

**MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, **April 17, 2024**, at 1:00 p.m. at 7813 Four Seasons Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

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

Also Present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Andy Hatton	Field Manager
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

Resident Comments: No new mulch on CDD areas, purpose of landowners meeting, status of cameras for Mystic Dunes, PVC pipes by entrance of Key Bay Trail, who pays for areas being irrigated, division of responsibility for irrigation system, report issues to GMS between meetings, continuing issues with gate at dog park, sod at dog park, thanks to Andy for taking care of the pond behind my home, some irrigation clocks do not function properly, there was no response to request for location of irrigation clocks and zones, replacement of sod, list of repairs to be done that was created two months ago is not finished, no speed limit signs, no follow through from the developer on continuing issues, reason wells and retention ponds cannot be used for irrigation, Andy verifies

work is done before invoices are paid, development issues seem to never get done, need soil samples and reuse samples, Toho water quality may not be the best, proper amount of top soil was not put in place before sod was laid, need recommendation on the type of sod to lay, does KHov Corporate know what is going on in the CDD, there is a movement to contact the local news about the condition of the neighborhood, Juniper was requested to provide a check list of all work to be done during the month.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 21, 2024 Meeting

On MOTION by Mr. Clark seconded by Ms. Akellino with all in favor the minutes of the February 21, 2024 meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Setting a Date, Time and Location of Landowners' Election and Meeting

Mr. Showe stated Resolution 2024-03 sets the time, date and location of the landowners meeting. You have two seats that are transitioning to the general election and if you are interested in running for the board, you need to qualify through the supervisor of elections. Seat 1 held by Mr. Clark and seat 3 held by Mr. Morris will be filled by the general election process. Seat 5 held by Ms. Renaud will be filled at the landowners' election. Each property owner gets one vote for an acre of part thereof, for each lot you get one vote. We will take nominations from the floor and then ballots will be cast and counted at that time.

On MOTION by Ms. Moss seconded by Mr. Clark with three in favor Resolution 2024-03 setting November 20, 2024 as the landowners' meeting date and election was approved.

FIFTH ORDER OF BUSINESS

Discussion of Reserve Study Proposal

Mr. Showe stated we are going to start the budget process next month and we reached out to one of the vendors we use to get a proposal to conduct a reserve study. The proposal is to prepare a 30-year reserve study for \$3,400 and we are under in the admin section. We recommend

this to give us an idea of how much we should put away each year to build a reserve fund for replacement of district assets.

On MOTION by Ms. Akellino seconded by Mr. Clark with all in favor the Proposal in the amount of \$3,400 to prepare a reserve study was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco stated we are moving forward with KHov to get the remaining plat dedicated tracts conveyed to the CDD. It does require the district engineer to walk the site and investigate the infrastructure and the property to be conveyed to the CDD before we record the deed. That is still in progress.

i. Annual Code of Ethics Memo

Ms. Trucco reviewed in detail the memorandum on Florida laws for public officials that was provided in the agenda package and included the following topics: code of ethics reminders, gifts, misuse of public position, voting conflict law, quorum and sunshine law reminders, and public records reminders.

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. Moss 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. Ratification of Fountain Vendor Proposal

On MOTION by Mr. Clark seconded by Ms. Akellino with all in favor the proposal from L.P.M. for fountain services in the monthly amount of \$775 was ratified.

SEVENTH ORDER OF BUSINESS

Other Business

Ms. Trucco stated other CDDs have a tracking list of tasks. Do you think we could do that and put it in the agenda for items you are working on and items that have been brought up at each meeting? Mr. Showe stated yes, we can do that.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Audience Comments

Residents had the following comments: request for more information on election and background, KHov has 53 lots left and they get 53 votes.

Mr. Showe stated plus any platted property in their name. It is one vote per lot, per acre or portion thereof.

A resident asked how do we nominate? Mr. Showe stated we will take nominations from the floor from anyone attending the meeting.

Ms. Trucco stated that meeting will be November 20, 2024 at 1:00 p.m. and will be for one seat. The other two seats will be filled by general election and is conducted by the supervisor of elections. There is criteria you have to follow to qualify.

Mr. Showe stated the general election process happens outside of any board member or staff person; it is done through the supervisor of elections office.

Additional questions: Tracts coming from KHov are they counted as KHov tracts?

Ms. Trucco: If they are not yet deeded to the district, it would be acreage toward their landowner vote. That may be transferred by the time November gets here.

Mr. Showe stated we get a roll from the property appraiser that shows the official acreage for KHov.

Further comments: Condition of ponds, will there be aerators in the ponds, possible mosquito treatment, are proxies available for landowner election.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Clark seconded by Ms. Moss with all in favor the meeting adjourned at 2:23 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman