

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, September 25, 2020 at 9:00 a.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179, 20-193 and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 30, 2020, August 7, 2020, and September 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

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	District Manager
Sarah Sandy	District Counsel
William Viasalyers	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 August 28, 2020 Meeting**

Mr. Flint presented the August 28, 2020 meeting minutes. The Board had no changes.

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor the minutes of August 28, 2020 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS****Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2020**

Mr. Flint stated that the fiscal year ends on September 30<sup>th</sup> so this would be for the current fiscal year, which ends in a week or so. The Board previously bid auditing services in accordance with the statutes and chose Grau & Associates as your independent auditor. The fees they are charging are in accordance with what they submitted in their proposal and what we budgeted it is a not to exceed of \$3,800.

Ms. Sandy stated that she was reviewing the engagement letter now and if she had any comments to the engagement letter she will send them right after the meeting.

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2020 audit was approved in substantial form subject to District Counsel comments.

**FIFTH ORDER OF BUSINESS****Consideration of Agreement with Applied Aquatic for Aquatic Plant Management**

Mr. Flint stated that this agreement is for one pond in Phase 1, two ponds in Phase 2 and three sump areas in Phase 2 and it is \$820 per month for a total of \$9,840 annually.

Mr. Viasalyers stated they have held their price. Mr. Flint noted that this is the same vendor since the District was created.

Mr. Baker asked if there were any concerns about their service level. Mr. Viasalyers stated not on the field side, any time they have had issues they have been out there to address them within a matter of hours if not days.

Mr. Flint stated they are typically pretty good. Their contract calls for them to treat every 30 days and most of their chemicals can't be applied more than every two weeks, but they will come out as often as they need to address any issues. In our experience they are pretty responsive any time there is an issue.

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor the agreement with Applied Aquatic Management, Inc. for Fiscal Year 2021 services in the annual amount of \$9,840 was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports**

**A. Attorney**

Ms. Sandy stated we have been following whether the governor will issue another executive order so that we can continue to meet via virtual meetings. So far there has been nothing issued but we will update the Board if there is.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Hunt seconded by Mr. Tew 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.

**iii. Field Manager's Report**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Flint stated I know you are pretty much built out on the Windsor portion of your development. You do have three seats that are up for landowner election in November. You have to have 250 registered voters for the seats to transition to general election and you haven't triggered the 250. You have triggered the six years of existence, but we probably want to think about if you have any residents you think might be good candidates for November when those seats come up.

**EIGHTH ORDER OF BUSINESS**

**General Audience Comments**

There being none,

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor the meeting adjourned at 9:09 a.m.

September 25, 2020

Windsor at Westside CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman