

**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, **August 11, 2023** at 10:00 a.m. in 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
Atlee Mercer	Assistant Secretary

Also present were:

Jason Showe	Manager
Sarah Sandy	Attorney by telephone
Broc Althafer	Engineer by telephone
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 no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Review of Resume from Atlee Mercer**

A copy of Atlee Mercer's resume was included in the agenda package.

**B. Appointment of Individual to Fill the Board Vacancy in Seat 4 with a Term Ending November 2024**

On MOTION by Mr. Owen seconded by Mr. Franklin with all in favor Atlee Mercer was appointed to fill seat 4.

**C. Administration of Oath of Office to Newly Elected Board Member**

Mr. Showe being a notary public of the State of Florida administered the oath of office to Mr. Mercer.

Mr. Showe gave an overview of the new supervisor information being: form 1 statement of financial interests, contact information sheet, I9 and W4 forms, guide to the sunshine law, and public records law.

**D. Consideration of Resolution 2023-03 Electing Officers**

On MOTION by Mr. Franklin seconded by Mr. Stewart with all in favor Resolution 2013-03 adding Atlee Mercer as an assistant secretary was approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

On MOTION by Mr. Franklin seconded by Mr. Stewart with all in favor the public hearing was opened.

**A. Consideration of Resolution 2023-07 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations**

Mr. Showe stated Resolution 2023-07 adopts the fiscal year 2024 budget that has no proposed increase.

There are no members of the public present to provide comment.

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor Resolution 2023-07 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations was approved.

**B. Consideration of Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Showe stated Resolution 2023-08 imposes the special assessments and certifies the assessment roll and attached to the resolution will be the adopted budget and assessment roll.

On MOTION by Mr. Franklin seconded by Mr. Steward with all in favor Resolution 2023-08 Imposing Special Assessments and Certifying an Assessment Roll was approved.

On MOTION by Mr. Franklin seconded by Mr. Owen with all in favor the public hearing was closed.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the June 6, 2023 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Stewart with all in favor the minutes of June 6, 2023 meeting were approved as presented.

**SIXTH 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. Stewart seconded by Mr. Mercer 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. Review of Fiscal Year 2024 Meeting Schedule**

Mr. Showe stated we presented two meeting schedules as an option. We can continue to meet here on those Fridays at 10:00 a.m. and we know that some board members have a meeting in Celebration on Wednesdays.

On MOTION by Mr. Stewart seconded by Mr. Mercer with all in favor the fiscal year 2024 meeting schedule was approved reflecting the following dates: December 8, 2023, February 23, 2024, May 31, 2024, June 28, 2024, July 26, 2024 and August 30, 2024.

**D Field Manager’s Report**

- i. Consideration of Aquatic Plant Management Agreement 2023-2024 Renewal with Applied Aquatic**
- ii. Consideration of Landscape Services Agreement 2023-2024 Renewal with BrightView Landscape**

On MOTION by Mr. Stewart seconded by Mr. Franklin with all in favor the agreements with Aquatic Plant Management and BrightView Landscape for fiscal year 2024 were approved and district counsel was authorized to prepare the standard form agreements.

Mr. Hatton stated on the edges of the conservation areas in the back there are some pepper trees invading a little bit.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Public Comment Period**

Mr. Showe stated our next meeting will be December 8, 2023.

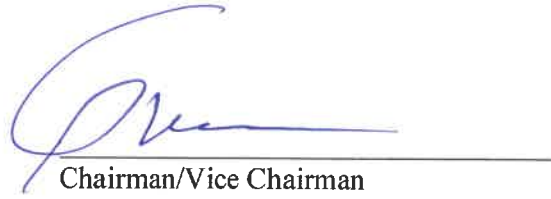
On MOTION by Mr. Stewart seconded by Mr. Franklin with all in favor the meeting adjourned at 10:14 a.m.

August 11, 2023

Windsor at Westside CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman