

**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, **February 24, 2023** at 9:00 a.m. at the Hart Memorial Library, 211 E. Dakin Avenue, Kissimmee, Florida.

Present and constituting a quorum were:

Duane (Rocky) Owen	Chairman
Tom Franklin	Vice Chairman
Scott Stewart	Assistant Secretary

Also present were:

Jason Showe	Manager
Sarah Sandy <i>by phone</i>	Attorney
Broc Althafer <i>by phone</i>	Engineer
Andy Hatton	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. Appointment of Individual to Fill the Vacant Seats**
- B. Administration of Oath of Office to Newly Elected Board Members**
- C. Consideration of Resolution 2023-03 Electing Officers**

These items were tabled to a future meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the December 22, 2022 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Owen with all in favor the minutes of December 22, 2022 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Data Sharing Agreement with the Osceola County Property Appraiser**

Mr. Showe stated this agreement falls on district staff to make sure that if the property appraiser transmits us anything that is confidential, we don't share that. We ask them to not give us that information. This is an agreement stating that we won't disclose anything confidential.

On MOTION by Mr. Stewart seconded by Mr. Franklin with all in favor the Data Sharing Agreement with the Osceola County Property Appraiser was ratified.

**SIXTH ORDER OF BUSINESS**

**Presentation of SAB Series 2016 Rebate Report**

Mr. Showe stated next is the arbitration rebate calculation report for the series 2016 bonds and the report indicates there is no liability and we are in compliance.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04 Authorizing Electronic Signatures**

Ms. Sandy stated this is a resolution that we have been presenting to our boards lately allowing us to utilize electronic signatures for our documents unless otherwise required by law. It certainly is more efficient.

On MOTION by Mr. Franklin seconded by Mr. Owen with all in favor Resolution 2023-04 Authorizing Election Signatures was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Memorandum and Resolution 2023-05 Regarding Transitory Electronic Records**

Ms. Sandy stated this is also an update to our records retention policy. It clarifies that in accordance with the Florida Statutes that we don't have to keep transitory messages or records, these don't have substantive value to them and it cuts down on the types of records that we have to keep. Additionally, it provides that an electronic version of the records can be the official records and therefore, any hard copies would be considered duplicates.

On MOTION by Mr. Owen seconded by Mr. Franklin with all in favor the Memorandum and Resolution 2023-05 Regarding Transitory Electronic Records was approved.

**NINTH ORDER OF BUSINESS**

**Discussion of Directional Road Signs**

Mr. Showe stated we have a request from the HOA about installing some directional road traffic signs. Andy and I have gone through this, we are not necessarily opposed to it, most of these are going to show up on CDD maintained property and they will benefit the HOA and the community. On the first page, signs 1, 4 and 7 would not be on CDD property, on the second page signs 8 & 9 would not be on CDD property. You are looking at signs 2, 3, 5, 6 are on CDD maintained property as well as signs 9 & 10. The question for the board is are you okay with those signs? The board can only deal with signs 1 – 11, signs 12-15 are in the Westside CDD and we will present that board with this proposal.

Ms. Sandy stated I don't have a copy of the request. Will the HOA install and maintain these signs?

Mr. Showe stated install and maintain, they would take care of all of it. They are seeking permission to put them on our property.

Ms. Sandy asked would the board want to consider a license or some kind of agreement covering these?

Mr. Showe stated if the board is amenable, we will have an agreement.

On MOTION by Mr. Franklin seconded by Mr. Stewart with all in favor the request of the HOA to install and maintain directional signs on CDD maintained property was approved subject to counsel preparing an agreement covering the installation and maintenance of the signs.

**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. Franklin seconded by Mr. Owen 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**

Mr. Hatton stated we trying to do some refreshing of the landscape especially on Monaco toward Goodman, that died from the frost and we are getting proposals now.

**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.

**THIRTEENTH ORDER OF BUSINESS      Adjournment**

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



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Secretary/Assistant Secretary



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Chairman/Vice Chairman