

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, May 28, 2021 at 9:00 a.m. in the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida.

Present and constituting a quorum were:

Eric Baker	Vice Chairman
Cliff Torres	Assistant Secretary
Mary Burns	Assistant Secretary

Also present were:

Jason Showe	District Manager
Tucker Mackie	District Counsel by telephone
Corey Kramer	District Engineer by telephone
William Viasalyers	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe 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**

**Organizational Matters**

**A. Acceptance of Resignation of Wesley Hunt**

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor Wesley Hunt's resignation was accepted.
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**B. Consideration of Resolution 2021-01 Canvassing and Certifying the Results of the Landowners 'Election**

On MOTION by Mr. Torres seconded by Mr. Baker with all in favor Resolution 2021-01 was approved.

**C. Appointment of Individual to Fill the Board Vacancy in Seat No. 1 with a Term Ending November 2022**

**D. Administration of Oaths of Office to Newly Elected Board Members**

**E. Consideration of Resolution 2021-02 Electing Officers**

Items C, D, and E were tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 25, 2020 Meeting and Acceptance of the November 20, 2020 Landowners' Meeting Minutes**

On MOTION by Mr. Torres seconded by Mr. Baker with all in favor the minutes of September 25, 2020 meeting were approved as presented and the November 20, 2020 Landowner meeting minutes were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03 Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing**

Mr. Showe stated next is Resolution 2021-03 approving the proposed Fiscal Year 2022 budget and setting the public hearing for August 27, 2021 here at the clubhouse at your regular time and it directs us to transmit the approved budget to Osceola County as well as post it on the website. The budget is similar to last year's budget and there is no proposed increase in assessments for Fiscal Year 2022.

Mr. Viasalyers stated there were no increases from any of the vendors.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor Resolution 2021-03 approving the proposed Fiscal Year 2022 budget and setting the public hearing for August 27, 2021 was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Amendment to Fee Agreement with Hopping Green & Sams**

Ms. Mackie stated included in the agenda package is a request for a fee increase as noted in the letter. We haven't increased our fees with respect to our representation since 2018 and we are proposing a \$15 per hour increase for Sarah and myself. In looking at the proposed budget that was just approved by the board the overall budget for attorney has reduced and we don't see any issues with maintaining that budget in the fiscal year given the limited representation we are providing at this point, given buildout.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor the amendment to the agreement with Hopping Green & Sams was approved.

**SEVENTH ORDER OF BUSINESS****Ratification of Data Sharing and Usage Agreement with the Osceola County Property Appraiser**

Mr. Showe stated next is ratification of data sharing and usage agreement with the Osceola County Property Appraiser. They require us to enter into these agreements annually. We have signed it and we need the board to ratify that action.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor the data sharing and usage agreement with the Osceola County Property Appraiser was ratified.

**EIGHTH ORDER OF BUSINESS****Review and Acceptance of Fiscal Year 2020 Draft Audit Report**

Mr. Showe stated next is review and acceptance of the Fiscal Year 2020 audit report. Under the report to management there were no current year or prior year findings or recommendation and is considered a clean audit.

Ms. Mackie stated we had an opportunity to review it and have no comments to the draft audit.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor the Fiscal Year 2020 audit was accepted and staff was authorized to transmit the final audit to the State of Florida.

**NINTH ORDER OF BUSINESS****Discussion of E-Verify Requirements for Special Districts**

Ms. Mackie stated we provided a memorandum but to summarize it briefly, governmental units within the State of Florida are required to comply with federal law relative to the E-Verify program run through the Department of Homeland Security. The District does meet the definition of a public employer and is required to register and the District does so by executing a memorandum of understanding and filing that electronically. As the board knows we don't actively employ any personnel at this District, but that is the extent of the District's obligation with respect to E-Verify. We will also include E-Verify requirements within any contract we have with vendors and going forward we have been including that language. Given that this information was circulated at the end of 2020 you may have already executed a memorandum of understanding to maintain the clients and we would look for a motion to ratify if that were the case.

Mr. Showe stated yes, that is correct.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor actions taken by staff to register in the E-Verify System were ratified.

**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****i. Approval of Check Register**

On MOTION by Mr. Torres 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.

**iii. Report on Number of Registered Voters - 52**

A copy of the letter from the Supervisor of Elections indicating that there are 52 registered voters residing within the District was included in the agenda package.

**iv. Field Manager's Report**

Mr. Viasalyers stated I'm working with Exclusive and we are going to be updating the Westside medians removing the juniper that is declining and replacing it to mirror what is in front of Solara and that should take place within the next couple of weeks.

Mr. Baker stated I have been made aware of signage in the medians. I just wanted to confirm that they brought it to your attention.

Mr. Viasalyers stated I haven't heard anything yet.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

On MOTION by Mr. Baker seconded by Ms. Burns with all in favor  
the meeting adjourned at 9:11 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman