

**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 31, 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  
Tom Franklin  
Atlee Mercer  
Scott Stewart

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jason Showe  
Sarah Sandy  
Broc Althafer  
Thomas Santos

Manager  
Attorney *by telephone*  
Engineer *by telephone*  
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 February 23,  
2023 Meeting**

<p>On MOTION by Mr. Owen seconded by Mr. Mercer with all in favor the minutes of February 23, 2024 meeting were approved as presented.</p>
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01  
Approving the Fiscal Year 2025 Proposed  
Budget and Setting a Public Hearing to Adopt**

Mr. Showe stated Resolution 2024-01 approves the Fiscal Year 2025 budget, sets the public hearing, directs staff to transmit the approved budget the local government and post it on the district’s website. We are proposing an assessment increase. The major change is in the irrigation water charges. Last year we went through a process to separate the HOA from the CDD and at that point we didn’t know what our usage was going to be, and we believe we need to take that budget from \$150,000 to \$405,000. We also added addition capital transfers for possible future projects and that raises the assessments by about \$430 to \$575. We need to make sure the budget reflects the assessments needed. We increased some other lines so that we shouldn’t have to do this continually.

On MOTION by Mr. Owen seconded by Mr. Franklin with all in favor Resolution 2024-01 approving the fiscal year 2025 budget and setting the public hearing for August 9, 2024 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02 Setting  
Date, Time and Location for Landowners’  
Election and Meeting**

Mr. Showe stated Resolution 2024-02 sets the landowners’ election. It is not a meeting of the board, just the landowners’ election. Seat 2 Mr. Franklin, seat 4 Mr. Mercer and seat 5 that is currently vacant are up for election. We are looking at November 8, 2024 at 10:00 a.m. at the Hart Memorial Library, 211 E. Dakin Avenue, Kissimmee, Florida.

On MOTION by Mr. Stewart seconded by Mr. Mercer with all in favor Resolution 2024-02 designating November 8, 2024 at 10:00 a.m. at the Hart Memorial Library, 211 E. Dakin Avenue, Kissimmee, Florida as the landowners meeting date and election was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Sandy stated if there are any questions on the new ethics training that is now required, or if you are having an issue when completing it, just reach out to me.

Mr. Mercer stated there was a website we could go on for free and I have lost that website.  
Mr. Showe stated I will send that to you.

**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.

**iii. Presentation of Registered Voters – 50**

A copy of the letter from the supervisor of elections indicating that there are 50 registered voters residing in the district was included in the agenda package.

**D. Field Manager's Report**

**i. Consideration of Pool Maintenance Service (Fountain) Agreement**

On MOTION by Mr. Mercer seconded by Mr. Franklin with all in favor the Maintenance Agreement with LPM in the amount of \$575 per month for the fountain was approved.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Stewart seconded by Mr. Mercer with all in favor the meeting adjourned at 10:18 a.m.

May 31, 2024

Windsor at Westside CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman