

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 29, 2020 at 9:00 a.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69 and 20-91 (as extended by Executive Order 20-112) issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 1, 2020, and April 29, 2020 respectively, 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
Frank Del Valle	District Engineer
William Viasalyers	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order, called the roll and stated the governor issued an executive order allowing governmental entities to meet without the physical quorum requirements and that order expires July 7th. We are meeting via Zoom and included the Zoom link in the legal notice that was placed advertising the meeting, also it is on the District's website. If any members of the public wish to participate they would participate the same way we are. We also provided information if they didn't feel comfortable on Zoom to contact our office and they could dial in or provide their comments in advance of the meeting. We haven't been contacted by any members of the public.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 23, 2020 Meeting

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the minutes of January 23, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Public Hearing to Consider Resolution 2020-03 Adopting Amended and Restated Rules of Procedure

Mr. Flint stated next is the public hearing to consider adopting amended and restated rules of procedure.

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the public hearing was opened.

Ms. Sandy stated every few years we update the rules of procedure that we recommend for all of our boards. Throughout the years there are statutory changes as well as efficiencies that we realize that make it a good idea to update every few years. There was a memo included with the rules at the last meeting that summarized some of the larger changes as well as some of the minor ones. There is a redline of the rules included in the agenda package and if the Board adopts that today then a clean version will be used for the final version.

On MOTION by Mr. Hunt seconded by Mr. Tew with all in favor Resolution 2020-03 Adopting Amended and Restated Rules of Procedure, was approved.

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the public hearing was closed.

FIFTH ORDER OF BUSINESS

Ratification of Data Sharing and Usage Agreement with Osceola County Property Appraiser

Mr. Flint stated next is ratification of the data sharing and usage agreement with the Osceola County Property Appraiser. There were some legislative changes that were made recently

that imposed penalties in the event confidential information was disclosed. Certain individuals, whether they be law enforcement, fire fighters, etc. have the ability under the statutes to exempt their personal information from public records requests. There were some changes in the legislation that put some penalties in place that kind of put more teeth in the enforcement of that, which caused some of the property appraisers to require these agreements basically saying that we would not disclose any information that otherwise would be deemed confidential. This is a standard agreement required by a number of counties. Counsel has reviewed this and we recommend the Board ratify execution of this agreement.

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the Data Sharing and Usage Agreement with Osceola County property appraiser was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-04 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing

Mr. Flint stated next is Resolution 2020-04 approving the proposed Fiscal Year 2021 budget and setting the date, place and time of the public hearing. We are required each year to approve a proposed budget by June 15th and set the public hearing for its final consideration at least 60 days from the date of approval. We included information in the resolution in the event we get to August and we are still in a situation where we can't meet in person at the clubhouse it does provide that we could do this meeting remotely as well. In the event the need for a Zoom meeting goes away we will have the public hearing at the clubhouse at Windsor at Westside. We are recommending August 28, 2020 at 9:00 a.m. for the public hearing.

Exhibit A to the resolution is the proposed budget and it contemplates the assessment levels would remain the same. The administrative expenses have gone up by about \$200. The O&M expenses have gone up about \$1,000 and the utilities have gone down slightly. We are using \$15,788 of beginning fund balance to balance this budget, however, in the current year we expect we will have excess revenue of \$30,000 so although we balanced the budget using some cash the likelihood is that we may not need to use that at the end of the year. You have the cash to be able to balance it with the \$15,788 included and avoid the need for an adjustment in the assessments.

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor Resolution 2020-04 approving the proposed Fiscal Year 2021 budget and setting the public hearing for August 28, 2020 at the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida or by remote media communication, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Sandy stated I believe the audit is close to being finalized but hasn't come back yet. We may want to get authority for the Chair to approve that outside of a Board meeting prior to submitting to the state.

Mr. Flint stated the audit is due to be filed by June 30th. We don't believe there will be an issue meeting that timeline. We typically will present that to the Board and have it accepted and authorize it to be transmitted and if we don't have a Board meeting, we typically would transmit it and put it on the agenda afterward.

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the Chair was authorized to review and accept the Fiscal Year 2019 Audit and staff to transmit the final audit to the State of Florida to be brought to the Board at a future meeting for ratification.

B. Engineer

Mr. Del Valle stated Broc has handed me all the inspection documents and reports that need to be prepared. We will be conducting those inspections in the upcoming days. Everything should be ready for the next meeting and we will be able to submit all the required documents.

Mr. Flint stated what Frank is referring to is there is a requirement in the indenture to annually review and inspect the facilities to make sure they are properly maintained and that we are carrying proper insurance and that we are budgeting funds necessary to keep those maintained. They provide a letter report each year by June 30th.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Hunt 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. Presentation of Number of Registered Voters - 16

Mr. Flint stated according to the Supervisor of Elections we currently have 16 registered voters within the District. When the District is six years old and has 250 registered voters the Board will transition to the general election process. We have hit the six years; the District was created in 2014 and the Board will continue to be elected through a Landowner election process until that 250 registered voter number is triggered.

iv. Designation of November 20, 2020 as Landowners' Meeting Date

Mr. Flint stated every two years three seats come up for election and this November it will be seat 1, which is Wes' seat, seat 2, which is Mary's seat and seat 5, which is Bill's. The two seats getting the most votes will serve four-year terms of office and the third seat will serve a two-year term of office. We included a sample agenda, instructions and a copy of the form of landowner proxy in the event any landowners want to participate they can participate in person or designate a proxy holder that would have to be present at the landowner meeting. It is one vote per acre or part thereof.

On MOTION by Mr. Hunt seconded by Mr. Tew with all in favor November 20, 2020 at 9:00 AM at the Club at Windsor at Westside, 2100 Tripoli Court, Kissimmee, Florida 34747, was designated as the Landowners' meeting date, time and location.

v. Presentation of Arbitrage Rebate Calculation Report

Mr. Flint stated this is an IRS requirement that you perform a calculation indicating that you are not earning more interest than you are paying and it is required to be done every five years; we do it annually and the cost of doing it annually versus every five years is the same. This report for the Series 2016 Bonds is in the agenda and it indicates there is a negative net rebatable arbitrage of \$244,433. There are no arbitrage issues.

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor the Arbitrage Rebate Calculation report was accepted.

vi. Field Manager's Report

Mr. Viasalyers stated staff has been working with the landscaping and we have the median on Westside Boulevard completed, all the sod is installed, it is holding up good and it looks great. Staff also worked to get the lift station swale area cleared out at the end of Monaco and Goodman and staff also worked to clean up some of the areas that are inside Phase 1 around the lake and we have been maintaining the lakes with the lake vendor to make sure they are good to go for the residents.

Mr. Flint stated the work on Westside Boulevard was split 50/50 between the Westside CDD and the Windsor at Westside CDD.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

NINTH 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 9:21 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman