

**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, January 31, 2020 at 9:00 a.m. in the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida.

Present and constituting a quorum were:

Wesley Hunt	Chairman
Eric Baker	Vice Chairman
William Tew	Assistant Secretary
Mary Burns	Assistant Secretary

Also present were:

George Flint	Manager
Tucker Mackie	Attorney by telephone
Broc Althafer	Engineer by telephone
William Viasalyers	Field Manager
Carolyn Jackson	Castle Group – HOA Manager
Jasmine Britvar	Castle Group – HOA Manager
Jeremy LaPaglia	Exclusive Landscaping
Casey Matthews	Exclusive Landscaping

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.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the October 25,
2019 Meeting**

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor the minutes of October 25, 2019 meeting were approved as presented.

THIRD ORDER OF BUSINESS**Review of Proposed Amended and Restated Rules of Procedure and Setting a Public Hearing for Adoption**

Mr. Flint stated District Counsel has prepared a revised set of rules of procedure that incorporates any legislative changes that may have been made since the last time they were adopted. They provided a memorandum explaining their proposed revisions. Modification to the rules of procedure require a public hearing.

Ms. Mackie stated given that we can't adopt these until after holding a public hearing there will be opportunity for the Board to further review these changes and ask questions at the public hearing as well. There is a memorandum that has the substantive changes and lists minor changes as well. We do these changes once every few years to incorporate legislative changes that we follow along the way and any efficiencies that we have realized over time and ways it could be changed to further expedite Board action are included as well.

On MOTION by Mr. Baker seconded by Mr. Tew with all in favor the public hearing to consider the adoption of the amended and restated rules of procedure was scheduled to be held May 29, 2020, at 9:00 AM at the Clubhouse at Windsor at Westside.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2020-02 Adopting an Internal Controls Policy**

Mr. Flint stated next is resolution 2020-02 adopting an internal control policy. There were some legislative changes made in the last session that requires additional internal controls to be put in place dealing with the annual audit that is performed.

Ms. Mackie stated in a prior legislative session Chapter 218 was amended to require that local governments establish and maintain internal controls to prevent fraud, waste and abuse. One way to meet and demonstrate compliance with that is having written policies relating to fraud, waste and abuse that the Board adopts. That is not to suggest that GMS and others have not been following these internal controls, they are now just written down and reviewed by the Board. We have worked with both GMS to develop the policies attached as Exhibit A to the resolution and also have confirmed with the auditors that will eventually perform audits for districts around the state to see what would be in compliance with 218 such that if there was required a finding to the effect that the District is complying these policies would demonstrate compliance.

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor Resolution 2020-02 was approved.

FIFTH ORDER OF BUSINESS**Consideration of Landscape Maintenance Agreement with Exclusive Landscaping**

Mr. Flint stated next is an agreement between the CDD and Exclusive Landscaping Group. Down to Earth resigned as the landscape maintenance company, Exclusive Landscaping Group has been performing those services since January 1st. District Counsel has prepared the frontend agreement, which we have attached the proposal and scope of services that Exclusive Landscaping is operating under. The map of the service area, which would be in color in the copy that would be in our records is the same as previous. The scope is consistent with what was being provided and the cost is a little bit less than the previous contract. The dollar amount is under the bidding threshold, so you do have the flexibility to enter into this agreement without any formal bid process. Because the contractor is currently providing these services my recommendation would be to approve the agreement.

On MOTION by Mr. Baker seconded by Mr. Tew with all in favor the agreement for landscape maintenance services with Exclusive Landscaping in the annual amount of \$58,025 was approved.

SIXTH ORDER OF BUSINESS**Consideration of Landscape Enhancement Proposals**

Mr. Flint stated the new landscape contractor did prepare some proposed landscape enhancements that are included in your agenda.

Mr. Viasalyers stated the first three are for the median between Monaco and Goodman, the first median only to replace that turf with St. Augustine and there is going to be some irrigation modifications as well. Each section of that first median has broken down per section costs. The fourth proposal is for Monaco and Goodman by the lift station there is a large area that has been overgrown and I would like to get that cleaned out for appearance and aesthetics.

Mr. Tew asked is this in the budget?

Mr. Baker stated with this contract coming in under Down to Earth we should still be within budget, correct.

Mr. Flint stated I'm not sure but you have enough in your fund balance that you can fund this even though it is not budgeted and we can amend the budget closer to the end of the fiscal

year. Previously, there was a proposal to resod those medians and the Westside CDD had agreed to split the cost with the Windsor at Westside CDD to do that. On the first two proposals we can split the cost with the other CDD because they had already agreed to pay half the cost to resod those medians so each District will pay about \$6,000. The third proposal is Windsor at Westside bush hogging at the lift station.

The sodding between the back of curb and sidewalk there is a section of Westside that doesn't have streetlights, we talked about that. Both CDDs were going to split the costs of the bore and I think Clint had an agreement with Keith Trace before he left Mattamy and the Westside CDD agreed to pay half the cost and I think Pulte was going to pay the other half. Before we sod that the differential cost between directional boring and open cut is significant so we were planning on doing an open trench, we wouldn't want to sod it and then trench it. We can talk about that.

On MOTION by Mr. Baker seconded by Mr. Tew with all in favor the landscape enhancement proposal from Exclusive Landscaping in the amount of \$4,875.00, \$6,065 and \$6,360, for the three sections of the median between Monaco and Goodman and \$1,200 for the lift station at Monaco and Goodman were approved.

SEVENTH 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

i. Approval of Check Register

Mr. Flint presented the check register from October 18, 2019 through December 31, 2019 in the amount of \$26,598.12.

On MOTION by Mr. Tew seconded by Mr. Baker 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. No Board action was required.

iii. Field Manager's Report

Mr. Viasalyers stated we had some recent algae bloom in the pond behind the clubhouse and it has been treated and taken care of. They come out every two weeks and treat it as they are allowed to and I believe that issue is pretty much resolved. Exclusive has done a good job with the transition, they cleaned up a lot of the areas around the pond and all the other CDD common areas along the boulevard.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Public Comment Period

There being none,

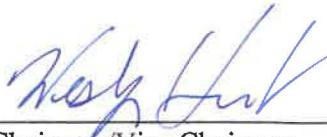
TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor the meeting adjourned at 9:17 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman