

Windward

Community Development District

Workshop Meeting

**Wednesday
March 19, 2025
10:00 AM**

**Four Seasons Clubhouse
7813 Four Seasons Blvd.
Kissimmee, FL**

1. Call to Order
2. Roll Call
3. HOA Updates/ Requests
4. Engineering Items
 - A. Completion of CDD Infrastructure
5. Counsel Items
6. Maintenance Items
 - A. Prince & Sons Updates
 - B. Discussion of Proposals
 - i. Proposal to Remove Shrubs Near Cart Path
 - ii. Proposal to Reroute Broken Line
 - iii. Proposal for Tree Bubbler Capping
 - iv. Proposal to Upgrade Irrigation Filters
7. Management Items
 - A. Review of Task List
 - B. District Checks- Review for Agenda
 - C. Meetings
 - i. Mystic Dunes- Awaiting KHov Input
 - D. Future Reserve
 - E. Water Usage
 - F. Guardhouse Responsibilities
8. Adjournment

SECTION VI

SECTION B

SECTION 1



200 S. F. Street
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: March 6, 2025

SUBMITTED TO:

Four Seasons at Orlando
2117 Antilles Club
Kissimmee, FL 34747
Attn: Jarrett Wright
Phone:
Email: jwright@gmscfl.com

Job Name / Location:

Four Seasons at Orlando
2117 Antilles Club
Kissimmee, FL 34747

PROPOSAL TO REMOVE PLANTS AND MULCH NEAR DESIGNATED CART PATH AND INSTALL RIVER STONE

	Qty	Unit	Unit Cost	TOTAL
Brown River Stone	12	Yds	\$537.50	\$6,450.00
Weed Barrier	1	EA	\$200.00	\$200.00
Bed Prep and Labor	40	HR	\$65.00	\$2,600.00
Irrigation Adjustment	!	EA	\$400.00	\$400.00
			Total:	\$9,650.00

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: Brian Bubendorf

Date Submitted: March 6, 2025

Accepted by: _____

Date Accepted: _____

SECTION 2



200 S. F. Street, Haines City, FL 33844
www.princelandservices.com

Phone 863-422-5207

State of Florida License # CGC1521568
Polk County License # 15453

Date: 2/27/2025

SUBMITTED TO:

GMS
219 E. Livingston St.
Orlando, FL 32801
Attn: Jarett Wright
Phone: 407-750-3599
Email: Jwright@gmscfl.com

Job Name / Location:

Four Seasons
Kissimmee Fl.
Clock #5

Proposal to: Re-route irrigation lateral line around tree that is broken underneath roots by exit gate of golf course on Sandy Creek Trail.

DESCRIPTION	Qty	Unit Cost	TOTAL
Misc. parts (pipe, fittings, glue, etc.)	1	\$150.00	\$150.00
Labor	10	\$65.00	\$650.00
Total			\$800.00

EXCLUSIONS & SUBSTITUTIONS:

GENERAL TERMS:

1. Payment to be remitted within 30 days upon completion (no exceptions).
2. Prices good for 30 days - P&S reserves the right to re-bid after 30 days.

Prince and Sons, Inc. Authorized Signature:

Paul Harrington
Account Manager

James Smith
Irrigation Manager

Travis Wright
Technician

Approved by

SECTION 3



200 S. F. Street, Haines City, FL 33844
www.princelandservices.com

Phone 863-422-5207

State of Florida License # CGC1521568
Polk County License # 15453

Date: 3/6/2025

SUBMITTED TO:

GMS
219 E. Livingston St.
Orlando, FL 32801
Attn: Jarett Wright
Phone: 407-750-3599
Email: Jwright@gmsctl.com

Job Name / Location:

Four Seasons
Kissimmee Fl.

Proposal to: CAP ALL BUBBLERS ON TREES AROUND CDD AREAS.

DESCRIPTION	Qty	Unit Cost	TOTAL
1/2" THREADED/SLIP CAP	1,157	\$3.00	\$3,471.00
Total			\$3,471.00

EXCLUSIONS & SUBSTITUTIONS:

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Prince and Sons, Inc. Authorized Signature:

Paul Harrington
Account Manager

James Smith
Irrigation Manager

Travis Wright
Technician

Approved by

SECTION 4



200 S. F. Street, Haines City, FL 33844
www.princelandservices.com

Phone 863-422-5207

State of Florida License # CGC1521568
Polk County License # 15453

Date: 3/11/2025

SUBMITTED TO:

GMS
219 E. Livingston St.
Orlando, FL 32801
Attn: Jarett Wright
Phone: 407-750-3599
Email: Jwright@gmsctl.com

Job Name / Location:

Four Seasons
Kissimmee Fl.

Proposal to: Replace 3 T filters with 2" Vu Flow filters with ball valve.

DESCRIPTION	Qty	Unit Cost	TOTAL
Vu Flow filter 2" 24 Mesh	6	\$248.40	\$1,490.40
.5" Ball valve	6	\$3.85	\$23.10
.5" Street elbow	6	\$1.32	\$7.92
2" Pvc pipe	3	\$2.52	\$7.56
2" Elbow	6	\$3.91	\$23.46
2" Coupling	6	\$2.33	\$13.98
Labor	4	\$65.00	\$260.00
Total			\$1,826.42

EXCLUSIONS & SUBSTITUTIONS:

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Prince and Sons, Inc. Authorized Signature:

Paul Harrington

Account Manager

James Smith

Irrigation Manager

Travis Wright

Technician

Approved by

SECTION VII

SECTION A

Category	Description	Latest Update	Responsible Party	Last Update
Landscape	Watering Schedule	Requesting detail on each zone/clock as well as watering times/days	GMS Field/Prince and Sons	2/28/25
Landscape	Tree and Shrub Trimming Schedules	Requesting detail	GMS Field/Prince and Sons	2/28/25
Landscape	Shrubs Near Cart Paths	Proposal Received from P and S - Adding to March Agenda	GMS Field/Prince and Sons	3/6/25
Landscape	Reporting	All Reports	GMS Field/Prince and Sons	3/6/25
Landscape	Demand Letter To Juniper	Awaiting All Backup for Letter	G. Bobnik/Counsel/GMS	3/6/25
Landscape	7940 Tree Replacement	Will Evaluate - John Lopez	GMS Field	3/10/25
Landscape	Prince - Punch List	Prince to provide site issues as of start date	P and S/GMS Field	3/10/25
Landscape	Prince - Paid for Tree Straightening - Not Completed	GMS to review	P and S/GMS Field	3/10/25
Landscape	Palm Tree Analysis	Prince to Perform Evaluation on Palms	P and S/GMS Field	3/10/25
Landscape	Sod Replacement/Tree Leaning - Developer Funding	Awaiting Revised ULS Proposal Breaking those Amounts Out	GMS Field	3/6/25
Landscape	Cleanup Behind Flora Pass Fence	Prince to Review	P and S/GMS Field	3/10/25
Landscape	Contract Breakdown by Service, and not Level Payments	Prince to Review	P and S/GMS Field	3/10/25
Landscape	Soil Samples	Sent to Board 3/11/25	P and S/GMS Field	3/11/25
Landscape - Irrigation	Completion of System to Two-wire	Awaiting Final Confirmation from Khov	Developer	3/6/25
Landscape - Irrigation	Proposal to Evaluate System with Recommendations	Received HOA Proposal from IDS, staff seeking second bid, staff developed scope	GMS Field	3/10/25
Landscape - Irrigation	Meter 21007930 Rates Update	Awaiting Map from Engineer to provide to TOHO to covert to commercial	GMS/Saha	3/6/25
Landscape - Irrigation	Capping Common Area Trees	Awaiting Updated Proposal from Prince and Sons - GMS Verifying	P and S/GMS Field	3/6/25
Landscape - Irrigation	Capping Verge Trees	Proposal Received from ULS - Contract sent to ULS	ULS/GMS Field	3/11/25
Landscape - Irrigation	Discuss Improvements for Water Reduction Throughout	Awaiting Further Input from Board	CDD Board	3/6/25
Roads/Sidewalks	Depression Flora Pass and Four Seasons	Awaiting Engineering Scope	Saha	3/6/25
Roads/Sidewalks	Signage Review - Behind Trees, Missing Signs	Awaiting Staff Full Review	GMS Field	3/6/25
Roads/Sidewalks	Pot Holes/Broken Pavers	Need to evaluate throughout community	GMS Field	3/10/25
Roads/Sidewalks	Broken Curbs/Not Draining	Need to evaluate throughout community	GMS Field	3/10/25
Roads/Sidewalks	Future Costs - Sealing/Resurfacing	Need Estimate for Capital Reserves	GMS Field	3/10/25
Stormwater	Trees on Storm Structure/Drains	Need to evaluate throughout community	GMS Field	3/10/25
Stormwater	Ponds Not completed - No Rip Rap/Undermining	Engineer to Review	Engineer	3/10/25
Stormwater	Developer appears to have not completed property	Engineer to Review	Engineer	3/10/25
Street Lights/Lights	Duke Slip Covers Missing	Via Email L. McWilliams evaluating and awaiting materials	GMS	3/3/25
Street Lights/Lights	Landscape Lighting Adjustments	Approved at February 2025 Meeting - In Progress	GMS Field	3/6/25
Street Lights/Lights	Review Duke Contracts	Board to Review Contracts	CDD Board	3/10/25
Street Lights/Lights	Trees growing into Street Lights	Discussion of responsibility and Next steps	CDD Board	3/10/25
Reclaimed Water	Discuss Responses to TOHO Questions	To Be Added to Narch 2025 Workshop	GMS/Counsel	3/10/25
Reclaimed Water	Reclaimed Water Agreement from 12/6/18 Discussion	To Be Added to Narch 2025 Workshop	GMS/Counsel	3/10/25
Mystic Dunes	Review of Front Entrance Easement - Review for Possible CDD Acceptance	Meeting Held 3/7/25 Onsite - Awaiting Khov input	GMS	3/10/25
Mystic Dunes	Ownership of Well	Awaiting Input from MD on Well Usage/Possible Easement	GMS	3/10/25
Mystic Dunes	Hole #1 Drain Clean Up	Awaiting Confirmation from Engineer on Scope	GMS/Saha	3/6/25
Mystic Dunes	Hole #4 Drain Clean Up	Awaiting Confirmation from Engineer on Scope	GMS/Saha	3/6/25
Overall - Oak Hill Trail Infractions	Resident Home Structures on CDD Property	Reported to Code Enforcement - Awaiting Response	GMS	3/11/25
Overall - Property Acceptance	Review all Plats to be Turned Over for Engineer Approval	Awaiting Confirmation from Engineer on Projection Completion	Saha	3/6/25
Overall - GMS Field Contract	Review GMS Field Contract	GMS to Provide Revised Proposal for Services	GMS Field	3/6/25
Overall - Bond Disbursement Request	Pull All Bond Disbursements	GMS to Review/Provide	GMS	3/10/25
Overall - Development Punch List Item	Review with CDD Staff After Khov Review	Khov to review and provide list of items	Counsel/GMS	3/10/25

SECTION B

*to be provided under
separate cover*