

**MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, **May 15, 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
Gretta Akellino	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Stephen Saha	District Engineer <i>by telephone</i>
Thomas Santos	Field Manager
Rebecca 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: dog park opened, it has been cleaned up, need signage and some trees moved, corner lot has a 15-foot area with no sprinklers, incomplete wet check reports from landscape maintenance company, irrigation clock and rain sensors, map of community with location of irrigation clocks and received incomplete reports on six clocks from Juniper, dead palms.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 17, 2024 Meeting

On MOTION by Ms. Akellino seconded by Ms. Moss with all in favor the minutes of the April 17, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-04 Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing to Adopt

Mr. Showe stated Resolution 2024-04 approves the proposed fiscal year 2025 budget and sets July 17, 2024 as the public hearing for final adoption and directs staff to transmit the approved budget to Osceola County and post it on the district’s website.

We are proposing an assessment increase. There is no deficit funding in the next budget as the homes will be sold and we are required to place all assessments on the assessment roll.

There are some contractual adjustments on the management services and insurance has increased. The big increases on the operations side are water, the engineer recalculated the split between the HOA and CDD and it will now be a 50/50 split, increases in streetlighting. There has not been a reserve fund and we propose setting aside \$50,000 per year as an appropriate amount. We are looking at an increase of \$625 annually on your O&M per home. Depending on the landscape decision that cost may come down and we may be able to adjust the budget slightly. We are operating on financials through March 31st and we will continue to review your financials as they come in.

We have a description of all the line items and have tried to provide as much detail as possible.

On MOTION by Ms. Akellino seconded by Ms. Moss with all in favor Resolution 2024-04 Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing to Adopt was approved.

Mr. Showe stated we will send out notices to the homeowners of the proposed assessment increase. If there are other things we can adjust, we will bring that down prior to the public hearing.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco stated we continue to work with the developer and engineer on the tracts conveyed to the CDD.

B. Engineer

There being no comments, the next item followed.

C. Field Manager

i. Approval of Landscape Bid Package and Request for Proposals

Mr. Showe stated as part of your agenda we prepared a project manual for landscape and irrigation. We are going into the budget cycle and given the dollar amount we project the contract to be at build-out we would have to go through a formal bid process. We built this similar to our normal scope of services, we will advertise it in the paper and get bids back by June 12th, which is one week in advance of your next meeting so you can have a chance to review the bid responses.

On MOTION by Mr. Clark seconded by Ms. Akellino with all in favor the landscape bid package and request for proposals was approved.

Mr. Santos stated I'm taking over for Andy. The dog park has been covered, we had the issue with the gate and we are working on getting a bolt in there. The pole piece is being ordered for the cameras.

D. District Manager

i. Approval of Check Register

On MOTION by Ms. Akellino seconded by Ms. Moss with all in favor the check registerer was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Review of Task List

A copy of the task list was included in the agenda package.

iv. Presentation of Registered Voters – 720

A copy of the letter from the supervisor of elections indicating that there are 720 registered voters residing in the district was included in the agenda package.

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. Akellino with all in favor the meeting adjourned at 1:25 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman