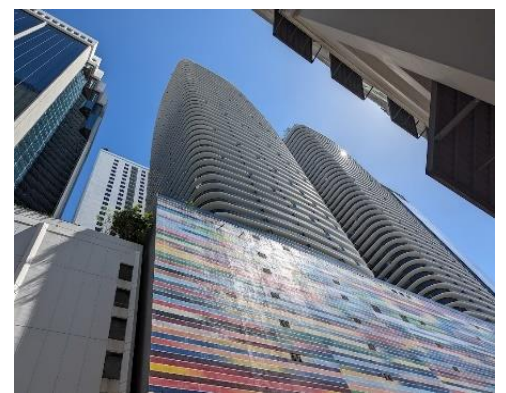
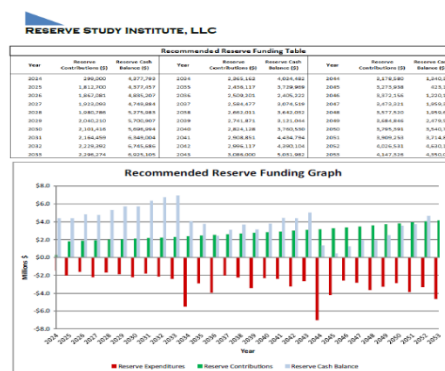
Clear Communication: Enjoy clear and consistent communication throughout the process, ensuring you are informed and confident in every step of the reserve study.

6

Reader-Friendly Reports: Receive reader-friendly reports that stand out for their clarity and accessibility, avoiding the common pitfalls of overly complex documents from other reserve study companies.

7

Responsive Updates: We prioritize timely updates, responding to client needs, and making necessary changes to keep your reserve study current and actionable.



See Our Experience.



THE COMPONENT'S WE'VE EVALUATED

Experience matters so we want to show you some of the components we've evaluated in the past in other reserve studies so you have peace of mind knowing we have the experience to help you with your study.

| | |
|--|--|
| <p>2,360 Components Evaluated</p> | <p>By Our Professionals for Our Clients</p> |
|--|--|

Homeowners' Associations

Homeowners' Associations (HOA's) are usually are usually not responsible for the homes. They include components such as signage, roads, and sidewalks. Some even offer amenities which can include clubhouses, pools, and other recreational elements.



Condominiums and Townhomes

Condos and Townhomes usually include all the elements of an HOA, however, the association is responsible for all common areas and building exteriors. This can include roofs, exterior painting, balconies, and much more.



High-Rise Towers

A building that is 15 stories or more is considered a tower. Aside from the sheer mass, towers have unique components not found in HOA's and Condos, such as cooling towers, domestic water pumps, heat exchangers, and more.



General Site Elements

General site elements are components that are located around the property but are not part of the building. These components include entrance gates, roads, and sidewalks to name a few.



Recreational Elements

Recreational elements are amenities the association is responsible for. This varies between every association and may include playgrounds, tennis courts, and pools.



Mechanical Elements

Mechanical elements can be found in every type of study. This can include HVAC, generators, fire suppression systems and elevator equipment.



Waterfront Elements

Waterfront elements can be very costly and require long-term budgeting. Some of the elements may include docks, seawalls, and even boats for associations located on islands.



Specialty Elements

Each association is unique and oftentimes has specialty components. Some specialty elements associations have reserved for bridge repair and replacement, heavy equipment, and even a sewer treatment plant.



Our Clients Talk.



What is it like working with us?
See What Our Clients Say About Their Experiences.

We want you to have peace of mind of knowing that we have the processes in place so you receive results similar to our past clients.

"If every vendor I did business with was as adept as Reverse Study Institute, every day for Alliance would be more profitable. These days we spend more time managing people despite our #1 task being managing real estate."

-Mr. Leigh Hoffman, Owner
Alliance Property Systems, Inc.

"Thanks for all the help you and your team provided our communities."

-Mr. Ryan Barlingar, LCAM
P&R Housing Management Corporation

"Please accept my humble thanks and appreciation for your recent completion of our HOA's Reserve Study. Your professionalism and comprehensive work made this process far easier for our Board of Directors and Community, than we could ever have imagined."

We dealt primarily with two individuals and their work was outstanding. Mike Russ was available at short notice and responded in a timely manner. Glen Tyndall "Shepherded & Managed" all entries to the Study and kept the process on schedule.

We couldn't have anticipated their willingness to adjust to our requests for additional information in such a timely and efficient manner. Thanks again for your efforts and assistance."

-Mr. Rob Cowan, Treasurer
The Palms at Nocatee Homeowner's Association, Inc.

"That was quick!"

-Mr. Malcolm Ross Cummings,
Board Member and Treasurer
Saphire Cove Homeowner's
Association, Inc.

"Thanks so much Glen. You have been responsive, professional and efficient! Thank you! Your much appreciated."

-Mr. Tony Mastrocola, LCAM
Sentry Management, Inc.

"Thank you so very much. Appreciate the flexibility this first go-round."

-Ms. Catherine Carter, Board
Treasurer
Canterbury Lake Estates
Property Owners Association,
Inc

RESERVE STUDY INSTITUTE, LLC

"Your firm turned around our study so quick."

-Mr. Malcolm Ross Cummings, Board Member and Treasurer
Saphire Cove Homeowner's Association, Inc.

"Thanks so much for the efficiency you have shown."

-Mr. Tony Mastrocola, LCAM
Sentry Management, Inc.

"Wow this is fantastic. Thank you! Your proposal makes sense and no further questions. Per the request of the board I reached out to two other companies, but you are the first to respond and your proposal is perfect with all the details. I will let the board know that you responded so quickly and send them your proposal".

-Ms. Sharon Hill, Community Association Manager
Specialty Management Company

"Thank you Glenn!! You are always on the ball, I can't recommend you enough."

-Ms. Anais Serrano, Community Association Management
Leland Management, Inc.

"I really appreciate the sample of the reserve study, I will save it and I definitely need this for several Associations."

Ms. Karen Preston, LCAM
Sunrise Management, Inc.

"This is great information; I will share with my Boards."

-Ms. Shanique Thompson, LCAM
Phoenix Management Services, Inc.

"Thanks for your efforts and the updates. Appreciate all your efforts, and those of Mike Russ. Very professional and comprehensive report."

-Mr. Rob Cowan, Treasurer
The Palms at Nocatee Homeowner's Association, Inc.

"Thanks for the quick response. I'll be working on our next budget in the next couple of weeks and this report will aid greatly."

-Mr. Walter Wiley, Board Treasurer
Woodland Lakes Homeowners Association, Inc.

"You're highly organized. Let's keep doing business together. Like your firm, mine gets no additional revenue chasing people to coordinate."

-Mr. Leigh Hoffman, Owner
Alliance Property Systems, Inc.

"Thank you for the thorough report your team has provided to us."

-Mr. Brook Ladd, Board Vice President
Baytree Villas Home Owners Association, Inc.

"Thanks for your excellent work."

-Ms. Joanna Patricia Fang, General Executive Manager
First Way Property Management Services, LLC

"Thank you, Glenn, I appreciate your diligent responsiveness!"

-Mr. Alberto Collins, LCAM
Infinity Community Management, Inc.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: Does a representative have to be on-site?

A: We recommend that someone be onsite because it improves the quality of our services. However, while preferable, it is not required.

Q: How long until we receive a report?

A: We always ask for more time than we think we need in our proposal because we want you to be pleasantly surprised when we are early rather than disappointed if we were to be late.

Q: Can we reserve money in case of hurricane damage?

A: Absolutely. We can generally reserve intangible items like hurricane damage, general contingency, or litigation reserves. However, we will only do this at your direction as we do not reserve for items that we cannot see like this without explicit direction.

Q: Do you have a vendor you recommend for a project?

A: No. Reserve Study Institute does not provide recommendations for ethical reasons.

Q: What do we do if we feel that the cost, remaining useful life, or quantity total should be changed?

A: After receiving the draft, we offer a complimentary editing process within a reasonable amount of time.

Q: Why is there a recommendation to get a quote from a third-party vendor?

A: Many components have variables that we cannot account for. For example, we do not account for any code violations. Using the wrong nail on a roof could be a code violation and require replacement.

Another example is shoreline restoration. There are many ways to restore a shoreline including grading, geotubing, netting, vegetation, and installing seawalls or rip rap. In this case, we find it best to consult with a certified expert to find what is best for your community.

Q: Can we reserve for repairs for certain items?

A: Yes. There are multiple ways to do this. One is by using the historical data of the repairs that have been done and basing the future repairs on that. Another way is to take a percentage of the total replacement cost and reserve that over a period of time.

For example, there was a study that had approximately \$7 million in bridges. Taking 15% of that over 10 years allows them to reserve approximately \$1 million for repairs every 10 years. This number should also be adjusted based on the age of the structure.

The Agreement.



AGREEMENT

The content provided in the previous sections of this proposal is intended for informational purposes only and does not constitute a legally binding agreement. The legally binding terms and conditions of our services are exclusively outlined in this legal agreement section of the proposal. Clients are advised to carefully review and adhere to the terms set forth in this section of the proposal for the establishment of a contractual agreement with Reserve Study Institute, LLC. This disclaimer helps to distinguish the preliminary information, which is not legally binding, from the specific terms and conditions outlined in this agreement section, which hold legal significance.

SCOPE OF SERVICES

Our Responsibilities

Reserve Study Institute, LLC will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

Levels of Service

We offer the following Reserve Study Levels of Service to Associations:

Level 1 – Reserve Study Level 1 with an on-site visual inspection and assessment of property condition. This level of service is offered to clients undertaking their first reserve study, and to Associations in need of a comprehensive review and audit of a previous reserve study. The Association's asset component list and associated measurements are reviewed. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

If this proposal is for the Association's initial reserve study, or a previous reserve study cannot be made available to us, then this level of service is required.

Level 2 – Reserve Study Level 2 update with an on-site visual inspection and property condition assessment. Level 2 reserve studies are for Associations that want to update a previous study. Most Associations will request a Level 2 report in the third year after the last site-visit-based reserve study. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

Level 3 – Reserve Study Level 3 update with no on-site inspection or property condition assessment. This report is typically requested in the years immediately following a reserve study with an on-site review. A prior reserve study is required to establish the basis for the verification and quantification of the component inventory. Reporting detail is standard and includes component inventory, life and valuation estimates, fund status, and funding plan. No condition assessment or photo inventory will be included in the report.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive when we conduct Level 1 or Level 2 studies. Level 3 studies do not include a site visit for inspection. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access where safe access

(stairs or ladder permanently attached to the structure) is available. The report is based upon a “snapshot in time” at the moment of our observations. Conditions can change between the time of inspection and the issuance of our report. Reserve Study Institute, LLC does not investigate, nor assume, any responsibility for any existence or impact of any hazardous materials, structural, or latent or hidden defects which may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives. We are not licensed architects or engineers.

Services Available

Traditional Reserve Study

A Traditional Reserve Study is a comprehensive financial analysis conducted for a property that is for internal, budgetary purposes only. This study assesses the association's long-term capital needs by evaluating the condition and estimated useful life of various physical components, such as roofs, pavements, common areas, and building systems. The goal is to create a detailed reserve plan that outlines anticipated future repair and replacement costs, ensuring that adequate funds are set aside over time to cover these expenses.

Reporting Method

The Association will have the option to select from either a pooled (cash flow) method of reporting and/or a straight-line (component) method of reporting. The Association or its representative must prepare the allocations on a straight-line method in accordance with our components. We will not assist the Association with that process as it requires significant judgment. The Associations' reserve accounts will almost always differ from the reserve components identified in the reserve study. Therefore, we do not guarantee to correspond our study report to the Association's accounting records. **The pooled method of funding will be used unless the straight-line method is requested in writing at the time proposal acceptance is received.**

Your Responsibility

You agree to provide us with access to the subject property during our on-site visual inspection and tour. The Association, management, and/or the Board are responsible for assigning an appropriate individual as our primary point of contact to coordinate the reserve study and to provide to us to the best of their ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay reasonable attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect any unpaid balance for our services. Management and the Board may be required to sign a representation letter that acknowledges the review and approval of the report.

Assumptions and Indemnification

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses,

liabilities, including reasonable attorney's fees, to which we may become subject in connection with this engagement, because of any false, misleading, or incomplete information that we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification reimbursement and reimbursement shall extend to any controlling person of Reserve Study Institute, LLC, including any director, officer, employee, affiliate, or agent. Liability of Reserve Study Institute, LLC and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement. We are not licensed architects or engineers.

Report

Reserve Study Institute, LLC will complete the services in accordance with this Proposal based on your selection of Service Level and Reporting Detail. We will consider any additional information made available to us in the interest of promptly issuing a Final Report. However, the Report represents a valid opinion of our findings and recommendations and is deemed complete after we receive the signed management representation letter. We retain the right to withhold the Draft Report or Final Report if payment for services is not rendered in a timely manner.

Retention and Propriety of Work Papers

All files, work papers, or documents developed (the "work papers") by us during the course of the engagement is proprietary and remain our property. In all cases, we will retain our work papers for a period of three (3) years.

Restricted Use of Our Report

The use of our Report is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report, in whole or part, is not and cannot be used as a design specification, design engineering services, or an appraisal. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

Client Confidentiality

By entering into his agreement, you grant us the rights and a perpetual license to use, reproduce, display, and distribute your association's name, logo, testimonials, and related information ("Client Information") for various purposes, including but not limited to creating training materials, advertising, promotions, testimonials, software development, and other commercial and non-commercial activities without compensation. However, we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative processes or proceedings. These conditions can only be modified by written documents executed by both parties.

Software Development Disclaimer

Throughout the course of our engagement, you may come into contact with software, applications, or other intellectual property under development by us. It is essential to clarify that our collaboration does not constitute a joint venture, partnership, or any shared ownership in the development process. All rights, including but not limited to copyrights, trademarks, and intellectual property rights, associated

with the software and related materials remain the sole and exclusive property of Reserve Study Institute, LLC and its and its affiliates, subsidiaries, successors, assigns, and heirs. Any feedback, suggestions, or ideas provided by you in the course of our collaboration do not grant you any ownership or rights in the developed software. This disclaimer serves to make explicit that the software, its components, and associated intellectual property are proprietary assets and our property, and you shall have no claims or rights to assert ownership, authorship, or any form of intellectual property rights therein. Our collaboration is not intended to create any obligations on our part to share ownership or provide any proprietary rights in the developed software or any other intellectual property we develop.

PROPOSED TIMELINE

This proposal is valid for thirty (30) days from the day it is prepared. Price, timeline, terms, and availability may be subject to change thereafter.

We intend to have our Draft Report to you for review and approval on or around **June 30, 2024**. All documentation requested will need to be provided by the Association's representative to us at least sixty (60) days prior to the date we anticipate having the Draft Report to you. If an onsite visit is necessary, then we require the onsite visit at least sixty (60) days before the date we anticipate having the Draft Report to you. You will be given a period of thirty (30) days from the date of receipt of the initial report to review and provide any edits, comments, or issues to us. In the absence of any response, edits, or issues raised, the report shall be deemed accepted as presented and we reserve the right to issue a final signed copy of the report. All edits, comments, or issues pertaining to the report must be presented in writing in a single email within the specified thirty (30) day review period. We shall not be obligated to consider or address edits submitted in a piecemeal fashion or through multiple, separate communications. This clause ensures that all edits are presented in an organized manner and helps us efficiently process these edits.

Our proposed timeline is based on the anticipated cooperation from your personnel. You agree to indemnify us if we are unable to meet the proposed timeline if you require rescheduling or rescheduling due to inclement weather, transportation issues (such as canceled or delayed flights), or any other issues that are reasonably beyond our control. We will attempt to reschedule any onsite visits, if necessary, and complete our services as soon as reasonably possible. However, you understand that if rescheduling is needed for any reason, we provide no assurance or guarantee of when we will be able to reschedule given that we may have other client commitments. Our Final Report will be issued to you in electronic format only.

Multiple Reports Needed

Our report is designed to yield one (1) reserve contribution for all components included in that report. Unless otherwise noted, this proposal will have one (1) recommended contribution amount for one (1) client. If there are multiple associations, multiple neighborhoods with separate budgets, or some components are not shared equally by all owners, then separate reports will be needed. We will proceed with producing one (1) report as per this proposal unless we receive written authorization via email to proceed at an agreed-upon fee for service for the additional work in the event multiple reports are needed.

Not Engineers or Architects

Reserve Study Institute, LLC is not a licensed architectural or engineering firm and this proposal is not for design, build, construction, or engineering purposes.

FEES AND BILLING

Billing and Fee for Services and Conditions

The retainer, if any, is due upon acceptance of the proposal for services, and no work will commence until the retainer has been received by Reserve Study Institute, LLC. The Association may be progress billed as work proceeds with payment due immediately upon request as outlined in the fee schedule summary on the signature page of this proposal. Otherwise, the payment of all fees is due when we deliver or try to deliver the receipt of the Draft Report by email.

We do **NOT** charge any out-of-pocket costs for mileage, travel, lodging, or meals for a single trip. However, if a second trip is required through no fault of Reserve Study Institute, LLC, additional charges for travel, lodging, and other associated costs will apply. Mileage will be reimbursed based on IRS-approved mileage rates at the time of travel if a second trip is required. We reserve the right to suspend all work if there is an outstanding balance of more than thirty (30) days from the date of the invoice. Any outstanding balance after thirty (30) days from the date of the invoice will also be subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Duval County of Florida. The Association will be responsible for payment of reasonable attorney fees to Reserve Study Institute, LLC in the event of litigation to collect any unpaid balances and reserves the right to charge the Association any and all fees, including mileage, meals, lodging, and other associated out-of-pocket costs incurred during the first trip in the event collections proceeding are initiated due to a delay in timely payment.

SUMMARY

We look forward to working with your Association on this effort, and should you have any questions regarding our proposal, please contact our office at (904) 568-2839.

Respectfully Submitted,



Reserve Study Institute, LLC
Jacksonville, Florida



RESERVE STUDY INSTITUTE, LLC

Acceptance of Proposal

Please select one box below to indicate the service selected:

| <i>Fee Schedule for Service Level</i> | | | |
|---------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Service Includes | Traditional Reserve Study | | |
| | Level 1 | Level 2 | Level 3 |
| Full Reserve Study | ✓ | | |
| Establish Reserve Quantities | ✓ | | |
| Establish Component List | ✓ | | |
| Site Visit | ✓ | ✓ | |
| Condition Assessment | ✓ | ✓ | |
| Photo Inventory | ✓ | ✓ | |
| Component Inventory | ✓ | ✓ | ✓ |
| Life & Value Estimates | ✓ | ✓ | ✓ |
| Reserve Funding Plan | ✓ | ✓ | ✓ |
| When Payment Due | Fee for Service | | |
| Retainer Prior to Start | N/A | N/A | N/A |
| Due Upon Draft Report | \$ 3,400 | N/A | N/A |
| Total Fee For Service | \$ 3,400 | N/A | N/A |
| Select Service (Check One) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: A Level I/Initial Study is required if no previous study is available.

I have read, understand, and accept the terms of the proposal and acknowledge that I have the authority to legally bind the Association to this agreement. I hereby acknowledge that I understand Reserve Study Institute, LLC is not operating as a licensed engineering or architectural firm.

ASSOCIATION REPRESENTATIVE:

Name

Date

Signature

Title

Only When Ready.



SECTION VI

SECTION A

SECTION 1



LATHAM, LUNA,
EDEN & BEAUDINE, ^{LLP}
ATTORNEYS AT LAW

MICHAEL J. BEAUDINE
JAN ALBANESE CARPENTER
DANIEL H. COULTOFF
SARAH M. DINON
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CHRISTINA Y. TAYLOR
KRISTEN E. TRUCCO
DANIEL A. VELASQUEZ

To: CDD Board of Supervisors
From: District Counsel (Jan Albanese Carpenter, Esq., Jay E. Lazarovich, Esq. and Kristen E. Trucco, Esq.)
Regarding: Annual Reminder on Florida Laws for Public Officials
Date: April 2024

I. Code of Ethics Reminders

a. "GIFTS LAW"

-BENEFIT TO YOU: public officials are prohibited from accepting or asking for anything of value based upon an understanding that such thing will influence the official's vote, official action or judgment. Section 112.313(2), *Florida Statutes*.

-BENEFIT TO SPOUSE/MINOR CHILDREN: a public official, their spouse and minor children are prohibited from accepting anything of value when the public official knows, or under the circumstances should know, that it was given to influence a vote or other official action of the public official. Section 112.313(4), *Florida Statutes*.

-DISCLOSURE DUTY: a public official must disclose gifts with a value of more than \$100 to the Commission on Ethics (on Form 9) unless the gift is from a relative or unless the public official pays the donor an amount to reduce the value of the gift to \$100 or less within 90 days of receiving the gift. Section 112.3148(8)(a), *Florida Statutes*.

b. MISUSE OF PUBLIC POSITION

-No public official shall corruptly¹ use or attempt to use his/her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit or exemption for himself/herself, or others. Section 112.313(6), *Florida Statutes*.

-Recent examples: (1) Florida Commission on Ethics found probable cause to believe that a CDD Supervisor misused her public position by using her official CDD email account to send an email

¹ "Corruptly" "means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duties." See Section 112.312(9), *Florida Statutes*.

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endorsing her preferred candidates for the upcoming homeowners association election; and (2) Florida Commission on Ethics opined that use of City business cards by City Commissioners and a City Mayor for private promotion or gain creates a prohibited conflict of interest under Section 112.313(6), *Florida Statutes*.

c. VOTING CONFLICTS

-A public officer must **not** vote on any measure which would (1) **result in his/her special private gain or loss**; or (2) which the officer knows would result in a special private gain or loss to:

- i. a principal² by whom the officer is retained³;
- ii. a parent organization or subsidiary of a corporate principal by whom the officer is retained;
- iii. a relative (parents, children, spouse, sibling, mother/father-in-law, son/daughter-in-law); and
- iv. a business associate (pursuing common commercial/business pursuit for profit and such pursuit is current and ongoing). Example: business partner.

-If you have a voting conflict you should: (1) consult with your CDD's counsel and/or your CDD's District Manager; (2) disclose your conflict⁴; and (3) submit the Commission on Ethics Form 8B within 15 days after the vote occurs to your District Manager so that the form can be incorporated into the minutes.

II. Quorum & Sunshine Law Reminders

a. QUORUM

-A majority of the Board of Supervisors must be physically present in order for the Board to take any official action.

-Participation by telephone: Participation by physical presence at Board meetings is expected under the Sunshine law. However, when a quorum of the Board is physically present, a Supervisor may participate by telephone only if the Supervisor's absence is due to an extraordinary circumstance such as an illness. In the event a Supervisor participates by telephone, the Supervisor must vote on every action unless a voting conflict exists. Likewise, if a Supervisor is participating in person, the Supervisor must vote on every action unless a voting conflict exists.

² According to the Commission on Ethics, a "principal" excludes a "government agency" and includes: (1) an employer; (2) a client of a legal, accounting, insurance or other professional practice; and (3) a corporation for which the officer serves as a compensated director.

³ Generally speaking, a "principal by whom retained" means for compensation, consideration or similar thing of value. See Section 112.3143(1)(a), *Florida Statutes* for the full definition.

⁴ Although there may be a slight difference on timing and procedure for disclosure of a voting conflict for "**Elected Officers**" vs. "**Appointed Officers**," it is recommended that the conflict be disclosed prior to any discussion on the matter. Further, we caution that discussions on items on which a Supervisor has a voting conflict could potentially be challenged as a violation of the "Misuse of Public Position" rule in Section 112.313(6), *Florida Statutes*, if the discussion is seen as persuasion or an attempt to influence the Board's position to secure a special benefit for the Supervisor or others. If you have any questions, please contact counsel to discuss.

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b. SUNSHINE LAW

-Outside of a Board of Supervisors meetings, two or more members of the Board **must not** discuss any matter on which foreseeable action will be taken by the Board. This applies to in-person, “liaison” and “virtual” discussions, including text messages, emails, telephone calls, online postings (social media) and any other means of communication. Failure to abide to this rule constitutes a Sunshine law violation.

-**Best practices:** (1) utilize Board meetings for discussions with other Supervisors; (2) refrain from posting about CDD business online and responding/reacting to matters online related to CDD business.

III. Public Records Reminders

-Chapter 119, *Florida Statutes* & the Florida Constitution (Article 1, Section 24) guarantees the public a right to access government records.

-Includes **all materials** (i.e., documents, emails, **TEXT MESSAGES**, sound recordings, films, maps, books, photographs, tapes, etc.) made or received in connection with the official business of the CDD.

-You are required to keep records for the time period set by the Division of Library Information Services of the Florida Department of State.⁵ For example, correspondence and memoranda that are associated with administrative practices or routine issues (but do not create a policy/procedure, document the business of a particular program or act as a receipt) are required to be retained for **3 fiscal years**.⁶ Correspondence and memoranda that document policy development, decision-making, or substantive programmatic issues, procedures or activities are required to be retained for **5 fiscal years**. For more information on the retention and disposition of records, please contact your CDD’s District Manager.

-Exceptions are very limited. Examples of exemptions: (1) materials related to security and/or fire safety of a facility (including video surveillance and security details); and (2) materials related to active criminal investigations.

-**Best Practices:** (1) in-person or telephone discussions (except with other Board members); (2) use or create a separate email account for CDD related materials; (3) avoid posting on social media about CDD business (posts can be removed/edited by users and website controller); and (4) avoid using text/social media messaging as they generally cannot be saved.

⁵ The Records Schedule is accessible at the following URL: <https://files.floridados.gov/media/706717/gsl-sl-june-2023.pdf>.

⁶ October 1st through September 30th.

SECTION C

SECTION 1

Windward Community Development District

Summary of Check Register

February 8, 2024 through April 3, 2024

| Fund | Date | Check No.'s | | Amount |
|---------------------|-------------|--------------------|-----------|-------------------|
| General Fund | 2/14/24 | 824-831 | \$ | 39,789.87 |
| | 2/21/24 | 832-834 | \$ | 3,196.52 |
| | 2/28/24 | 835 | \$ | 4,242.63 |
| | 3/6/24 | 836-837 | \$ | 56,447.46 |
| | 3/13/24 | 838-844 | \$ | 66,431.23 |
| | 3/20/24 | 845-847 | \$ | 9,489.28 |
| | 3/21/24 | 848-850 | \$ | 521.02 |
| | 4/3/24 | 851-855 | \$ | 56,012.15 |
| Total Amount | | | \$ | 236,130.16 |

| CHECK DATE | VEND# | INVOICE DATE | INVOICE | EXPENSED TO YRMO | DPT ACCT# | SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT | CHECK AMOUNT | CHECK # |
|----------------------------------|-------|--------------|----------|------------------|-----------|--------------|---------------------------|--------|----------|--------------|---------|
| 2/14/24 | 00014 | 1/31/24 | S106869 | 202401 | 320-53800 | 57400 | GATE SERVICE CALL 1/30/24 | * | 175.00 | | |
| | | 1/31/24 | S106871 | 202401 | 320-53800 | 57400 | GATE REPAIR 01/30/24 | * | 508.20 | | |
| ACCESS CONTROL SYSTEMS, LLC | | | | | | | | | | 683.20 | 000824 |
| ----- | | | | | | | | | | | |
| 2/14/24 | 00010 | 2/07/24 | 9100 861 | 202401 | 320-53800 | 43000 | 79811 FOUR SEASONS ENT | * | 640.29 | | |
| | | 2/07/24 | 9100 861 | 202401 | 320-53800 | 43500 | 0000 FOUR SEASONS BLVD | * | 1,530.00 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 24081 SANDY CREEK TRAIL | * | 30.79 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 7980 FOUR SEASONS BLVD | * | 179.66 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 77001 FOUR SEASONS BLVD | * | 70.95 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 78151 FOUR SEASONS BLVD | * | 55.38 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 21051 PEBBLE PASSAGE LN | * | 63.18 | | |
| | | 2/09/24 | 9100 861 | 202401 | 320-53800 | 43000 | 79011 HANSON BAY PL | * | 30.79 | | |
| | | 2/13/24 | 9100 861 | 202401 | 320-53800 | 43500 | 4 SEASONS PH1B SL | * | 1,594.24 | | |
| | | 2/13/24 | 9101 537 | 202401 | 320-53800 | 43500 | 000 FOURSEASONS BLVD LITE | * | 1,837.12 | | |
| DUKE ENERGY | | | | | | | | | | 6,032.40 | 000825 |
| ----- | | | | | | | | | | | |
| 2/14/24 | 00001 | 2/01/24 | 213 | 202402 | 310-51300 | 34000 | MANAGEMENT FEES - FEB 24 | * | 3,443.92 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 35200 | WEBSITE ADMIN - FEB 24 | * | 88.33 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 35100 | INFORMATION TECH - FEB 24 | * | 154.58 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 31300 | DISSEMINATION - FEB 24 | * | 801.67 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 51000 | OFFICE SUPPLIES | * | .78 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 42000 | POSTAGE | * | 274.10 | | |
| | | 2/01/24 | 213 | 202402 | 310-51300 | 42500 | COPIES | * | 23.10 | | |
| | | 2/01/24 | 214 | 202402 | 320-53800 | 12000 | FIELD MANAGEMENT - FEB 24 | * | 1,476.00 | | |
| GOVERNMENTAL MANAGEMENT SERVICES | | | | | | | | | | 6,262.48 | 000826 |

| CHECK DATE | VEND# | INVOICE DATE | INVOICE | EXPENSED TO YRMO | DPT | ACCT# | SUB | SUBCLASS | VENDOR NAME | STATUS | AMOUNT | CHECK AMOUNT | CHECK # |
|-------------------------------------|-------|--------------|---------------------------|------------------|-----|-------|-------|----------|-------------|--------|-----------|--------------|---------|
| 2/14/24 | 00042 | 1/31/24 | 248502 | 202401 | 320 | 53800 | 46700 | | | * | 625.00 | | |
| | | | GRIND 2 STUMPS | | | | | | | | | | |
| | | 1/31/24 | 248667 | 202401 | 320 | 53800 | 46700 | | | * | 1,030.00 | | |
| | | | TREE/DEBRIS REMOVAL | | | | | | | | | | |
| | | 2/01/24 | 249409 | 202402 | 320 | 53800 | 46800 | | | * | 12,725.44 | | |
| | | | LANDSCAPE MAINT - FEB24 | | | | | | | | | | |
| JUNIPER LANDSCAPING OF FLORIDA, LLC | | | | | | | | | | | | 14,380.44 | 000827 |
| 2/14/24 | 00016 | 2/01/24 | 2018824 | 202402 | 310 | 51300 | 49100 | | | * | 261.11 | | |
| | | | 2023 TAX ROLL YEAR | | | | | | | | | | |
| OSCEOLA COUNTY PROPERTY APPRAISER | | | | | | | | | | | | 261.11 | 000828 |
| 2/14/24 | 00055 | 2/14/24 | 040724 | 202402 | 320 | 53800 | 57400 | | | * | 500.00 | | |
| | | | REPLACE DAMAGED STUCCO | | | | | | | | | | |
| SD PREMIER STUCCO, LLC | | | | | | | | | | | | 500.00 | 000829 |
| 2/14/24 | 00045 | 1/31/24 | 7957-B | 202401 | 320 | 53800 | 46900 | | | * | 800.00 | | |
| | | | CLEAN BASIN FOUNTAIN 1/24 | | | | | | | | | | |
| SITEX AQUATICS LLC | | | | | | | | | | | | 800.00 | 000830 |
| 2/14/24 | 00009 | 1/29/24 | 00262245 | 202401 | 320 | 53800 | 43100 | | | * | 32.78 | | |
| | | | 7900 FOUR SEASONS | | | | | | | | | | |
| | | 1/29/24 | 00262245 | 202401 | 320 | 53800 | 43100 | | | * | 12.89 | | |
| | | | 7900 FOUR SEASON BLVD ODD | | | | | | | | | | |
| | | 1/29/24 | 00262245 | 202401 | 320 | 53800 | 43100 | | | * | 26.72 | | |
| | | | 7980 FOUR SEASONS BLVD GH | | | | | | | | | | |
| | | 1/29/24 | 00262245 | 202401 | 320 | 53800 | 43100 | | | * | 10,797.85 | | |
| | | | 0 FOUR SEASONS BLVD | | | | | | | | | | |
| TOHO WATER AUTHORITY | | | | | | | | | | | | 10,870.24 | 000831 |
| 2/21/24 | 00014 | 2/07/24 | 13825 | 202402 | 320 | 53800 | 47000 | | | * | 120.00 | | |
| | | | WI-PAK MONTHLY SVC-FEB24 | | | | | | | | | | |
| ACCESS CONTROL SYSTEMS, LLC | | | | | | | | | | | | 120.00 | 000832 |
| 2/21/24 | 00010 | 2/19/24 | 9100 861 | 202402 | 320 | 53800 | 43500 | | | * | 1,735.30 | | |
| | | | 000 SAND HILL RD | | | | | | | | | | |
| DUKE ENERGY | | | | | | | | | | | | 1,735.30 | 000833 |
| 2/21/24 | 00002 | 2/14/24 | 123656 | 202401 | 310 | 51300 | 31500 | | | * | 1,341.22 | | |
| | | | GENERAL COUNSEL - JAN24 | | | | | | | | | | |
| LATHAM, LUNA, EDEN & BEAUDINE, LLP | | | | | | | | | | | | 1,341.22 | 000834 |
| 2/28/24 | 00010 | 2/28/24 | 9100 861 | 202402 | 320 | 53800 | 43500 | | | * | 4,242.63 | | |
| | | | 000 SHADOW TREE LN | | | | | | | | | | |
| DUKE ENERGY | | | | | | | | | | | | 4,242.63 | 000835 |

| CHECK DATE | VEND# | INVOICE DATE | INVOICE | YRMO | DPT | ACCT# | SUB | SUBCLASS | VENDOR NAME | STATUS | AMOUNT | CHECK AMOUNT | CHECK # |
|------------|-------|--------------|----------|--------|-----|-------|-------|----------|------------------------------|--------|-----------|--------------|---------|
| 3/06/24 | 00010 | 3/06/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 30.79 | | |
| | | | 17031 | | | | | | DUKE ENERGY | | | 30.79 | 000836 |
| 3/06/24 | 00009 | 2/23/24 | 00262245 | 202402 | 320 | 53800 | 43100 | | | * | 56,416.67 | | |
| | | | 7700 | | | | | | TOHO WATER AUTHORITY | | | 56,416.67 | 000837 |
| 3/13/24 | 00041 | 2/28/24 | 17368 | 202402 | 320 | 53800 | 47100 | | | * | 375.00 | | |
| | | | | | | | | | AQUATIC WEED MANAGEMENT, INC | | | 375.00 | 000838 |
| 3/13/24 | 00010 | 3/07/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 736.97 | | |
| | | | 79811 | | | | | | FOUR SEASONS ENT | | | | |
| | | 3/07/24 | 9100 861 | 202402 | 320 | 53800 | 43500 | | | * | 1,529.94 | | |
| | | | 0000 | | | | | | FOURSEASON BLVD LITE | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 30.79 | | |
| | | | 24081 | | | | | | SANDY CREEK TRAIL | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 147.09 | | |
| | | | 7980 | | | | | | FOUR SEASONS BLVD | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 66.65 | | |
| | | | 77001 | | | | | | FOUR SEASONS BLVD | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 52.31 | | |
| | | | 78151 | | | | | | FOUR SEASONS BLVD | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 59.16 | | |
| | | | 21051 | | | | | | PEBBLE PASSAGE LN | | | | |
| | | 3/11/24 | 9100 861 | 202402 | 320 | 53800 | 43000 | | | * | 30.79 | | |
| | | | 79011 | | | | | | HANSON BAY PL | | | | |
| | | | | | | | | | DUKE ENERGY | | | 2,653.70 | 000839 |
| 3/13/24 | 00001 | 12/31/23 | 215 | 202312 | 320 | 53800 | 57400 | | | * | 558.44 | | |
| | | | | | | | | | GUARDHOUSE CLEANING | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 34000 | | | * | 3,443.92 | | |
| | | | | | | | | | MANAGEMENT FEES - MAR 24 | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 35200 | | | * | 88.33 | | |
| | | | | | | | | | WEBSITE ADMIN - MAR 24 | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 35100 | | | * | 154.58 | | |
| | | | | | | | | | INFORMATION TECH - MAR 24 | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 31300 | | | * | 801.67 | | |
| | | | | | | | | | DISSEMINATION - MAR 24 | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 51000 | | | * | .63 | | |
| | | | | | | | | | OFFICE SUPPLIES | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 42000 | | | * | 10.59 | | |
| | | | | | | | | | POSTAGE | | | | |
| | | 3/01/24 | 216 | 202403 | 310 | 51300 | 42500 | | | * | 6.45 | | |
| | | | | | | | | | COPIES | | | | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # | |
|-------------------------------------|--------|-----------------------------------|--|---------------------------|--------|-----------|-----------------------------|--------|
| 3/01/24 | 217 | 202403 | 320-53800-12000 | FIELD MANAGEMENT - MAR 24 | * | 1,476.00 | | |
| 3/01/24 | 217 | 202403 | 320-53800-47000 | DOG WASTE BAGS | * | 254.09 | | |
| 3/01/24 | 217 | 202403 | 320-53800-46400 | CABLE LOCKS FOR IRR CLOCK | * | 376.29 | | |
| GOVERNMENTAL MANAGEMENT SERVICES | | | | | | | 7,170.99 | 000840 |
| 3/13/24 | 00042 | 2/29/24 | 252630 202402 320-53800-46700 | REMOVE LIGUSTRUMS | * | 2,437.60 | | |
| | | 2/29/24 | 252631 202402 320-53800-46700 | FLORA PASS END CAP | * | 2,791.48 | | |
| | | 2/29/24 | 252632 202402 320-53800-46700 | TREE STRAIGHTENING | * | 3,620.00 | | |
| | | 2/29/24 | 252633 202402 320-53800-46400 | IRRIGATION REPAIRS | * | 1,845.00 | | |
| | | 2/29/24 | 252634 202402 320-53800-46400 | IRRIGATION REPAIRS | * | 208.00 | | |
| | | 2/29/24 | 252635 202402 320-53800-46400 | IRRIGATION REPAIRS | * | 645.22 | | |
| | | 2/29/24 | 252636 202402 320-53800-46400 | IRRIGATION REPAIRS | * | 645.22 | | |
| | | 2/29/24 | 252637 202402 320-53800-46700 | FRONT ENTRY PATH LIMB UP | * | 1,295.00 | | |
| 3/01/24 | 253782 | 202403 | 320-53800-46800 | LANDSCAPE MAINT - MAR 24 | * | 12,725.44 | | |
| JUNIPER LANDSCAPING OF FLORIDA, LLC | | | | | | | 26,212.96 | 000841 |
| 3/13/24 | 00045 | 2/29/24 | 8073-B 202402 320-53800-46900 | 1000 | * | 1,000.00 | | |
| SITEX AQUATICS LLC | | | | | | | 1,000.00 | 000842 |
| 3/13/24 | 00052 | 2/28/24 | 2463 202402 320-53800-47100 | DISC POND MAINT - FEB24 | * | 1,200.00 | | |
| | | 2/28/24 | 2463 202402 320-53800-47100 | TILL 2 PONDS - FEB24 | * | 1,000.00 | | |
| TOOLE'S TRACTOR SERVICES & H2O | | | | | | | 2,200.00 | 000843 |
| 3/13/24 | 00009 | 2/29/24 | 00262245 202402 320-53800-43100 | 7900 FOUR SEASONS | * | 37.20 | | |
| | | 2/29/24 | 00262245 202402 320-53800-43100 | 7900 FOUR SEASON BLVD ODD | * | 39.41 | | |
| | | 2/29/24 | 00262245 202402 320-53800-43100 | 7980 FOUR SEASONS BLVD GH | * | 26.72 | | |
| | | 2/29/24 | 00262245 202402 320-53800-43100 | 0 FOUR SEASONS BLVD | * | 26,715.25 | | |
| TOHO WATER AUTHORITY | | | | | | | 26,818.58 | 000844 |

| CHECK DATE | VEND# | INVOICE DATE | INVOICE | YRMO | DPT | ACCT# | SUB | SUBCLASS | VENDOR NAME | STATUS | AMOUNT | CHECK AMOUNT | CHECK # |
|------------------------------------|-------|--------------|----------|--------|-----|-------|-------|----------|---------------------------|--------|----------|--------------|---------|
| 3/20/24 | 00010 | 3/13/24 | 9100 861 | 202402 | 320 | 53800 | 43500 | | 4 SEASONS PH1B SL | * | 1,712.24 | | |
| | | 3/13/24 | 9101 537 | 202402 | 320 | 53800 | 43500 | | 000 FOUR SEASON BLVD LITE | * | 1,837.08 | | |
| | | 3/19/24 | 9100 861 | 202403 | 320 | 53800 | 43500 | | 000 SAND HILL RD | * | 1,735.21 | | |
| DUKE ENERGY | | | | | | | | | | | | 5,284.53 | 000845 |
| 3/20/24 | 00002 | 3/18/24 | 124148 | 202402 | 310 | 51300 | 31500 | | GENERAL COUNSEL - FEB 24 | * | 1,912.50 | | |
| LATHAM, LUNA, EDEN & BEAUDINE, LLP | | | | | | | | | | | | 1,912.50 | 000846 |
| 3/20/24 | 00011 | 11/27/23 | 18-021(7 | 202310 | 310 | 51300 | 31100 | | ENGINEERING FEE OCT23 | * | 2,029.75 | | |
| | | 3/11/24 | 18-021(7 | 202402 | 310 | 51300 | 31100 | | ENGINEERING FEE FEB24 | * | 262.50 | | |
| POULOS & BENNETT | | | | | | | | | | | | 2,292.25 | 000847 |
| 3/21/24 | 00014 | 3/11/24 | 14058 | 202403 | 320 | 53800 | 47000 | | WI-PAK MONTHLY SVC MAR 24 | * | 120.00 | | |
| ACCESS CONTROL SYSTEMS, LLC | | | | | | | | | | | | 120.00 | 000848 |
| 3/21/24 | 00001 | 1/31/24 | 218 | 202401 | 320 | 53800 | 57400 | | GUARDHOUSE CLEANING JAN24 | * | 301.02 | | |
| GOVERNMENTAL MANAGEMENT SERVICES | | | | | | | | | | | | 301.02 | 000849 |
| 3/21/24 | 00049 | 1/27/24 | 56712105 | 202401 | 320 | 53800 | 57400 | | PEST CONTROL - JAN 24 | * | 50.00 | | |
| | | 2/24/24 | 57107764 | 202402 | 320 | 53800 | 57400 | | PEST CONTROL - FEB 24 | * | 50.00 | | |
| MASSEY SERVICES INC | | | | | | | | | | | | 100.00 | 000850 |
| 4/03/24 | 00030 | 3/21/24 | 10232686 | 202403 | 320 | 53800 | 57400 | | GUARDHOUSE A/C SERVICE | * | 199.00 | | |
| ABOVE & BEYOND A/C & HEAT | | | | | | | | | | | | 199.00 | 000851 |
| 4/03/24 | 00041 | 1/31/24 | 17172 | 202401 | 320 | 53800 | 47100 | | LAKE MAINTENANCE JAN24 | * | 375.00 | | |
| AQUATIC WEED MANAGEMENT, INC | | | | | | | | | | | | 375.00 | 000852 |
| 4/03/24 | 00010 | 3/28/24 | 9100 861 | 202403 | 320 | 53800 | 43500 | | 000 SHADOW TREE LN | * | 4,242.42 | | |
| DUKE ENERGY | | | | | | | | | | | | 4,242.42 | 000853 |
| 4/03/24 | 00018 | 4/02/24 | 20 | 202404 | 310 | 51300 | 31300 | | AMORT SCHED 2020A-2 | * | 500.00 | | |
| DISCLOSURE SERVICES LLC | | | | | | | | | | | | 500.00 | 000854 |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------|-------|-----------------------------------|--|----------------------|--------|------------|----------------------------|
| 4/03/24 | 00009 | 3/25/24 00262245 | 202403 320-53800-43100 7700 FOUR SEASONS BLVD | TOHO WATER AUTHORITY | * | 50,695.73 | 50,695.73 000855 |
| TOTAL FOR BANK A | | | | | | 236,130.16 | |
| TOTAL FOR REGISTER | | | | | | 236,130.16 | |

SECTION 2

Windward
Community Development District

Unaudited Financial Reporting
February 29, 2024



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Windward
Community Development District
Combined Balance Sheet
February 29, 2024

| | <i>General Fund</i> | <i>Debt Service Fund</i> | <i>Capital Projects Fund</i> | <i>Totals Governmental Funds</i> |
|---|-------------------------|------------------------------|----------------------------------|--------------------------------------|
| Assets: | | | | |
| Cash | \$ 734,334 | \$ - | \$ - | \$ 734,334 |
| Due from Other | \$ 43,299 | \$ - | \$ - | \$ 43,299 |
| Due from General Fund | \$ - | \$ 20,336 | \$ - | \$ 20,336 |
| Investments | | | | |
| Series 2018 A-1/A-2 | | | | |
| Reserve A-1 | \$ - | \$ 121,730 | \$ - | \$ 121,730 |
| Revenue | \$ - | \$ 257,857 | \$ - | \$ 257,857 |
| Construction | \$ - | \$ - | \$ 5,556 | \$ 5,556 |
| Series 2020 A-1/A-2 | | | | |
| Reserve A-1 | \$ - | \$ 127,656 | \$ - | \$ 127,656 |
| Reserve A-2 | \$ - | \$ 66,246 | \$ - | \$ 66,246 |
| Revenue | \$ - | \$ 387,554 | \$ - | \$ 387,554 |
| Prepayment A-2 | \$ - | \$ 166,970 | \$ - | \$ 166,970 |
| Construction | \$ - | \$ - | \$ 2,609,291 | \$ 2,609,291 |
| Cost of Issuance | \$ - | \$ - | \$ 32,235 | \$ 32,235 |
| Total Assets | \$ 777,633 | \$ 1,148,349 | \$ 2,647,083 | \$ 4,573,065 |
| Liabilities: | | | | |
| Accounts Payable | \$ 112,071 | \$ - | \$ - | \$ 112,071 |
| Due to Debt Service Fund | \$ 20,336 | \$ - | \$ - | \$ 20,336 |
| Total Liabilities | \$ 132,407 | \$ - | \$ - | \$ 132,407 |
| Fund Balances: | | | | |
| Restricted for: | | | | |
| Debt Service | \$ - | \$ 1,148,349 | \$ - | \$ 1,148,349 |
| Capital Projects | \$ - | \$ - | \$ 2,647,083 | \$ 2,647,083 |
| Unassigned | \$ 645,226 | \$ - | \$ - | \$ 645,226 |
| Total Fund Balances | \$ 645,226 | \$ 1,148,349 | \$ 2,647,083 | \$ 4,440,658 |
| Total Liabilities & Fund Balance | \$ 777,633 | \$ 1,148,349 | \$ 2,647,083 | \$ 4,573,065 |

Windward
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|---|---------------------|----------------------------------|-------------------------|-------------------|
| Revenues | | | | |
| Assessments - Tax Roll | \$ 1,111,941 | \$ 1,064,691 | \$ 1,064,691 | \$ - |
| Miscellaneous Revenue | \$ - | \$ - | \$ 7,521 | \$ 7,521 |
| Deficit Funding | \$ 105,000 | \$ 105,000 | \$ 214,266 | \$ 109,266 |
| Total Revenues | \$ 1,216,941 | \$ 1,169,691 | \$ 1,286,479 | \$ 116,788 |
| Expenditures: | | | | |
| <u>General & Administrative:</u> | | | | |
| Supervisors Fees | \$ 4,800 | \$ 2,000 | \$ - | \$ 2,000 |
| FICA Expense | \$ 367 | \$ 153 | \$ - | \$ 153 |
| Engineering | \$ 16,000 | \$ 6,667 | \$ 2,941 | \$ 3,726 |
| Attorney | \$ 25,000 | \$ 10,417 | \$ 5,421 | \$ 4,995 |
| Arbitrage | \$ 900 | \$ 450 | \$ 450 | \$ - |
| Dissemination | \$ 9,620 | \$ 4,008 | \$ 5,008 | \$ (1,000) |
| Annual Audit | \$ 6,500 | \$ - | \$ - | \$ - |
| Trustee Fees | \$ 8,008 | \$ 7,758 | \$ 7,758 | \$ - |
| Assessment Administration | \$ 5,300 | \$ 5,300 | \$ 5,300 | \$ - |
| Management Fees | \$ 41,327 | \$ 17,220 | \$ 17,220 | \$ 0 |
| Information Technology | \$ 1,855 | \$ 773 | \$ 773 | \$ 0 |
| Website Maintenance | \$ 1,060 | \$ 442 | \$ 442 | \$ 0 |
| Telephone | \$ 125 | \$ 52 | \$ - | \$ 52 |
| Postage | \$ 800 | \$ 333 | \$ 388 | \$ (55) |
| Travel Per Diem | \$ 660 | \$ 275 | \$ - | \$ 275 |
| Printing & Binding | \$ 500 | \$ 208 | \$ 46 | \$ 162 |
| Insurance | \$ 6,586 | \$ 6,586 | \$ 6,197 | \$ 389 |
| Legal Advertising | \$ 1,500 | \$ 625 | \$ - | \$ 625 |
| Other Current Charges | \$ 2,000 | \$ 833 | \$ 200 | \$ 633 |
| Office Supplies | \$ 150 | \$ 63 | \$ 3 | \$ 60 |
| Property Appraiser | \$ 500 | \$ 261 | \$ 261 | \$ - |
| Dues, Licenses & Subscriptions | \$ 175 | \$ 175 | \$ 175 | \$ - |
| Total General & Administrative: | \$ 133,733 | \$ 64,599 | \$ 52,583 | \$ 12,016 |

Windward
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|--|---------------------|----------------------------------|-------------------------|---------------------|
| Operation & Maintenance | | | | |
| Field Expenditures | | | | |
| Field Services | \$ 17,712 | \$ 7,380 | \$ 7,380 | \$ (0) |
| Facility Maintenance | \$ 10,000 | \$ 4,167 | \$ 450 | \$ 3,717 |
| Electric | \$ 158,992 | \$ 66,247 | \$ 60,405 | \$ 5,841 |
| Water & Sewer | \$ 531,795 | \$ 221,581 | \$ 454,487 | \$ (232,906) |
| Security Building Maintenance | \$ 10,000 | \$ 4,167 | \$ 5,765 | \$ (1,598) |
| Landscape Maintenance | \$ 237,545 | \$ 98,977 | \$ 63,138 | \$ 35,839 |
| Landscape Contingency | \$ 40,000 | \$ 16,667 | \$ 222,676 | \$ (206,010) |
| Property Insurance | \$ 5,664 | \$ 5,664 | \$ 6,012 | \$ (348) |
| Fountain Maintenance | \$ 14,600 | \$ 6,083 | \$ 4,829 | \$ 1,255 |
| Lake Maintenance | \$ 9,000 | \$ 3,750 | \$ 8,850 | \$ (5,100) |
| Irrigation Repairs | \$ 25,000 | \$ 10,417 | \$ 17,042 | \$ (6,626) |
| Lighting Maintenance | \$ 2,500 | \$ 1,042 | \$ - | \$ 1,042 |
| Monument Maintenance | \$ 1,400 | \$ 583 | \$ 10,025 | \$ (9,442) |
| Roadway Maintenance | \$ 9,000 | \$ 3,750 | \$ - | \$ 3,750 |
| Contingency | \$ 10,000 | \$ 4,167 | \$ 10,500 | \$ (6,333) |
| Total Operations & Maintenance Expenditures | \$ 1,083,208 | \$ 454,640 | \$ 871,559 | \$ (416,918) |
| Total Expenditures | \$ 1,216,941 | \$ 519,239 | \$ 924,142 | \$ (404,903) |
| Excess (Deficiency) of Revenues over Expenditures | \$ - | | \$ 362,337 | |
| Fund Balance - Beginning | \$ - | | \$ 282,889 | |
| Fund Balance - Ending | \$ - | | \$ 645,226 | |

Windward
Community Development District
Debt Service Fund - Series 2018-A1
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|--|-------------------|----------------------------------|-------------------------|-----------------|
| Revenues | | | | |
| Assessments - 2018 A1 Tax Roll | \$ 243,648 | \$ 233,294 | \$ 233,294 | \$ - |
| Interest Income | \$ 250 | \$ 104 | \$ 4,208 | \$ 4,104 |
| Total Revenues | \$ 243,898 | \$ 233,399 | \$ 237,503 | \$ 4,104 |
| Expenditures: | | | | |
| Series 2018A-1 | | | | |
| Interest - 11/1 | \$ 92,495 | \$ 92,495 | \$ 92,495 | \$ - |
| Principal - 5/1 | \$ 60,000 | \$ - | \$ - | \$ - |
| Interest - 5/1 | \$ 92,495 | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 244,990 | \$ 92,495 | \$ 92,495 | \$ - |
| Excess (Deficiency) of Revenues over Expenditures | \$ (1,092) | | \$ 145,008 | |
| Fund Balance - Beginning | \$ 119,287 | | \$ 244,508 | |
| Fund Balance - Ending | \$ 118,195 | | \$ 389,516 | |

Windward
Community Development District
Debt Service Fund - Series 2020-A1
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|--|-------------------|----------------------------------|-------------------------|-----------------|
| Revenues | | | | |
| Assessments - 2020 A1 Tax Roll | \$ 255,379 | \$ 244,527 | \$ 244,527 | \$ - |
| Interest Income | \$ - | \$ - | \$ 7,509 | \$ 7,509 |
| Total Revenues | \$ 255,379 | \$ 244,527 | \$ 252,036 | \$ 7,509 |
| Expenditures: | | | | |
| Series 2020A-1 | | | | |
| Interest - 11/1 | \$ 86,926 | \$ 86,926 | \$ 86,926 | \$ - |
| Principal - 5/1 | \$ 80,000 | \$ - | \$ - | \$ - |
| Interest - 5/1 | \$ 86,926 | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 253,853 | \$ 86,926 | \$ 86,926 | \$ - |
| Excess (Deficiency) of Revenues over Expenditures | \$ 1,527 | | \$ 165,110 | |
| Fund Balance - Beginning | \$ 95,755 | | \$ 225,311 | |
| Fund Balance - Ending | \$ 97,281 | | \$ 390,421 | |

Windward

Community Development District

Debt Service Fund - Series 2020-A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|--|-------------------|----------------------------------|-------------------------|-----------------------|
| Revenues | | | | |
| Assessments - 2020 A2 Direct | \$ 156,640 | \$ - | \$ - | \$ - |
| Assessments - Prepayments | \$ - | \$ - | \$ 851,070 | \$ 851,070 |
| Interest Income | \$ - | \$ - | \$ 14,374 | \$ 14,374 |
| Total Revenues | \$ 156,640 | \$ - | \$ 865,444 | \$ 865,444 |
| Expenditures: | | | | |
| Series 2020A-2 | | | | |
| Interest - 11/1 | \$ 78,320 | \$ 78,320 | \$ 78,320 | \$ - |
| Special Call - 11/1 | \$ - | \$ - | \$ 580,000 | \$ (580,000) |
| Interest - 2/1 | \$ - | \$ - | \$ 7,700 | \$ (7,700) |
| Special Call - 2/1 | \$ - | \$ - | \$ 700,000 | \$ (700,000) |
| Interest - 5/1 | \$ 78,320 | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 156,640 | \$ 78,320 | \$ 1,366,020 | \$ (1,287,700) |
| Excess (Deficiency) of Revenues over Expenditures | \$ - | | \$ (500,576) | |
| Fund Balance - Beginning | \$ 205,085 | | \$ 868,988 | |
| Fund Balance - Ending | \$ 205,085 | | \$ 368,412 | |

Windward
Community Development District
Capital Projects Fund - Series 2018
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|--|-------------------|----------------------------------|-------------------------|---------------|
| Revenues | | | | |
| Interest | \$ - | \$ - | \$ 122 | \$ 122 |
| Total Revenues | \$ - | \$ - | \$ 122 | \$ 122 |
| Expenditures: | | | | |
| Capital Outlay | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - |
| Excess (Deficiency) of Revenues over Expenditures | \$ - | \$ - | \$ 122 | |
| Fund Balance - Beginning | \$ - | | \$ 5,434 | |
| Fund Balance - Ending | \$ - | | \$ 5,556 | |

Windward
Community Development District
Capital Projects Fund - Series 2020
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 29, 2024

| | Adopted Budget | Prorated Budget Thru 02/29/24 | Actual Thru 02/29/24 | Variance |
|---------------------------------------|-------------------|----------------------------------|-------------------------|------------------|
| Revenues | | | | |
| Interest | \$ - | \$ - | \$ 57,954 | \$ 57,954 |
| Total Revenues | \$ - | \$ - | \$ 57,954 | \$ 57,954 |
| Expenditures: | | | | |
| Capital Outlay | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - |
| Excess Revenues (Expenditures) | \$ - | | \$ 57,954 | |
| Fund Balance - Beginning | \$ - | | \$ 2,583,572 | |
| Fund Balance - Ending | \$ - | | \$ 2,641,526 | |

Windward
Community Development District
Month to Month

| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Total |
|--|------------------|-------------------|-------------------|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Revenues | | | | | | | | | | | | | |
| Assessments - Tax Roll | \$ - | \$ 339,020 | \$ 680,357 | \$ 32,203 | \$ 13,111 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,064,691 |
| Assessments - Direct | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Miscellaneous Revenue | \$ - | \$ 5,265 | \$ - | \$ 2,256 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,521 |
| Deficit Funding | \$ 24,730 | \$ - | \$ 189,536 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 214,266 |
| Total Revenues | \$ 24,730 | \$ 344,285 | \$ 869,894 | \$ 34,459 | \$ 13,111 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,286,479 |
| Expenditures: | | | | | | | | | | | | | |
| General & Administrative: | | | | | | | | | | | | | |
| Supervisors Fees | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| FICA Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Engineering | \$ 2,030 | \$ 525 | \$ 124 | \$ - | \$ 263 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,941 |
| Attorney | \$ 1,548 | \$ 252 | \$ 368 | \$ 1,341 | \$ 1,913 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,421 |
| Arbitrage | \$ - | \$ 450 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 450 |
| Dissemination | \$ 1,302 | \$ 802 | \$ 802 | \$ 1,302 | \$ 802 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,008 |
| Annual Audit | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Trustee Fees | \$ - | \$ 4,041 | \$ 3,717 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,758 |
| Assessment Administration | \$ 5,300 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,300 |
| Management Fees | \$ 3,444 | \$ 3,444 | \$ 3,444 | \$ 3,444 | \$ 3,444 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,220 |
| Information Technology | \$ 155 | \$ 155 | \$ 154 | \$ 155 | \$ 155 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 773 |
| Website Maintenance | \$ 88 | \$ 88 | \$ 88 | \$ 88 | \$ 88 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 442 |
| Telephone | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Postage | \$ 10 | \$ 37 | \$ 38 | \$ 29 | \$ 274 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 388 |
| Travel Per Diem | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Printing & Binding | \$ - | \$ 23 | \$ - | \$ - | \$ 23 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 46 |
| Insurance | \$ 6,197 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,197 |
| Legal Advertising | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Current Charges | \$ 39 | \$ 40 | \$ 41 | \$ 39 | \$ 42 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200 |
| Office Supplies | \$ 0 | \$ 1 | \$ 1 | \$ 0 | \$ 1 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3 |
| Property Appraiser | \$ - | \$ - | \$ - | \$ - | \$ 261 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 261 |
| Property Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Dues, Licenses & Subscriptions | \$ 175 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 175 |
| Total General & Administrative: | \$ 20,288 | \$ 9,857 | \$ 8,776 | \$ 6,398 | \$ 7,265 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 52,583 |

Windward
Community Development District
Month to Month

| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Total |
|--|---------------------|-------------------|-------------------|--------------------|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| Operation & Maintenance | | | | | | | | | | | | | |
| Field Expenditures | | | | | | | | | | | | | |
| Field Services | \$ 1,476 | \$ 1,476 | \$ 1,476 | \$ 1,476 | \$ 1,476 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,380 |
| Facility Maintenance | \$ - | \$ - | \$ 450 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 450 |
| Telephone | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Electric | \$ 12,190 | \$ 12,175 | \$ 11,787 | \$ 12,041 | \$ 12,212 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60,405 |
| Water & Sewer | \$ 116,703 | \$ 110,801 | \$ 87,889 | \$ 60,177 | \$ 78,916 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 454,487 |
| Security Building Maintenance | \$ 2,922 | \$ 580 | \$ 678 | \$ 1,034 | \$ 550 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,765 |
| Landscape Maintenance | \$ 12,236 | \$ 12,725 | \$ 12,725 | \$ 12,725 | \$ 12,725 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 63,138 |
| Landscape Contingency | \$ 2,310 | \$ 189,536 | \$ 19,031 | \$ 1,655 | \$ 10,144 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 222,676 |
| Property Insurance | \$ 6,012 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,012 |
| Fountain Maintenance | \$ 1,229 | \$ 1,000 | \$ 800 | \$ 800 | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,829 |
| Lake Maintenance | \$ 2,575 | \$ 375 | \$ 2,575 | \$ 750 | \$ 2,575 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,850 |
| Irrigation Repairs | \$ 2,080 | \$ 1,040 | \$ 9,219 | \$ 1,360 | \$ 3,343 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,042 |
| Lighting Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Monument Maintenance | \$ 10,025 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,025 |
| Roadway Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency | \$ 7,050 | \$ 3,090 | \$ 120 | \$ 120 | \$ 120 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,500 |
| Total Operations & Maintenance Expenses | \$ 176,808 | \$ 332,799 | \$ 146,751 | \$ 92,139 | \$ 123,062 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 871,559 |
| Total Expenditures | \$ 197,096 | \$ 342,656 | \$ 155,527 | \$ 98,536 | \$ 130,327 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 924,142 |
| Excess (Deficiency) of Revenues over Expenditures | \$ (172,366) | \$ 1,629 | \$ 714,367 | \$ (64,077) | \$ (117,216) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 362,337 |

Windward

Community Development District

LONG TERM DEBT REPORT

| SERIES 2018A-1, SPECIAL ASSESSMENT REVENUE BONDS | | |
|---|---------------------------------|--------------------|
| INTEREST RATES: | 4.500%, 5.100%, 5.700%, 5.800% | |
| MATURITY DATE: | 5/1/2049 | |
| RESERVE FUND DEFINITION | 50% MAXIMUM ANNUAL DEBT SERVICE | |
| RESERVE FUND REQUIREMENT | \$121,730 | |
| RESERVE FUND BALANCE | \$121,730 | |
| BONDS OUTSTANDING - 11/07/18 | | \$3,460,000 |
| PRINCIPAL PAYMENT - 05/01/20 | | (\$50,000) |
| PRINCIPAL PAYMENT - 05/01/21 | | (\$50,000) |
| PRINCIPAL PAYMENT - 05/01/22 | | (\$50,000) |
| PRINCIPAL PAYMENT - 05/01/23 | | (\$55,000) |
| CURRENT BONDS OUTSTANDING | | \$3,255,000 |

| SERIES 2018A-2, SPECIAL ASSESSMENT REVENUE BONDS | | |
|---|-----------------------------|---------------|
| INTEREST RATES: | 5.800% | |
| MATURITY DATE: | 11/1/2029 | |
| RESERVE FUND DEFINITION | 50% MAXIMUM ANNUAL INTEREST | |
| RESERVE FUND REQUIREMENT | \$0 | |
| RESERVE FUND BALANCE | \$0 | |
| BONDS OUTSTANDING - 11/07/18 | | \$4,120,000 |
| SPECIAL CALL - 05/01/19 | | (\$150,000) |
| SPECIAL CALL - 08/01/19 | | (\$245,000) |
| SPECIAL CALL - 11/01/19 | | (\$330,000) |
| SPECIAL CALL - 02/01/20 | | (\$200,000) |
| SPECIAL CALL - 05/01/20 | | (\$205,000) |
| SPECIAL CALL - 08/01/20 | | (\$305,000) |
| SPECIAL CALL - 11/01/20 | | (\$665,000) |
| SPECIAL CALL - 02/01/21 | | (\$580,000) |
| SPECIAL CALL - 05/01/21 | | (\$85,000) |
| SPECIAL CALL - 08/01/21 | | (\$1,060,000) |
| SPECIAL CALL - 11/01/21 | | (\$210,000) |
| SPECIAL CALL - 02/01/22 | | (\$75,000) |
| SPECIAL CALL - 05/01/22 | | (\$5,000) |
| SPECIAL CALL - 11/01/22 | | (\$5,000) |
| CURRENT BONDS OUTSTANDING | | \$0 |

Windward

Community Development District

LONG TERM DEBT REPORT

| SERIES 2020A-1, SPECIAL ASSESSMENT REVENUE BONDS | | |
|--|---------------------------------|--------------------|
| INTEREST RATES: | 3.00%, 3.650%, 4.250%, 4.500% | |
| MATURITY DATE: | 5/1/2051 | |
| RESERVE FUND DEFINITION | 50% MAXIMUM ANNUAL DEBT SERVICE | |
| RESERVE FUND REQUIREMENT | \$127,656 | |
| RESERVE FUND BALANCE | \$127,656 | |
| BONDS OUTSTANDING - 10/29/20 | | \$4,230,000 |
| PRINCIPAL PAYMENT - 05/01/22 | | (\$75,000) |
| PRINCIPAL PAYMENT - 05/01/23 | | (\$80,000) |
| CURRENT BONDS OUTSTANDING | | \$4,075,000 |

| SERIES 2020A-2, SPECIAL ASSESSMENT REVENUE BONDS | | |
|--|-----------------------------|--------------------|
| INTEREST RATES: | 4.400% | |
| MATURITY DATE: | 11/1/2035 | |
| RESERVE FUND DEFINITION | 50% MAXIMUM ANNUAL INTEREST | |
| RESERVE FUND REQUIREMENT | \$78,320 | |
| RESERVE FUND BALANCE | \$66,246 | |
| BONDS OUTSTANDING - 10/29/20 | | \$8,010,000 |
| SPECIAL CALL - 11/01/21 | | (\$230,000) |
| SPECIAL CALL - 02/01/22 | | (\$675,000) |
| SPECIAL CALL - 05/01/22 | | (\$480,000) |
| SPECIAL CALL - 08/01/22 | | (\$715,000) |
| SPECIAL CALL - 11/01/22 | | (\$485,000) |
| SPECIAL CALL - 02/01/23 | | (\$1,045,000) |
| SPECIAL CALL - 05/01/23 | | (\$410,000) |
| SPECIAL CALL - 08/01/23 | | (\$410,000) |
| SPECIAL CALL - 11/01/23 | | (\$580,000) |
| SPECIAL CALL - 2/01/24 | | (\$700,000) |
| CURRENT BONDS OUTSTANDING | | \$2,280,000 |

Windward
Community Development District
Special Assessment Receipts
Fiscal Year 2024

Gross \$ 1,182,916.77 \$ 259,200.00 \$ 271,680.00 \$ 1,713,796.77
 \$ 1,111,941.76 \$ 243,648.00 \$ 255,379.20 \$ 1,610,968.96

ON ROLL ASSESSMENTS

ASSESSED THROUGH COUNTY

69.02% 15.12% 15.85% 100.00%

| Date | Distribution | Gross Amount | Discount/Penalty | Commission | Interest | Net Receipts | General Fund | S2018 A1 DSF Portion | S2020 A1 DSF Portion | Total |
|--------------|--------------|------------------------|------------------|-----------------------|--------------------|------------------------|------------------------|-------------------------|-------------------------|------------------------|
| 11/10/23 | ACH | \$13,271.45 | \$0.00 | (\$265.43) | \$0.00 | \$13,006.02 | \$8,977.17 | \$1,967.07 | \$2,061.78 | \$13,006.02 |
| 11/24/23 | ACH | \$487,921.16 | \$0.00 | (\$9,758.42) | \$0.00 | \$478,162.74 | \$330,043.06 | \$72,318.83 | \$75,800.85 | \$478,162.74 |
| 12/11/23 | ACH | \$975,842.37 | \$0.00 | (\$19,516.85) | \$0.00 | \$956,325.52 | \$660,086.14 | \$144,637.67 | \$151,601.71 | \$956,325.52 |
| 12/28/23 | ACH | \$29,968.23 | \$0.00 | (\$599.37) | \$0.00 | \$29,368.86 | \$20,271.32 | \$4,441.84 | \$4,655.70 | \$29,368.86 |
| 01/10/24 | ACH | \$10,053.00 | \$0.00 | (\$201.06) | \$0.00 | \$9,851.94 | \$6,800.12 | \$1,490.04 | \$1,561.78 | \$9,851.94 |
| 01/10/24 | ACH | \$36,073.43 | \$0.00 | (\$721.46) | \$0.00 | \$35,351.97 | \$24,401.05 | \$5,346.74 | \$5,604.18 | \$35,351.97 |
| 01/31/24 | INTEREST | \$0.00 | \$0.00 | \$0.00 | \$1,451.27 | \$1,451.27 | \$1,001.72 | \$219.49 | \$230.06 | \$1,451.27 |
| 02/08/24 | ACH | \$1,190.40 | \$0.00 | (\$23.81) | \$0.00 | \$1,166.59 | \$805.22 | \$176.44 | \$184.93 | \$1,166.59 |
| 02/08/24 | ACH | \$18,191.67 | \$0.00 | (\$363.83) | \$0.00 | \$17,827.84 | \$12,305.34 | \$2,696.34 | \$2,826.16 | \$17,827.84 |
| TOTAL | | \$ 1,572,511.71 | \$ - | \$ (31,450.23) | \$ 1,451.27 | \$ 1,542,512.75 | \$ 1,064,691.14 | \$ 233,294.46 | \$ 244,527.15 | \$ 1,542,512.75 |

| | |
|---------------------|-------------------------------------|
| 96% | Gross Percent Collected |
| \$ 68,456.21 | Balance Remaining to Collect |

DIRECT BILL ASSESSMENTS

| K. Hovnanian at Mystic Dunes, LLC | | | | | |
|-----------------------------------|----------|-----------|----------------------|-----------------|---------------------------|
| | | | Net Assessments | \$131,120.00 | \$131,120.00 |
| Date Received | Due Date | Check No. | Net Assessed | Amount Received | Debt Service Fund 2020 A2 |
| | 4/1/24 | | \$65,560.00 | | \$0.00 |
| | 10/1/24 | | \$65,560.00 | | \$0.00 |
| | | | \$ 131,120.00 | \$ - | \$ - |

SECTION D

SECTION 1



L.P.M is Your Full Service Pool & Maintenance Services Provider
 "Your First and Last Company you will ever have to call for ALL your properties needs"
P: (407) 778-5055 F: (407-778-5057)

POOL / MAINTENANCE SERVICES AGREEMENT

Date: 2/14/2024

Please accept this proposal for quality Pool & Maintenance services from Lexington Pool & Maintenance, LLC. Let Lexington Pool & Maintenance, LLC be your one stop shop for all your facilities pool & maintenance needs.

Please note the following:

Name: Winward CDD
Address: 219 e. Livingston Street
 Orlando, Florida 32801

Attention: Mr. Andy Hatton
Title: Manager
Telephone #: 352-551-3229
Pool Size:
Spa:
Cabana:
Splash Pad:
Lock Code#

E-Mail Address: ahatton@gmscfl.com

| Property Name: | Type of Service: | Days of The Week: | Staffing Requirements: | Cost Per Month: | Notes: | |
|------------------------------|------------------|-----------------------|------------------------|-----------------|------------------|----------------|
| 1 | Winward CDD | Fountain Services (2) | 2 | 1 | \$ 775.00 | 2 times a week |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| Total Cost Per Month: | | | | | \$ 775.00 | |

| | | |
|--|--------------------------|-----|
| Monthly Bathroom/s: Labor, Cleaning Supplies Costs per visit, per month: | 0 | N/A |
| Monthly Dog Waste: Labor, Supplies & Disposal Costs per Dog Station: | 0 | N/A |
| Additional Day Testing Price: due to Health Department Requirements,(per day). | 0 | N/A |
| Chemical Costs: Anticipated Chemicals Cost to maintain pool levels as per Health Dept Regulations is: | Included in Price | |
| Stenner Costs: Monthly Rental/s that eliminates the costs of replacement, this does not include the costs of replacing lines or tubes required to provide chemicals to the Pool/Spa, Client Initials: _____. | N/A | |
| Note: Severe and/or bad weather days may result in a Chemical Only or Skipped Visit, Client Initials: _____. | | |
| Note: Temperatures below 55 degrees might result in a Skipped or Chemical Only Visit, Client Initials: _____. | | |
| Note: Any Storm/s Debris will be charged in addition to the above contract price, per hr / per man, Client Initials: _____. | | |

Additional Services: Any services performed, not as a part of the above regular monthly contract, but not limited to i.e.. Motor replacement, parts, life rings, etc,.. will be billed and **Due Upon Receipt** of the invoice, **Client's Initials:** _____.

Billing / Payments: Billing for Non-Contract Services shall be approved in writing prior to services being rendered. Invoices are submitted to the **Client** on the 1st of every month and are due, payable by check by the 30th of the same month, which means **Net Due** within **30 days** from the invoice date. There is a finance charge of \$35 per month on any unpaid balance over 31 days. Interest of 5% will be added after 35 days and compounded monthly until invoice is paid. Any balance over 40 days old, LPM may reduce or suspend services until the outstanding balance/s is brought up-to-date. Any Disbursement fees from any outside providers for Direct Deposits to LPM, LLC will be added to the following months invoice, **Client's Initials:** _____.

Emergency / Service Calls or a Fecal Release : to repair equipment or a Fecal Release will be at an additional charge, at a minimum of 2 hours at \$125.00 per hour, per man. If at any time after 5pm, the rate is time and one half, per man, per hour.

Sales Tax Information: All applicable sales and use taxes will be added to each invoice, unless your property is Tax-Exempt. If exempt, please provide a certificate to LPM, llc. **All non-contract invoices are payable upon receipt unless otherwise stated .**

Terms and Conditions: The term of this Agreement shall be for a period of one (1) year. Upon expiration of this term or any automatically renewed term of the Agreement, this Agreement shall be automatically renewed for an additional one (1) year term plus an Inflationary Cost of Living Index of 4% per year for the renewed one (1) year term unless one of the parties shall have given the other party notice of termination of this Agreement upon the expiration of the then current term at least 30 days prior to the expiration of such current term. This Agreement may also be terminated with 30 days written notice by either party for cause, but not before written notice to other party and not less than five (5) days opportunity to cure, **Client's Initials:** _____.

PLEASE CAREFULLY READ AND SIGN THIS AGREEMENT!

THE TERMS AND CONDITIONS ON PAGES 1 & 2 OF THIS DOCUMENT ARE BINDING ON THE PARTIES TO THIS AGREEMENT.

Contract Price : The aforementioned charges shall be subject to the provision that said price may increase to reflect adjustments in the direct out of pocket costs of Lexington Pool & Maintenance, LLC for the services provided herein as a result of changes in Economics, Inflation, Labor, Wages, Chemical costs, and/or Insurance requirements, **Client Initials** : _____.

Other Conditions : Any repairs, if under \$150.00 that are essential to the proper operation of the pool/spa or other equipment for Code Compliance or Code Enforcement compliance issues might be completed by LPM without verbal or written approval. If over \$150.00, Agent or Manager will be notified for authorization in writing prior to work being, **Client Initials**: _____.

Equipment / Material: Payment for services and/or material remains the property of LPM, llc until the invoice/bill has been **Paid In Full**, this means but is not limited to, pumps, motors, poles, nets, life rings and ropes, **Client's Initials**: _____.

Restrictive Covenant : Providing that it is not prohibited by existing law or public policy, the Client and its affiliates or subsidiaries in the State of Florida, New York or New Jersey agree to refrain from directly or indirectly soliciting LPM employees to work for the Client directly or in a similar job classification for a period of one (1) year after an employee of LPM voluntarily or involuntarily leaves the company employment or affiliated premises. Any breach of this provision shall result in a payment by the Client to LPM in the amount of Five Thousand Dollars, **Client's Initials**: _____.

Force Majeure: Lexington Pool & Maintenance, llc performance of its obligations hereunder is subject to all applicable laws, ordinances, rules and regulations of governmental authorities. LPM, knowingly, shall not be liable for any delay or failure in any of its obligations under this Agreement caused by acts beyond its control, including but not limited to acts of God or of the public enemy, acts of the government of the United States, or any state or political subdivision of the state, war terrorists or terrorist acts, fires, floods, explosions, earthquakes, windstorms, hurricanes, lightning, or other catastrophes riots, strikes, work stoppages, union organizing, unusually severe weather, inability of LPM to obtain equipment or material or intervening acts of third parties. This Agreement may be terminated by either party prior to its expiration as provided herein, should either party be in breach of a provision of this Agreement and such defaulting party fails to cure such breach of default within 15 days of written notice of such default by the non-breaching party, **Client's Initials** : _____.

Indemnity: Each party agrees to indemnify and hold the other party harmless, including but not limited to its agents, owner/s, directors, managers/ management agent/s and employees harmless from any claims, damages or liability of any nature out of the whatsoever, knowingly arising act, errors or omissions of the indemnifying party, its Client further indemnifies Company for any and all claims arising out of the condition of the property including but not limited to claims by any incumbent or other provider of maintenance, janitorial, pool, spa, valet or housekeeping services, prior to or after Company, **Client's Initials**: _____.

Contract Alterations: Only the Company or its authorized agents can modify this contract. No changes can occur to the contract without written consent from the Company, **Client's Initials** : _____.

Insurance: L.P.M will maintain and carry all necessary insurance for its business and employees. Client will maintain and carry all necessary insurances, including but not limited to Umbrella, Workers Comp. General Liability insurance as required by state law for the operation of clients property and business.

Binding Effect: This agreement shall be binding upon and inure to the benefit of the parties, their respective successors and/or assigns, **Client's Initials** : _____.

Entire Agreement; Modification: This Agreement constitutes the entire agreement between the parties and no modification hereof shall be valid except in writing signed by both parties, **Client's Initials**: _____.

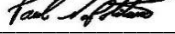
Governing law: This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Notices: Any notice required hereunder shall be effective upon deposit in the U.S. mail, postage prepaid, addressed to the appropriate party as follows:

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

COMPANY:

Lexington Pool & Maintenance, LLC
2869 Wilshire Drive, Suite 202
Orlando, Florida 32833

Authorized Signature:  For LPM, LLC

(Printed) Name: PAUL NAPOLITANO

Title: President for LPM, LLC

CLIENT:

Winward CDD
219 e. Livingston Street
Orlando, Florida 32801

Authorized Signature: _____

(Printed) Name: _____

Title: _____

Date: _____

Lexington Pool & Maintenance, llc is an equal opportunity employer. Each of our technicians is professionally trained, fully insured, wears a uniform with an identifiable LPM logo.