

*Windsor at Westside  
Community Development District*

*Agenda*

*November 13, 2018*

# AGENDA

# *Windsor at Westside*

## *Community Development District*

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135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

November 6, 2018

**Board of Supervisors  
Windsor at Westside Community  
Development District**

Dear Board Members:

The meeting of the Board of Supervisors of Windsor at Westside Community Development District will be held Tuesday, November 13, 2018 at 10:00 AM at the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida. Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Organizational Matters
  - A. Administration of Oaths of Office to Newly Elected Board Members
  - B. Consideration of Resolution 2019-01 Canvassing and Certifying the Results of the Landowners' Election
  - C. Acceptance of Resignation of Bo Stewart and Appointment of Individual to Fulfill the Board Vacancy with a Term ending November 2020
  - D. Election of Officers
  - E. Consideration of Resolution 2019-02 Electing Officers
4. Approval of Minutes of August 31, 2018 Meeting
5. Ratification of Aquatic Maintenance Agreement with Applied Aquatic Management, Inc.
6. Appointment of Audit Committee and Chairman
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Registers
    - ii. Balance Sheet and Income Statement
    - iii. Field Manager's Report
8. Supervisor's Requests
9. Adjournment

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the Organizational Matters. Section A is the administration of the Oaths of Office to the newly elected supervisors. There is no back-up material. Section B is the consideration of Resolution 2019-01 canvassing and certifying the results of the landowners' election. A copy of the Resolution is enclosed for your review. Section C is the acceptance of resignation of Bo Stewart and appointment of individual to fulfill the Board vacancy with a term ending November 2020. Section D is the election of officers and Section E is the consideration of Resolution 2019-02 electing officers. A copy of the Resolution is enclosed for your review.

The fourth order of business is the approval of the minutes of the August 31, 2018 meeting. The minutes are enclosed for your review.

The fifth order of business is the ratification of aquatic maintenance agreement with Applied Aquatic Management, Inc. A copy of the agreement is enclosed for your review.

The sixth order of business is the appointment of the Audit Committee and Chairman. There is no back-up material.

The seventh order of business is Staff Reports. Section C is the District Manager's Report. Section 1 includes the check register being submitted for approval and Section 2 includes the balance sheet and income statement for your review. Section 3 is the Field Manager's Report that will update you on the status of any field or maintenance issues around the community. The Field Manager's Report will be presented at the meeting.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals and selection criteria, and approve the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint  
District Manager

CC: Tucker Mackie, District Counsel  
Jere Earlywine, District Counsel  
Broc Althafer, District Engineer

Enclosures

# BOARD OF SUPERVISORS MEETING

## SECTION III

## SECTION B

**RESOLUTION 2019-01**

**A RESOLUTION CANVASSING AND CERTIFYING THE  
RESULTS OF THE LANDOWNERS' ELECTION OF THE  
WINDSOR AT WESTSIDE COMMUNITY DEVELOPMENT  
DISTRICT HELD PURSUANT TO SECTION 190.006(2),  
FLORIDA STATUTES**

**WHEREAS**, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing three (3) supervisors for the District; and

**WHEREAS**, following proper notice of once a week for 2 consecutive weeks in a newspaper of general circulation in the area of the District, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election, such landowners meeting was held on November 6, 2018, at which the below-recited persons were duly elected by virtue of the votes cast in their respective favor; and

**WHEREAS**, the Board of Supervisors by means of this Resolution desire to canvas the votes and declare and certify the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE WINDSOR AT WESTSIDE  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as follows:

<u>Supervisor</u>	<u># of Votes</u>	<u>Terms</u>
_____	_____	4 Year Term
_____	_____	4 Year Term
_____	_____	2 Year Term

2. The terms of office shall commence immediately upon the adoption of this Resolution:

Adopted this 13<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman



## SECTION C

**From:** Stacie Vanderbilt svanderbilt@gmscfl.com  
**Subject:** Windsor at Westside CDD  
**Date:** October 23, 2018 at 6:33 PM  
**To:**



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**From:** bo <[bo@bostewart.com](mailto:bo@bostewart.com)>  
**Sent:** Tuesday, October 23, 2018 9:52 AM  
**To:** Angel Alfonso <[Angel.Alfonso@PulteGroup.com](mailto:Angel.Alfonso@PulteGroup.com)>  
**Subject:** Windsor CDD

To whom it may concern,

Effective October 22, 2018, I hereby resign my position on the Windsor at Westside CDD Board of Directors.

Gabe (Bo) Stewart

Sent from my Verizon, Samsung Galaxy smartphone

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# SECTION E

**RESOLUTION 2019-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
WINDSOR AT WESTSIDE COMMUNITY DEVELOPMENT  
DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Windsor at Westside Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE WINDSOR AT WESTSIDE  
COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** \_\_\_\_\_ is elected Chairperson.

**Section 2.** \_\_\_\_\_ is elected Vice-Chairperson.

**Section 3.** \_\_\_\_\_ is elected Secretary.

**Section 4.** \_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.

**Section 5.** \_\_\_\_\_ is elected Treasurer.

**Section 6.** \_\_\_\_\_ is elected Assistant Treasurer.

**Section 7.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 13th day of November, 2018.

**ATTEST:**

**WINDSOR                      AT                      WESTSIDE  
COMMUNITY                      DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice-Chairperson

# MINUTES

MINUTES OF MEETING  
WINDSOR AT WESTSIDE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windsor at Westside Community Development District was held Friday, August 31, 2018 at 9:00 a.m. in the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida.

Present and constituting a quorum were:

Angel Alfonso  
Eric Baker  
Bo Stewart

Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

George Flint  
Tucker Mackie  
William Viasalyers

District Manager  
District Counsel by phone  
Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the June 29, 2018 Meeting**

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor the minutes of June 29, 2018 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Assessment Hearing**

- i. Consideration of Amended Master and Second Supplemental Assessment Methodology for Phase Two**

Mr. Flint stated this public hearing is to consider the Amended Master and Second Supplemental Assessment Methodology reports for Phase Two to modify those reports for the final development plan. The development plan changed slightly, originally, Phase Two didn't have townhomes.

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor the public hearing was opened.

**ii. Public Comment and Testimony**

Ms. Mackie stated due to the fact that you are adding some product types that weren't initially included within the assessment methodology for Phase Two we were required to go back through the 170 process at which at the previous meeting you declared your intent to levy an assessment in line with a townhome product. We provided mailed and published notice as required by Florida law and George can confirm that for the record and now we are required to hold a public hearing. I know George reviewed the methodology at the previous meeting. I'm not sure if anything has changed.

Mr. Flint stated no, it hasn't changed since the last meeting.

Ms. Mackie asked are there any members of the public there who would wish to speak before the Board considers Resolution 2018-07?

Mr. Flint stated no, we just have Board and staff here. We did a mailed notice to all the Phase Two landowners. I think we might have gotten one or two phone calls but no one has showed up at the public hearing.

Ms. Mackie stated just so the Board is aware we have tried not to sound any alarms with the mailed notice. We did indicate on the first page of the notice that was received by end users that their assessment isn't being changed as a result of the action taken by the Board, all we are doing is adding a product type. That is probably one of the reasons for the low turnout today.

For purposes of the record, do the lands subject to assessment receive special benefit from the District Assessment Methodology or improvement plan?

Mr. Flint responded yes.

Ms. Mackie asked are the assessments reasonably apportioned amongst the land within the District?

Mr. Flint responded yes.

Ms. Mackie asked is it in the best interest of the District that the assessments be paid and collected in accordance with the methodology?

Mr. Flint responded yes.

Ms. Mackie stated if the Board doesn't have any questions with respect to the methodology I can walk through Resolution 2018-07.

There being none, the next item followed.

**iii. Consideration of Resolution 2018-07 Allocating Special Assessments and Designating ERUs for the Townhome Units; Equalizing, Approving, Confirming and Levying Special Assessments; Reaffirming the Provisions of Resolutions 2016-01, 2016-02, 2016-04 & 2016-05**

Ms. Mackie stated going through the sections after the various whereas clause, Section 2 sets forth the findings that are typical of the process such as the fact that this action is being taken subsequent to a noticed public hearing. This resolution will adopt the amended assessment report and reallocate the assessments in accordance with that methodology. Section 3 is in regard to the reallocation and the approval and confirmation of the levy of the special assessments. Section 5 provides for an assessment notice to be recorded with respect to the action taken by the Board today. The attachments to the resolution are the Engineer's report, which has not changed and the Amended Master and Second Supplemental Assessment Methodology.

On MOTION by Mr. Alfonso seconded by Mr. Stewart with all in favor Resolution 2018-07 was approved.

On MOTION by Mr. Alfonso seconded by Mr. Stewart with all in favor the public hearing was closed.

**B. Budget Hearing**

**i. Consideration of Resolution 2018-08 Adopting the Fiscal Year 2019 Budget and Relating to the Annual Appropriations**

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor the public hearing was opened.



Mr. Flint stated you previously approved a proposed budget and set the date, place and time for the public hearing for its final adoption and we have Resolution 2018-08 and Exhibit A to the resolution is the proposed budget. The blanks in the resolution will be filled in once the Board adopts the budget.

For the record, we will note there are no members of the public here to provide comment or testimony so we will bring it back to the Board for discussion.

You can see on page 1 of Exhibit A the assessments are remaining the same and will generate \$198,963, the per unit amounts are at the bottom of page 2 and a townhome is \$301, a Single-family 40 is \$321 and a single-family 50 is \$401 and those remain the same as they were in the prior year. Our administrative costs have gone up slightly about \$500, our operating costs remain the same at \$110,500 and our total expenses remain the same at \$209,370.

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor Resolution 2018-08, Adopting the Fiscal Year 2019 Budget and Relating to the Annual Appropriations, was approved.

**ii. Consideration of Resolution 2018-09 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Flint stated the next item is also a public hearing and is Resolution 2018-09, this imposes the O&M assessments that are associated with the budget you just adopted and we do that annually when you adopt the budget. There are two exhibits to the resolution, one is the adopted budget and the other is the assessment roll that lists all the properties and all the assessments.

There are no members of the public here to provide comment or testimony so I will bring it back to the Board.

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor Resolution 2018-09, Imposing Special Assessments and Certifying an Assessment Roll, was approved.

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor the public hearing was closed.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-10  
Designating Landowners' Meeting Date, Time**

**and Location and Approving Related Documents**

Mr. Flint stated the next item is Resolution 2018-10 designating a Landowners' Meeting date, time and location. Every two years in even numbered years during the time you have Landowner seats, three seats come up for election and the District was created in 2014 so once you hit six years and have at least 250 registered voters the five-member Board starts to transition to General Election. You have to meet both criteria and in April 2020 we get a letter from the Supervisor of Elections that tells us how many registered voters there are so we monitor that. Once those thresholds are triggered then two seats will go to General Election, then in two years two more seats than in two years the last seat. Right now, the Board is fully Landowner elected, which is based on one vote per acre or part of an acre. This resolution is designating the date, time and place of the Landowners' Meeting for purposes of the election. Cliff's seat, Eric's seat and Bill's seat are coming up for election. There is a sample agenda and form of proxy in the agenda package and we will get with you in advance of the Landowner Election to make sure you have the documentation in order.

Ms. Mackie stated in the event that Pulte or any Landowner would like us to review documents in advance of the meeting, we are happy to do so.

Mr. Flint stated whoever is signing the proxy we need a corporate resolution or something attached to it that shows they are authorized to sign on behalf of Pulte. We are suggesting November 6<sup>th</sup>. Is this one required to be held on the first Tuesday?

Ms. Mackie stated no, it can be any day in November.

Mr. Flint stated we are talking about the annual meeting notice later in the agenda and we should probably talk about that now just in case we want the Landowner Meeting and Board Meeting to coincide. Based on your prior meetings you would meet on the last Friday of each month.

Mr. Alfonso stated let's do the 9<sup>th</sup> of November at 10:00 a.m.

On MOTION by Mr. Alfonso seconded by Mr. Baker with all in favor Resolution 2018-10 designating November 9, 2018 at 10:00 a.m. as the Landowner Election was approved.
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*Due to requirements per the Florida Statutes, the Landowners' meeting remained on November 6, 2018.*

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-11  
Declaring Assessment Area One Project  
Complete**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-12  
Declaring Assessment Area Two Project  
Complete**

Mr. Flint stated we added two additional resolutions that weren't in your original packet and I handed out copies of those. The first one declares the Assessment Area One project complete and the second one declares the Assessment Area Two project complete. There is an Engineer's Certificate attached to each resolution. I do have signed copies that I received last night, the copy you have is not signed. Tucker has been working with Broc on this.

Ms. Mackie stated as the Board is aware we processed the final acquisition under the Phase Two Engineer's Report a few months ago and at this time based upon certificates received by the District Engineer for both the Phase One Project and Phase Two Project indicating that both as described in the Engineer's Report are complete. Under the First and Second Supplemental Trust indentures which govern the bond issuances that were issued for both projects, there is a process by which the District declares those projects complete so that certain funds maintained by the Trustee mainly the acquisition and construction funds can be closed out remaining amounts in those accounts will be used to redeem bonds and the District will finalize its assessment roll for purposes of the process identified under Chapter 170. The resolutions are pretty much the same they just deal with separately the Phase One project and the Phase Two project, each are subject to a different bond issue. I believe George has copies of the Engineer's Certificates that have now been executed by Broc and unless there are any questions I would like each one to be taken up by separate motion to approve the resolution.

Mr. Stewart asked are there any engineering costs that comes with closing out these phases?

Mr. Flint stated no, I believe those have already been incurred and to the extent there is any money left in the construction account they get paid out of that otherwise they go to the General Fund. The project construction part of it does typically get paid out of the construction account

but I believe the last requisition depleted all those funds so it would come out of the General Fund and he has a general services agreement, which is hourly.

On MOTION by Mr. Baker seconded by Mr. Stewart with all in favor Resolution 2018-11, declaring the Assessment Area One Project complete, was approved.

On MOTION by Mr. Stewart seconded by Mr. Baker with all in favor Resolution 2018-12, declaring the Assessment Area Two Project complete, was approved.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Proposal from Gruit Pool Contractors to Provide Fountain Maintenance Services**

Mr. Flint stated we have a proposal from Gruit Pool Contractors to provide maintenance services for the fountain. The prior contractor we were using made a decision to not maintain fountains and they have recommended another contractor. We are still paying the other contractor under the existing agreement but this contractor is subbing to them right now. The price has changed and the terms of the agreement have not changed.

Mr. Baker asked how is this provider doing, is he maintaining the same or better?

Mr. Viasalyers stated yes, what they did when they came on board was drained and acid washed the fountains so it looks a lot cleaner and neater and they have been maintaining it pretty good.

On MOTION by Mr. Stewart seconded by Mr. Baker with all in favor the proposal from Gruit Pool Contractors was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Website Compliance Proposal from VGlobalTech**

Ms. Mackie stated the Board is aware of the background on the compliance proposal that was included in the agenda package. There has been recent litigation against local governments including special districts relating to the government's maintenance of its website and the contents being acceptable to the disabled under the Americans with Disabilities Act. The act itself was adopted somewhat pre-Internet and during the prior presidential administration there was some rulemaking undertaken to adopt a standard by which the ADA would apply to websites. That

rulemaking was discontinued in the current administration but given some language from the Department of Justice indicating that they think the ADA still applies to websites that is the basis for the current litigation. In consultation with your District Manager and with the insurance carriers for various Districts, District staff has researched the method by which Districts should bring themselves into compliance to make sure it is hedging any risk of any potential suit, whether or not that suit is ultimately successful or not. I believe George has negotiated this proposal given the fact that he manages a considerable number of Districts and trying to get the best price possible and this is the result of those efforts.

Mr. Flint stated we manage approximately 150 districts so we met with several different companies that provide these services. We created the original website and we did that at no cost to the District, we do maintain it under our contract for a fee but this is a specialization, the ADA compliance issue. We looked into doing it in house and realized that none of the District management companies are capable of doing it in house. We are using this company and found them to be most cost effective. Several other District Management companies are also using them and we recommend you just approve year one and we get the website compliant then evaluate that over the course of the first year and hopefully, we will be in a situation once it is compliant that we can maintain it going forward. We negotiated three levels of pricing and this one is medium, actually I think this District should fall under the lower price, which is \$1,200 and I recommend modifying the price from \$1,700 to \$1,200. We have three levels of pricing depending on how complex the website is and I think this one would fall under the \$1,200 and I recommend that change in the first year and not approve the second year and we will monitor that.

Mr. Alfonso asked is this included in the budget we just approved?

Mr. Flint stated it is not because it is something that just came up but we will have to find the funds to do it because we are at risk. The last I heard there were 23 lawsuits against CDDs on this issue, it is all the same plaintiff and the same attorney. The insurance company that represents all those Districts is the same insurance company and they are working on a global settlement but that doesn't mean that another plaintiff and attorney can't come out of the woodwork and file another lawsuit right after that. We are not unusual in this there are over 600 CDDs and none of them that I'm aware of are ADA compliant. I would venture to guess that most cities and counties aren't either.

Ms. Mackie stated this has been more broadly an issue amongst cities and counties who were not prepared for this either as well as public corporations within the State of Florida.

On MOTION by Mr. Baker seconded by Mr. Alfonso with all in favor the proposal from VGlobalTech, to provide ADA website compliance services, was approved for the first year in the amount of \$1,200.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

There being none, the next item followed.

#### **B. Engineer**

There being none, the next item followed.

#### **C. Manager**

##### **1. Approval of Check Register**

Mr. Flint presented three check registers for periods in May through August in the amounts of \$50,264.70, \$6,597.64 and \$22,613.11.

On MOTION by Mr. Baker seconded by Mr. Alfonso with all in favor the check registers were approved.

##### **2. Balance Sheet and Income Statement**

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

##### **3. Approval of Fiscal Year 2019 Meeting Schedule**

On MOTION by Mr. Baker seconded by Mr. Stewart with all in favor the Fiscal Year 2019 meeting schedule indicating meetings on the last Friday of the month at 10:00 a.m. was approved with the exception of the Landowners' meeting, which will be held November 6, 2018 and removing the November 30<sup>th</sup> and December 28<sup>th</sup> meetings.

##### **4. Field Manager's Report**

Mr. Viasalyers stated we touched on the fountain and there was a broken pipe out there when I came on board and got with Down to Earth and they fixed it. I'm doing regular meetings and site visits with Down to Earth.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none,

On MOTION by Mr. Baker seconded by Mr. Stewart with all in favor the meeting adjourned at 9:35 a.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION V





Renewal

P.O. Box 1469  
Eagle Lake, FL 33839  
1-800-408-8882

## AQUATIC PLANT MANAGEMENT AGREEMENT

Submitted to:

Date: September 5, 2018

Windsor At Westside CDD  
Name c/o GMS  
Address 135 West Central Blvd., Suite 320  
City Orlando, FL 32801  
Phone 407.398.2890

This Agreement is between Applied Aquatic Management, Inc. hereafter called "AAM" and GMS hereafter called "Customer".

The parties hereto agree as follows

- A. AAM agrees to provide aquatic management services for a period of 12 Months in accordance with the terms and conditions of this Agreement in the following sites:

One (1) Pond in Phase 1  
Two (2) Ponds 2A & 2B in Phase 2  
Three (3) Sumps in Phase 2  
Windsor at Westside  
Kissimmee, Florida

- B. The AAM management program will include the control of the following categories of vegetation for the specified sum:

- |                                    |          |
|------------------------------------|----------|
| 1. Submersed vegetation control    | Included |
| 2. Emerged vegetation control      | Included |
| 3. Floating vegetation control     | Included |
| 4. Filamentous algae control       | Included |
| 5. Shoreline grass & brush control | Included |

Service shall consist of a minimum of monthly inspections and/or treatments as needed to maintain control of noxious growth throughout the term of our service.

- C. Customer agrees to pay AAM the following amounts during the term of this Agreement:

The terms of this agreement shall be: 10/01/2018 thru 09/30/2019.

Agreement will automatically renew as per Term & Condition 14.

Start-up Charge	NA	Due at the start of work
Maintenance Fee	\$820.00	Due monthly as billed x 12
Total Annual Cost	\$9,840.00	

Invoices are due and payable within 30 days. Overdue accounts may accrue a service charge of 1 1/2% per month

- D. AAM agrees to commence treatment within NA days, weather permitting, from the date of execution or receipt of the proper permits.
- E. Customer acknowledges that he has read and is familiar with the additional terms and conditions printed on the reverse side which are incorporated in this agreement.

Submitted: Wade L. Pharis, VP

Date: 9/5/2018

Accepted

Date:

AAM

Customer

## SECTION VII

# SECTION C

# SECTION 1

# Windsor at Westside

## Community Development District

### Summary of Invoices

September 22, 2018 to November 6, 2018

Fund	Date	Check No.'s	Amount	
General Fund	9/25/18	303	\$	5,000.00
	9/27/18	304-306	\$	8,889.60
	10/5/18	307-308	\$	970.00
	10/8/18	309	\$	5,134.92
	10/15/18	310	\$	6,389.06
	10/18/18	311	\$	2,959.18
	10/25/18	312	\$	175.00
			\$	29,517.76

CHECK DATE	CHECK VENDOR#	INVOICE DATE	INVOICE YRMO	EXPENSED TO... DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
9/25/18 00001		9/21/18 89		201809 300-15500-10000			GOVERNMENTAL MANAGEMENT SERVICES	*	5,000.00	
				FY19 ASSESSMENT ROLL CERT						
9/27/18 00014		9/10/18 12928		201809 320-53800-46400			GOVERNMENTAL MANAGEMENT SERVICES	*	4,333.59	5,000.00 000303
				LANDSCAPE MAINT SEPT18						
9/27/18 00003		9/10/18 102826		201808 310-51300-31500			DOWN TO EARTH LAWN CARE II, INC.	*	1,865.00	4,333.59 000304
				PREP ATTND MTG/RESOL/ADA						
9/27/18 00004		8/31/18 96308000		201808 310-51300-48000			HOPPING GREEN & SAMS	*	2,691.01	1,865.00 000305
				NOT. OF HEARING FY19 BDGT						
10/05/18 00015		9/30/18 172535		201809 320-53800-46200			ORLANDO SENTINEL	*	820.00	2,691.01 000306
				AQUATIC MGMT SRVC SEP18						
10/05/18 00021		10/02/18 564		201810 320-53800-46700			APPLIED AQUATIC MANAGEMENT, INC	*	150.00	820.00 000307
				FOUNTAINS SERVICE OCT18						
10/08/18 00001		10/01/18 90		201810 310-51300-34000			MARA SOLUTION CORP	*	3,094.33	150.00 000308
				MANAGEMENT FEE-OCT18						
10/01/18 90		10/01/18 90		201810 310-51300-35100				*	50.00	
10/01/18 90		10/01/18 90		201810 310-51300-31300			INFORMATION TECH-OCT18	*	583.33	
10/01/18 90		10/01/18 90		201810 310-51300-51000			DISSEMINATION-OCT18	*	.33	
10/01/18 90		10/01/18 90		201810 310-51300-42000			OFFICE SUPPLIES	*	5.66	
10/01/18 90		10/01/18 90		201810 310-51300-42500			POSTAGE	*	45.60	
10/01/18 91		10/01/18 91		201810 320-53800-12000			COPIES	*	795.67	
10/01/18 91		10/01/18 91		201810 310-51300-48000			FIELD MANAGEMENT-OCT18	*	560.00	
				ADVERTISEMENT						
10/15/18 00014		9/28/18 15578		201809 320-53800-46500			GOVERNMENTAL MANAGEMENT SERVICES	*	1,180.00	5,134.92 000309
				SOD ENHANCEMENT/MONACO						
9/28/18 15580		9/28/18 15580		201809 320-53800-46500				*	1,920.00	
				SOD ENHANCEMENT/MONACO						

WIND WINDSOR AT WES TWISCARRA



***Montecito***  
***Community Development District***

***Workshop Meeting Agenda***

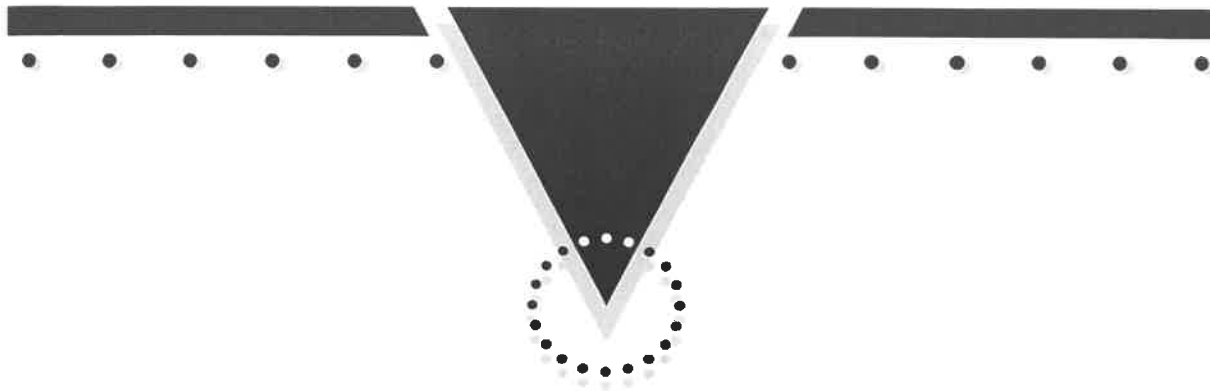
**Wednesday  
November 14, 2018  
6:00 PM**

**Montecito Beach Club  
208 Montecito Drive  
Satellite Beach, Florida**

- I. Roll Call
- II. Discussion of Parking Enforcement
- III. Final Landscape RFP Comments
- IV. Discussion of Wall Color
- V. Discussion of Sidewalk Expansion Request
- VI. Supervisor's Requests
- VII. Adjournment



## SECTION 2



**Windsor at Westside  
Community Development District**

**Unaudited Financial Report**

**October 31, 2018**



# Table of Contents

<b>1</b>	<b>Balance Sheet</b>
<b>2</b>	<b>General Fund Income Statement</b>
<b>3</b>	<b>Debt Service Income Statement Series 2015</b>
<b>4</b>	<b>Debt Service Income Statement Series 2016</b>
<b>5</b>	<b>Capital Projects Income Statement Series 2015</b>
<b>6</b>	<b>Capital Projects Income Statement Series 2016</b>
<b>7</b>	<b>Month to Month</b>
<b>8</b>	<b>Long Term Debt Summary</b>
<b>9</b>	<b>Assessment Receipt Schedule</b>
<b>10-12</b>	<b>Construction Schedule Series 2015</b>
<b>13-15</b>	<b>Construction Schedule Series 2016</b>

**WINDSOR AT WESTSIDE**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**October 31, 2018**

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS 2019
<b><u>ASSETS:</u></b>				
<b><u>CASH</u></b>				
OPERATING ACCOUNT	\$33,370	---	---	\$33,370
<b><u>INVESTMENTS</u></b>				
SERIES 2015				
RESERVE	---	\$138,408	---	\$138,408
REVENUE	---	\$24,665	---	\$24,665
INTEREST	---	\$100,744	---	\$100,744
SINKING FUND	---	\$70,000	---	\$70,000
CONSTRUCTION	---	---	\$33	\$33
SERIES 2016				
RESERVE	---	\$209,700	---	\$209,700
REVENUE	---	\$15,596	---	\$15,596
INTEREST	---	\$150,897	---	\$150,897
PRINCIPAL	---	\$115,000	---	\$115,000
CONSTRUCTION	---	---	\$3,765	\$3,765
DUE FROM GENERAL FUND	---	\$3,180	---	\$3,180
<b>TOTAL ASSETS</b>	<b>\$33,370</b>	<b>\$828,190</b>	<b>\$3,798</b>	<b>\$865,358</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$11,922	---	---	\$11,922
DUE TO DEVELOPER	\$12,233	---	---	\$12,233
DUE TO DEBT SERVICE 2015	\$1,786	---	---	\$1,786
DUE TO DEBT SERVICE 2016	\$1,395	---	---	\$1,395
<b><u>FUND EQUITY:</u></b>				
FUND BALANCES:				
RESTRICTED FOR DEBT SERVICE 2015	---	\$335,603	---	\$335,603
RESTRICTED FOR DEBT SERVICE 2016	---	\$492,587	---	\$492,587
RESTRICTED FOR CAPITAL PROJECTS 2015	---	---	\$33	\$33
RESTRICTED FOR CAPITAL PROJECTS 2016	---	---	\$3,765	\$3,765
UNASSIGNED	\$6,035	---	---	\$6,035
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$33,370</b>	<b>\$828,190</b>	<b>\$3,798</b>	<b>\$865,358</b>

# WINDSOR AT WESTSIDE

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues & Expenditures  
For The Period Ending October 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/18	ACTUAL Thru 10/31/18	VARIANCE
<b>REVENUES:</b>				
ASSESSMENTS - TAX ROLL	\$195,643	\$0	\$0	\$0
ASSESSMENTS - DIRECT BILLED	\$3,320	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$198,963</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
ENGINEERING	\$5,000	\$417	\$0	\$417
ATTORNEY	\$15,000	\$1,250	\$0	\$1,250
ARBITRAGE	\$500	\$0	\$0	\$0
DISSEMINATION	\$7,000	\$583	\$583	\$0
ANNUAL AUDIT	\$4,500	\$0	\$0	\$0
TRUSTEE FEES	\$7,000	\$0	\$0	\$0
ASSESSMENT ADMINISTRATION	\$5,000	\$5,000	\$5,000	\$0
MANAGEMENT FEES	\$37,132	\$3,094	\$3,094	\$0
INFORMATION TECHNOLOGY	\$600	\$50	\$50	\$0
TELEPHONE	\$100	\$8	\$0	\$8
POSTAGE	\$300	\$25	\$6	\$19
INSURANCE	\$5,950	\$5,950	\$5,398	\$552
PRINTING & BINDING	\$1,500	\$125	\$46	\$79
LEGAL ADVERTISING	\$3,000	\$250	\$560	(\$310)
OTHER CURRENT CHARGES	\$700	\$58	\$53	\$6
PROPERTY APPRAISER FEE	\$500	\$500	\$0	\$500
PROPERTY TAXES	\$100	\$100	\$0	\$100
OFFICE SUPPLIES	\$200	\$17	\$0	\$16
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
<b>OPERATION &amp; MAINTENANCE:</b>				
<b>Contract Services</b>				
FIELD SERVICES	\$9,548	\$796	\$796	(\$0)
LANDSCAPE MAINTENANCE - CONTRACT	\$63,900	\$5,325	\$4,334	\$991
LAKE MAINTENANCE	\$10,500	\$875	\$0	\$875
WETLAND MONITORING & MAINTENANCE	\$9,400	\$783	\$0	\$783
PROPERTY INSURANCE	\$2,250	\$2,250	\$1,980	\$270
<b>Repairs &amp; Maintenance</b>				
LANDSCAPE MAINTENANCE - OTHER	\$3,500	\$292	\$7,127	(\$6,835)
REPAIRS - GENERAL	\$2,500	\$208	\$0	\$208
OPERATING SUPPLIES	\$2,000	\$167	\$0	\$167
IRRIGATION REPAIRS	\$3,000	\$250	\$0	\$250
SIGNAGE	\$1,500	\$125	\$0	\$125
FOUNTAIN MAINTENANCE	\$2,400	\$200	\$150	\$50
WALLS - REPAIR/CLEANING	\$0	\$0	\$0	\$0
FENCING	\$0	\$0	\$0	\$0
<b>Utility</b>				
ELECTRIC	\$3,400	\$283	\$270	\$14
IRRIGATION WATER	\$1,000	\$83	\$43	\$40
<b>Other</b>				
CONTINGENCY	\$215	\$18	\$0	\$18
<b>TOTAL EXPENDITURES</b>	<b>\$209,370</b>	<b>\$29,258</b>	<b>\$29,664</b>	<b>(\$407)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$10,407)</b>		<b>(\$29,664)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$10,407</b>		<b>\$35,699</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$6,035</b>	

**WINDSOR AT WESTSIDE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**DEBT SERVICE FUND SERIES 2015**  
**Statement of Revenues & Expenditures**  
For The Period Ending October 31, 2018

**REVENUES:**

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/18	ACTUAL Thru 10/31/18	VARIANCE
SPECIAL ASSESSMENTS	\$276,388	\$0	\$0	\$0
INTEREST	\$0	\$0	\$513	\$513
<b>TOTAL REVENUES</b>	<b>\$276,388</b>	<b>\$0</b>	<b>\$513</b>	<b>\$513</b>

**EXPENDITURES:**

INTEREST - 11/1	\$100,744	\$0	\$0	\$0
PRINCIPAL - 11/1	\$70,000	\$0	\$0	\$0
INTEREST - 5/1	\$99,344	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$270,088</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$6,300</b>		<b>\$513</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$194,501</b>		<b>\$335,090</b>	
<b>FUND BALANCE - Ending</b>	<b>\$200,801</b>		<b>\$335,603</b>	

**WINDSOR AT WESTSIDE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**DEBT SERVICE FUND SERIES 2016**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2018

**REVENUES:**

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/18	ACTUAL Thru 10/31/18	VARIANCE
ASSESSMENTS - TAX ROLL	\$394,318	\$0	\$0	\$0
ASSESSMENTS - DIRECT BILLED	\$24,432	\$0	\$0	\$0
INTEREST	\$500	\$42	\$758	\$716
<b>TOTAL REVENUES</b>	<b>\$419,250</b>	<b>\$42</b>	<b>\$758</b>	<b>\$716</b>

**EXPENDITURES:**

INTEREST - 11/1	\$150,897	\$0	\$0	\$0
PRINCIPAL - 11/1	\$115,000	\$0	\$0	\$0
INTEREST - 5/1	\$148,884	\$0	\$0	\$0
TRANSFER OUT	\$0	\$0	\$1,746	(\$1,746)
<b>TOTAL EXPENDITURES</b>	<b>\$414,781</b>	<b>\$0</b>	<b>\$1,746</b>	<b>(\$1,746)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$4,469</b>		<b>(\$988)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$282,112</b>		<b>\$493,576</b>	
<b>FUND BALANCE - Ending</b>	<b>\$286,581</b>		<b>\$492,587</b>	

## WINDSOR AT WESTSIDE

### COMMUNITY DEVELOPMENT DISTRICT

#### CAPITAL PROJECTS FUND SERIES 2015

#### Statement of Revenues & Expenditures

For The Period Ending October 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/18	ACTUAL Thru 10/31/18	VARIANCE
<b><u>REVENUES:</u></b>				
INTEREST	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>				
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$33</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$33</b>	



# WINDSOR AT WESTSIDE

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECTS FUND SERIES 2016

#### Statement of Revenues & Expenditures

For The Period Ending October 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/18	ACTUAL Thru 10/31/18	VARIANCE
<b><u>REVENUES:</u></b>				
INTEREST	\$0	\$0	\$3	\$3
TRANSFER IN	\$0	\$0	\$1,746	\$1,746
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,749</b>	<b>\$1,749</b>
<b><u>EXPENDITURES:</u></b>				
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$1,749</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$2,016</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$3,765</b>	

# WINDSOR AT WESTSIDE

## Community Development District

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>REVENUES:</b>													
ASSESSMENTS - TAX ROLL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSESSMENTS - DIRECT BILLED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE:</b>													
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATTORNEY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ARBITRAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISSEMINATION	\$583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$583
ANNUAL AUDIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRUSTEE FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSESSMENT ADMINISTRATION	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
MANAGEMENT FEES	\$3,094	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,094
INFORMATION TECHNOLOGY	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
INSURANCE	\$5,398	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,398
PRINTING & BINDING	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
LEGAL ADVERTISING	\$560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$560
OTHER CURRENT CHARGES	\$53	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53
PROPERTY APPRAISER FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>OPERATION &amp; MAINTENANCE:</b>													
<b>Contract Services</b>													
FIELD SERVICES	\$796	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$796
LANDSCAPE MAINTENANCE - CONTRACT	\$4,334	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,334
LAKE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WETLAND MONITORING & MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPERTY INSURANCE	\$1,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,980
<b>Repairs &amp; Maintenance</b>													
LANDSCAPE MAINTENANCE - OTHER	\$7,127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,127
REPAIRS - GENERAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IRRIGATION REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SIGNAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FOUNTAIN MAINTENANCE	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
WALLS - REPAIRS/CLEANING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FENCING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Utility</b>													
ELECTRIC	\$270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$270
IRRIGATION WATER	\$43	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43
<b>Other</b>													
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	\$29,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,664
<b>Excess Revenues (Expenditures)</b>	(\$29,664)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$29,664)

**WINDSOR AT WESTSIDE  
COMMUNITY DEVELOPMENT DISTRICT  
LONG TERM DEBT REPORT**

<b>SERIES 2015, SPECIAL ASSESSMENT BONDS (ASSESSMENT AREA ONE PROJECT)</b>		
INTEREST RATES:	4.000%, 5.000%, 5.125%	
MATURITY DATE:	11/1/2045	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$138,194	
RESERVE FUND BALANCE	\$138,408	
BONDS OUTSTANDING - 6/30/15		\$4,190,000
LESS: PRINCIPAL PAYMENT 11/1/16		(\$65,000)
LESS: PRINCIPAL PAYMENT 11/1/17		(\$70,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$4,055,000</b>

<b>SERIES 2016, SPECIAL ASSESSMENT BONDS (ASSESSMENT AREA TWO PROJECT)</b>		
INTEREST RATES:	3.500%, 4.125%, 4.750%, 5.000%	
MATURITY DATE:	11/1/2046	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$209,375	
RESERVE FUND BALANCE	\$209,700	
BONDS OUTSTANDING - 5/31/16		\$6,535,000
LESS: PRINCIPAL PAYMENT 11/1/17		(\$110,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$6,425,000</b>

**SPECIAL ASSESSMENT RECEIPTS - FY2019**

GROSS ASSESSMENTS	\$	922,181	\$	208,131	\$	294,088	\$	419,962
NET ASSESSMENTS	\$	866,850	\$	195,643	\$	276,443	\$	394,764

### DIRECT BILLED ASSESSMENTS

**\$24,431.54**

9

**Windsor at Westside  
Community Development District**

**Special Assessment Bonds, Series 2015  
(Assessment Area One Project)**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2015</b>				
6/18/15	1	Pulte Home Corporation	Assessment Area One Project	\$ 3,494,616.92
8/28/15	2	Osceola Engineering Inc.	Series 2015 Bond Issuance Process	\$ 12,564.92
8/28/15	3	Hopping Green & Sams	Phase I Acquisition Process	\$ 7,675.64
9/25/15	4	Governmental Management Services-CF, LLC	FY2015 Construction Accounting	\$ 3,500.00
9/25/15	5	Hopping Green & Sams	Status of conveyance of TWA utilities	\$ 516.19
<b>TOTAL</b>				<b>\$ 3,518,873.67</b>
<b>Fiscal Year 2015</b>				
7/1/15		Interest		\$ 3.12
8/1/15		Interest		\$ 12.97
9/1/15		Interest		\$ 11.20
<b>TOTAL</b>				<b>\$ 27.29</b>
Acquisition/Construction Fund at 6/23/15				\$ 3,690,844.75
Interest Earned thru 9/30/15				\$ 27.29
Requisitions Paid thru 9/30/15				\$ (3,518,873.67)
Remaining Acquisition/Construction Fund				<b>\$ 171,998.37</b>
<b>Fiscal Year 2016</b>				
11/20/15	6	Osceola Engineering Inc.	Acceptance of TWA utilities	\$ 289.03
2/3/16	7	Hopping Green & Sams	Services of Bill of Sale from Toho - Oct.15	\$ 610.50
3/15/16	8	Hopping Green & Sams	Services of Bill of Sale from Toho - Dec.15	\$ 834.50
4/19/16	9	Hopping Green & Sams	Phase I Hardscape, Landscape & Irrigation	\$ 1,653.00
6/28/16	10	Pulte Home Corporation	Phase I Hardscape, Landscape & Irrigation	\$ 168,775.66
<b>TOTAL</b>				<b>\$ 172,162.69</b>
<b>Fiscal Year 2016</b>				
10/1/15		Interest		\$ 1.44
11/1/15		Interest		\$ 1.46
12/1/15		Interest		\$ 1.41
1/1/16		Interest		\$ 9.07
2/1/16		Interest		\$ 23.39
3/1/16		Interest		\$ 27.87
4/1/16		Interest		\$ 32.57
5/1/16		Interest		\$ 32.45
6/1/16		Interest		\$ 34.66
7/1/16		Interest		\$ 32.21
8/1/16		Interest		\$ 0.01
9/1/16		Interest		\$ 0.01
<b>TOTAL</b>				<b>\$ 196.55</b>
Acquisition/Construction Fund at 10/1/15				\$ 171,998.37
Interest Earned thru 9/30/16				\$ 196.55
Requisitions Paid thru 9/30/16				\$ (172,162.69)
Remaining Acquisition/Construction Fund				<b>\$ 32.23</b>

**Windsor at Westside  
Community Development District**

**Special Assessment Bonds, Series 2015  
(Assessment Area One Project)**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2017</b>				
<b>TOTAL</b>				<b>\$ -</b>
<b>Fiscal Year 2017</b>				
10/1/16		Interest		\$ 0.01
11/1/16		Interest		\$ 0.01
12/1/16		Interest		\$ 0.01
1/1/17		Interest		\$ 0.01
2/1/17		Interest		\$ 0.01
3/1/17		Interest		\$ 0.01
4/1/17		Interest		\$ 0.01
5/1/17		Interest		\$ 0.02
6/1/17		Interest		\$ 0.02
7/1/17		Interest		\$ 0.02
8/1/17		Interest		\$ 0.02
9/1/17		Interest		\$ 0.02
<b>TOTAL</b>				<b>\$ 0.17</b>
Acquisition/Construction Fund at 9/30/16				\$ 32.23
Interest Earned thru 9/30/17				\$ 0.17
Requisitions Paid thru 9/30/17				\$ -
Remaining Acquisition/Construction Fund				<b>\$ 32.40</b>

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2018</b>				
<b>TOTAL</b>				<b>\$ -</b>
<b>Fiscal Year 2018</b>				
10/1/17		Interest		\$ 0.02
11/1/17		Interest		\$ 0.03
12/1/17		Interest		\$ 0.03
1/1/18		Interest		\$ 0.03
2/1/18		Interest		\$ 0.03
3/1/18		Interest		\$ 0.03
4/1/18		Interest		\$ 0.04
5/1/18		Interest		\$ 0.04
6/1/18		Interest		\$ 0.04
7/1/18		Interest		\$ 0.05
8/1/18		Interest		\$ 0.05
9/1/18		Interest		\$ 0.05
<b>TOTAL</b>				<b>\$ 0.44</b>
Acquisition/Construction Fund at 9/30/17				\$ 32.40
Interest Earned thru 09/30/18				\$ 0.44
Requisitions Paid thru 09/30/18				\$ -
Remaining Acquisition/Construction Fund				<b>\$ 32.84</b>

**Windsor at Westside  
Community Development District**

**Special Assessment Bonds, Series 2015  
(Assessment Area One Project)**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2019</b>				
			<b>TOTAL</b>	<b>\$ -</b>
<b>Fiscal Year 2019</b>				
10/1/18		Interest		\$ 0.05
			<b>TOTAL</b>	<b>\$ 0.05</b>
		Acquisition/Construction Fund at 9/30/18		\$ 32.84
		Interest Earned thru 10/31/18		\$ 0.05
		Requisitions Paid thru 10/31/18		\$ -
		Remaining Acquisition/Construction Fund		<b>\$ 32.89</b>

**Windsor at Westside  
Community Development District  
Special Assessment Bonds, Series 2016  
(Assessment Area Two Project)**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2016</b>				
6/28/16	1	Pulte Home Corporation	Phase 2A Infrastructure/Phase 2B Stormwater	\$ 744,253.00
6/28/16	2	Pulte Home Corporation	Phase 2 Share of Monaco Boulevard Costs	\$ 401,905.87
6/28/16	3	Pulte Home Corporation	Phase 2 Monaco Blvd. Landscape/Hardscape & Baker Barrios Soft Costs	\$ 200,557.24
6/28/16	4	Pulte Home Corporation	Phase 2A Improvements/2B Stormwater Pond less Lift Station	\$ 2,697,261.00
8/2/16	5	Hopping Green & Sams	Preparation of Phase 2 Improvements & Stormwater Acquisitions	\$ 6,338.50
9/20/16	6	Hopping Green & Sams	Preparation of Phase 2 Improvements & Stormwater Acquisitions	\$ 3,271.56
9/20/16	7	Osceola Engineering Inc.	Preparation of Phase 2 Improvements & Stormwater Acquisitions	\$ 2,231.25
9/20/16	8	Hopping Green & Sams	Phase 2 Improvements	\$ 160.34
10/18/16	9	Osceola Engineering Inc.	Revising Supplemental Engineer's Report	\$ 2,056.25
<b>TOTAL</b>				<b>\$ 4,058,035.01</b>
<b>Fiscal Year 2016</b>				
5/1/16		Interest		\$ -
6/1/16		Interest		\$ 783.79
7/1/16		Interest		\$ 1,214.26
8/1/16		Interest		\$ 385.57
9/1/16		Interest		\$ 398.51
<b>TOTAL</b>				<b>\$ 2,782.13</b>
Acquisition/Construction Fund at 5/31/16				\$ 5,871,815.24
Interest Earned thru 9/30/16				\$ 2,782.13
Requisitions Paid thru 9/30/16				\$ (4,058,035.01)
Remaining Acquisition/Construction Fund				<b>\$ 1,816,562.36</b>



**Windsor at Westside**  
**Community Development District**  
**Special Assessment Bonds, Series 2016**  
**(Assessment Area Two Project)**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2017</b>				
2/3/17	10	Hopping, Green & Sams	Review/Approve Requisitions & Preparation of Warranty Deed	\$ 407.70
6/27/17	11	GMS-CF, LLC	FY17 Construction Accounting Services - Invoice #45	\$ 3,500.00
8/23/17	12	Hopping, Green & Sams	Inv#89775, 92504 & 93305: Ph2 Acquisition Docs/Coneyance	\$ 281.50
8/30/17	13	Pulte Home Corporation	Phase 2 Improvement Retainage	\$ 298,316.00
12/12/17	14	Hopping, Green & Sams	Inv#96147 - Fess for Services to Ph2B Acquisition Docs/Rel Retainage	\$ 1,319.51
12/13/17	15	Osceola Engineering Inc	Inv#7589 Services to Ph2B Acquisition Doc/Lift Station Acceptance	\$ 1,487.50
<b>TOTAL</b>				<b>\$ 305,312.21</b>

<b>Fiscal Year 2017</b>				
10/1/16		Interest		\$ 402.83
11/1/16		Interest		\$ 412.24
12/1/16		Interest		\$ 411.22
1/1/17		Interest		\$ 522.51
2/1/17		Interest		\$ 651.13
3/1/17		Interest		\$ 622.32
4/1/17		Interest		\$ 779.86
5/1/17		Interest		\$ 891.11
6/1/17		Interest		\$ 973.00
7/1/17		Interest		\$ 1,109.49
8/1/17		Interest		\$ 1,314.19
9/1/17		Interest		\$ 1,350.29
<b>TOTAL</b>				<b>\$ 9,440.19</b>

Acquisition/Construction Fund at 9/30/16	\$ 1,816,562.36
Interest Earned thru 9/30/17	\$ 9,440.19
Requisitions Paid thru 9/30/17	\$ (305,312.21)
<b>Remaining Acquisition/Construction Fund</b>	<b>\$ 1,520,690.34</b>

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2018</b>				
2/20/18	17	Hopping Green Sams		\$ 862.00
2/20/18	18	Hopping Green Sams		\$ 800.00
5/17/18	19	Hopping Green Sams		\$ 153.00
6/29/18	16	Pulte Homes		\$ 1,534,998.40
<b>TOTAL</b>				<b>\$ 1,536,813.40</b>

<b>Fiscal Year 2018</b>				
10/1/17		Interest		\$ 1,170.63
11/1/17		Interest		\$ 1,189.78
12/1/17		Interest		\$ 1,189.91
1/1/18		Interest		\$ 1,388.05
2/1/18		Interest		\$ 1,548.17
3/1/18		Interest		\$ 1,452.13
4/1/18		Interest		\$ 1,790.19
5/1/18		Interest		\$ 1,940.40
5/30/18		Transfer In		\$ 2,351.89
6/1/18		Interest		\$ 2,101.91
7/1/18		Interest		\$ 2,010.25
8/1/18		Interest		\$ 2.96
9/1/18		Interest		\$ 3.09
<b>TOTAL</b>				<b>\$ 18,139.36</b>

Acquisition/Construction Fund at 9/30/17	\$ 1,520,690.34
Interest Earned and Transfer In thru 09/30/18	\$ 18,139.36
Requisitions Paid thru 09/30/18	\$ (1,536,813.40)
<b>Remaining Acquisition/Construction Fund</b>	<b>\$ 2,016.30</b>

**Windsor at Westside  
Community Development District  
Special Assessment Bonds, Series 2016  
(Assessment Area Two Project)**

Date	Requisition #	Contractor	Description	Requisition
Fiscal Year 2019				
TOTAL				\$ -
Fiscal Year 2019				
10/1/18		Interest		\$ 3.10
10/24/18		Transfer In		\$ 1,745.89
TOTAL				\$ 1,748.99
Acquisition/Construction Fund at 9/30/18				\$ 2,016.30
Interest Earned thru 10/31/18				\$ 1,748.99
Requisitions Paid thru 10/31/18				\$ -
Remaining Acquisition/Construction Fund				\$ 3,765.29

# AUDIT COMMITTEE MEETING

## SECTION III

# SECTION A

**WINDSOR AT WESTSIDE COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2018  
Osceola County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **2:00 PM, Friday, December 14, 2018**, at the offices of District Manager, located at 135 W. Central Blvd., Ste. 320, Orlando, FL 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit seven (7) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services-Windsor at Westside Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2018, 2019, 2020, 2021 & 2022. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## **AUDITOR SELECTION EVALUATION CRITERIA**

**1. *Ability of Personnel.***

**(20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposer's Experience.***

**(20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. *Understanding of Scope of Work.***

**(20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.***

**(20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5. *Price.***

**(20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.



## SECTION B

**WINDSOR AT WESTSIDE  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Windsor at Westside Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2018, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Osceola County and has a general administrative operating fund and two debt service funds.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide seven (7) copies and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 135 W. Central Blvd., Ste. 320, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "Auditing Services - Windsor at Westside Community Development District." Proposals must be received by **2:00 PM, Friday, December 14, 2018**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

George S. Flint  
Governmental Management Services - Central Florida, LLC  
District Manager