

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, October 25, 2019 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
Cliff Torres	Assistant Secretary
Mary Burns	Assistant Secretary

Also present were:

Jason Showe	District Manager
Sarah Sandy	District Counsel by phone
Broc Althafer	District Engineer by phone
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

Organizational Matters

A. Acceptance of Resignation of Steven Norwood and Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2020

On MOTION by Mr. Tew seconded by Mr. Hunt with all in favor Mr. Norwood's resignation was accepted.

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor Mary Burns was appointed to fill the unexpired term of office.

B. Administration of Oath of Office to Newly Appointed Supervisor

Mr. Showe being a Notary Public of the State of Florida administered the Oath of Office to Ms. Burns.

Mr. Torres joined the meeting at this time.

Mr. Showe stated behind the Oath of Office form is an information form that needs to be filled out today so that we have all of your contact information. Next is a Form 1: Statement of Financial Interests that needs to be filled out and turned in to the Supervisor of Elections in the county in which you reside within 30 days of today. We recommend that you get a stamped copy when you turn it in to show that you turned it in. There are fines if you turn it in late. Behind that is a Form 1F: Final Statement of Financial Interests and you are required to file this within 60 days of leaving the Board. We will provide the form to you at the time you leave. Should you choose to accept compensation you can fill out the I-9 and W-4 forms. Next is form 8b Voting Conflict of Interest Memorandum. In the event you have something that comes before the Board that could be potential conflict we ask that you speak to the Attorney or to me and we will walk you through that. The only way you cannot vote on an item is if you do have a conflict. The last item is a guide to the Sunshine amendment. As a public official you are subject to the Florida Sunshine Law, which means that you cannot speak to any Board member about any item that could reasonably come before the Board for a vote. That applies to all forms of communication, emails, text messages, any type of communication. When we send emails from our office to all Board members there is a note at the bottom that says, please do not reply to all as a reminder. You could inadvertently start conversations that way. That also applies to any social media.

Ms. Sandy stated everything regarding the District in terms of actual documents including emails, text messages are considered public records and are subject to a public records request by any member of the public. We recommend that any emails you receive or send on behalf of the District either have a separate email address specifically for District items or make sure you have a folder with your email in box that you can move all the District emails into. That way if we do get a request it will be easy to look through those items. In terms of documents you receive at the Board meetings, you have no obligation to keep those, you are welcome to hand them back to the District Manager. The District Manager is our public records custodian and responsible for all public records documents for the District. If you do choose to keep them, they would be subject to a public records request.

C. Consideration of Resolution 2020-01 Electing Assistant Secretary

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor Resolution 2020-01 appointing Mary Burns as an Assistant Secretary was approved.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 26, 2019 Meeting

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor the minutes of July 26, 2019 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Aquatic Maintenance Agreement with Applied Aquatic Management, Inc.

Mr. Showe stated the next item is an extension of the agreement with Applied Aquatics for lake maintenance and it has the same terms as the current contract and is included in the budget.

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor the agreement with Applied Aquatic Management, Inc. was approved.

Mr. Sandy stated we can draft an amendment to the current agreement.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2019

Mr. Showe stated next is consideration of the agreement with Grau & Associates for auditing services for Fiscal Year 2019. You went through a public bidding process for auditors last year and this is in line with their original bid.

On MOTION by Mr. Hunt seconded by Mr. Baker with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2019 audit was approved.

SIXTH ORDER OF BUSINESS

Consideration of Series 2016 Requisition #20

This item pulled from the agenda.

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. Showe presented the check register from August 24, 2019 through October 17, 2019 in the amount of \$30,186.08.

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. No Board action is required.

iii. Field Manager's Report

Mr. Viasalyers stated we continue to monitor the irrigation issue with the restriction provided by Toho. We are trying our best to get everything watered.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Public Comment Period – Item Moved

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Tew seconded by Mr. Baker with all in favor the meeting adjourned at 9:14 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman