

**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 23, 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
Atlee Mercer	Assistant Secretary

Also present were:

Jason Showe	Manager
Tucker Mackie <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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the August 11,
2023 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the minutes of August 11, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of AA1 Series 2015 and AA2 Series 2016 Arbitrage Rebate Proposal

Mr. Showe stated based on comments from counsel and our internal staff we are going to exclude the 2015 Series bonds; it is under the IRS threshold.

On MOTION by Mr. Mercer seconded by Mr. Franklin with all in favor the proposal from AMTEC to prepare the arbitrage rebate calculations for the 2016 Series Bonds in the amount of \$400 each year was approved.

FIFTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Grau & Associates

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the engagement letter with Grau & Associates to perform the fiscal year 2023 audit was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Agreement with Osceola County Property Appraiser

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the agreement with the Osceola County property appraiser was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Review of Ethics Training Memo

Ms. Mackie stated an email went to the board with links to the website where they can get their required ethics training.

Mr. Showe stated if you send that to me, I will share that with the board.

Ms. Mackie stated the first time you are required to check the box on your form 1 that you have complied with the ethics training will be on your 2025 form 1. Also in the email is some information regarding the change in the way in which your form 1 will be submitted, it is no longer going to be through the supervisor of elections in the county in which you reside but will be filed electronically with the commission on ethics directly.

B. Engineer

There being no comments, 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.

D. Field Manager's Report

Mr. Hatton stated they are finishing up the HOAs mulch then will move right into doing ours. As soon as they finish that they are going to do our oak tree lifting.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

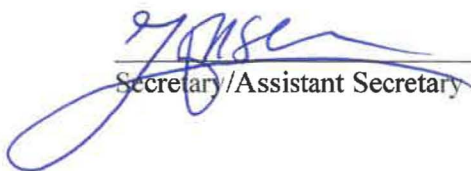
Public Comment Period

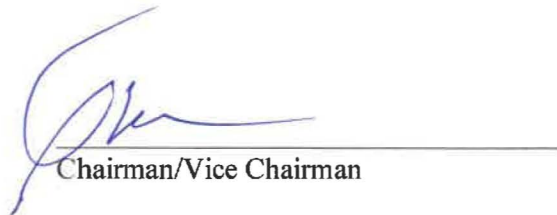
There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman