

**MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT**

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

Present and constituting a quorum were:

Jimmy Clark <i>by telephone</i>	Chairman
Susan Moss	Vice Chairperson
Gretta Akellino	Assistant Secretary
Carmen Renaud	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Steven Sasha <i>by telephone</i>	District Engineer
Thomas Santos	Field Manager
Several Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOD ORDER OF BUSINESS

Pledge of Allegiance

Mr. Showe led the pledge of allegiance.

THIRD ORDER OF BUSINESS

Public Comment

Ms. Teitsworth stated the grass that was put in the dog park was a type of Bahia and grows quickly and hasn't been mowed in two weeks. There is a pond on Four Season Boulevard they spent two hours mowing. The dog park is next to it, but they didn't go there. One street over there is a pond that hasn't been mowed either. Is there a system that the landscapers do a certain section then move on to another section? If there is a system, they are ignoring it.

Mr. Showe stated we have instructed them multiple times to cut the dog park and we are not getting a lot of response from Juniper at this point. We did select a new landscape vendor and we hope that by September 1st the new vendor will be in place. We are preparing a list for Juniper of things they need to complete prior to them getting the final check.

Mr. Santos stated they were out there this morning and I will check after the meeting to make sure it is done.

Mr. Wittmer asked what does the board do with the public comments? Not all public comments seem to make the minutes. Do you consider any of the public comments/questions and if you do, how do you document that?

Mr. Showe stated the board can address comments it depends on the scope of the comment/question. We try to address most of the comments at some point during the meeting or after depending on the nature of the comment. We do keep a recording of each meeting and the minutes are not verbatim, sometimes the recorder does not pick up everything because it is hard to hear.

Mr. Hoyt stated I have traveled extensively over the past six weeks and recently returned home and noticed for the first time that Four Seasons Boulevard was cut this morning. I'm pleased to hear that you are going to hold them accountable before they get their last payment. I appreciate that these meetings are recorded. Is that available to residents?

Mr. Showe responded absolutely. I will give you my card and any resident can send me an email if there is a specific recording you would like to have. Depending on the size of the recording we might have to send you a link.

Mr. Hoyt asked is there any way you can load those so that we can simply tap into a set of files and download by meeting date so we don't have to request them?

Mr. Showe responded I will see if we capacity on our website. It would be a huge file and our website has limits on how much we can hold on there at a time. I will work with our IT department.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 19, 2024 Meeting

On MOTION by Ms. Akellino seconded by Ms. Renaud with all in favor the minutes of the June 19, 2024 meeting were approved.

FIFTH ORDER OF BUSINESS**Public Hearing**

Mr. Showe stated next is the public hearing on the budget. I will note for the audience, we have one board member who has to leave and we may adjourn the meeting after the public hearing because we need to have three board members present in person in order to maintain a quorum. If we need to adjourn the meeting and you don't get your questions answer, Thomas and I will stay afterwards add address your questions.

A CDD is a special purpose district created under Florida Statute 190, we are subject to government in the sunshine, public records law and we are subject to various other statutes. Generally we do water, sewer, stormwater, landscape maintenance, amenities, public facilities. The CDD is governed by a five member board initially elected by landowners, then transitions to the general election process after it is six years old and there are 250 registered voters residing in the district, two seats transition to the general election, then in two years, two more seats transition and in two more years the last seat transition so that all the board members are elected by general election. A CDD is financed through non-ad valorem assessments and are not based on the value of your property. There are two components to your assessments, a fixed portion that is debt service on the bonds, which is \$960 and the variable component which is he operating and maintenance portion. When there is an increase in the O&M you will receive mailed notice of the increase. This district was created by Ordinance 2016-21 and amended later; it includes approximately 150 acres. You have two series of bonds, the first series covered 270 homes and has about \$3.2 million left on it and the second series is for 283 homes and close to \$4 million left on it. Once the bonds are paid off that portion of the assessment goes away. We do stormwater management, landscape and hardscape and irrigation, streetlights, parks, and sidewalks.

The debt service is \$960 and O&M is \$2,652, which is a \$513 increase over the prior year. The letter you received had a higher amount, but we bid landscaping and were able to lower that line item and lower the proposed increase in assessments.

The administration portion of the budget are the things required to keep the district in operation and is about 10% of your budget, landscape maintenance runs about 17% of the budget, 4% is for landscape replacements, irrigation repairs at 2%, lake maintenance, water and sewer and streetlights is 12%. Based on the calculations if we take streetlights, landscaping and irrigation that is 77% of your total assessments.

As the community continues to grow and we take on more property, the responsibilities of the district expands. All lots are assessed equally whether they are owned by the developer or if the lot is vacant, they are assessed equally. The budget is based on the costs needed to manage the property. In 2024 the developer funded some extensive landscape restoration and we allocated \$50,009 in this budget to start a reserve. Developer deficit funding is not continuing in 2025. Once the project is built out, which is this year, all lots are on the tax roll and we no longer get developer deficit funding; the lots have to support the operations of the district. If there are any unspent funds they will be allocated to future capital reserves. The debt service on individual lots can be paid off. just contact our office and we will give you that number and the process to take care of that.

I will take the public comments on the budget at this time.

Mr. Hoffer stated I'm hopeful Prince and Sons will do a good job. I would like to have true key performance indicators that are measurable, according to the contracts going forward. We will have a much better feel for expenditures and showing we are getting the service we need. The contingency for landscaping was over the proposed budget. Water and sewer is a high percentage year over year. General repairs and maintenance has a \$10,000 budget, actuals proposed at year end is \$3,800 but the proposed \$18,500 for 2025 is an 85% increase than what was budgeted the previous year.

Mr. Showe stated as far as landscape contingency that is specific to plant replacements. As I indicated the developer paid a lot of the extensive landscape repair we had, we don't see that continuing. As to the water, we did a recalculation of our split between the HOA and the CDD and prior to the split we were paying 40% of one meter, we took over a secondary meter at the back of the property, which the CDD fully paid for the first few months and our engineer determined that split between the CDD and HOA should be 50/50, which is why the budget for next year is less than our projection for this year. As to the general repairs and maintenance we believe there are some things that need to be maintained such as the monuments, fountains, lights and there are things that staff can do to save some money.

Ms. Batts asked the contingencies and reserve moneys invested in an interest-bearing account? If they are, how are they invested?

Mr. Showe stated we use the State Board of Administration or a money market.

Ms. McLaughlin stated can the reserve study be shared? Towards the end of the last meeting there was a discussion that I'm not certain I understand the resolution. It had to do with

who actually owned the landscaping for the islands on Four Seasons Boulevard. Can you clarify that for me?

Mr. Showe stated we haven't finalized the reserve study. The islands are clearly CDD, there is no issue with that. As I recall the discussion at the end of the last meeting was on the area between the sidewalk and the curb in front of residential homes. We have an update on that.

Ms. Trucco stated and the trees that are there. There are some irrigation heads too so there would have been extensive conversations with the HOA counsel about what made sense moving forward and there was a proposed license agreement to allow the HOA to maintain that parkway area and there are reasons why we feel it is in the best interests of the CDD to do that, but they are not comfortable doing that without a license agreement. We have sent over a proposed license agreement to their counsel and once we get their comments back it will come back to the board, the public will see that as well. There are advantages to having the HOA be the party that maintains it from the CDD. The parkway is part of the roads that are owned by the CDD if it has been conveyed by deed. That is a different conversation, we are in the process of turning over from the developer, but it has to be certified complete by the engineer and then a walk through to make sure if there is any damage on the property that it is repaired before it is conveyed to the CDD by formal deed.

A resident asked are we talking about sod and irrigation as one entity or sod, irrigation and trees?

Mr. Showe stated based on experience it is much cleaner if one entity has all of it. It makes it cleaner for the residents. The CDD does not currently maintain that property and that was not part of the bid.

Ms. Trucco stated it is our understanding that historically it has been part of the HOA landscape contract.

A resident asked can we get what the expectation was? I think on the HOA side we need to have that clarity.

Mr. Showe stated we agree that there has been confusion, which is why we are trying to work out with the HOA to make it more clear.

A resident asked can we get the payoff amount of the bonds posted on the website?

Mr. Showe stated it changes every six months but we can get something up there.

A resident asked any word on when the gate will be repaired.

Mr. Showe stated there is significant damage and we are waiting on a proposal.

A. Consideration of Resolution 2024-05 Adopting the Fiscal Year 2025 Budget and Appropriating Funds

On MOTION by Ms. Renaud seconded by Ms. Akellino with all in favor Resolution 2024-05 Adopting the Fiscal Year 2025 Budget and Appropriating Funds was approved.

B. Consideration of Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Ms. Akellino seconded by Ms. Renaud with all in favor Resolution 2024-06 Imposing Special Assessments and Certifying an Assessment Roll was approved.

On MOTION by Ms. Akellino seconded by Ms. Renaud with all in favor the public hearing was closed.

The balance of the agenda items was tabled.

SIXTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**
- B. Engineer**
- C. Field Manager**
- D. Manager**
 - i. Approval of Check Register**
 - ii. Balance Sheet and Income Statement**
 - iii. Review of Task List**

SEVENTH ORDER OF BUSINESS

Other Business

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Renaud seconded by Ms. Akellino with all in favor the meeting adjourned at 1:39 p.m.

July 17, 2024

Windward CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman