

**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 9, 2024** at 10:00 a.m. at the Hart Memorial Central Library, 211 E. Dakin Avenue, Kissimmee, Florida.

Present and constituting a quorum were:

Duane (Rocky) Owen  
Tom Franklin  
Atlee Mercer

Chairman  
Vice Chairman  
Assistant Secretary

Also present were:

Jason Showe  
Sarah Sandy *by phone*  
Thomas Santos

Manager  
Attorney  
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 May 31, 2023 Meeting**

On MOTION by Mr. Mercer seconded by Mr. Franklin with all in favor the minutes of May 31, 2024 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Public Hearing**

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

**A. Consideration of Resolution 2024-03 Adopting the Fiscal Year 2025 Budget and Appropriating Funds**

Mr. Showe stated a resident came earlier, Mr. Franklin and staff talked to her and explained the increase was due to the irrigation water costs. We did talk to the HOA and he indicated that their water should be going down.

Mr. Franklin stated the original water system wasn't split properly and the HOA thought the CDD was watering areas that were not in their jurisdiction and they were paying the bill. That may have been true in some cases but now the water systems are split and the resident was concerned with the increase but there should be a 40% to 50% decrease on the HOA side.

Mr. Showe stated our staff will audit our portion to ensure that nothing gets reconnected.

On MOTION by Mr. Mercer seconded by Mr. Franklin with all in favor Resolution 2024-03 Adopting the Fiscal Year 2025 Budget and Appropriating Funds was approved.

**B. Consideration of Resolution 2024-04 Imposing Fiscal Year 2025 Special Assessments and Certifying Assessment Roll**

Mr. Showe stated Resolution 2024-04 imposes the special assessments and attached to the resolution will be the adopted budget and the assessment roll.

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor Resolution 2024-04 Imposing Fiscal Year 2025 Special Assessments and Certifying Assessment Roll was approved.

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

**FIFTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2023 Financial Audit Report**

Mr. Showe stated next is acceptance of the fiscal year 2023 audit. In the report to management there are no current year or prior findings or recommendation and it is a clean audit.

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the Fiscal Year 2023 Audit Report was accepted.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no comments, the next item followed.

**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. 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. Adoption of District Goals and Objectives**

Mr. Showe stated HB 7013 requires all special districts to adopt goals and objectives and we created a genetic set of goals and objectives. They have to be approved by October 1 and posted to the district's website. Between now and next year if the board would like to make them more specific we can.

On MOTION by Mr. Owen seconded by Mr. Franklin with all in favor the District Goals and Objectives were approved.

**iv. Approval of Fiscal Year 2025 Meeting Schedule**

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the fiscal year 2025 meeting schedule reflecting meetings on December 13, 2024, February 14, 2025, May 30, 2025, June 27, 2025 and August 8, 2025 was approved.

**D. Field Manager’s Report**

**i. Consideration of Landscape Services Agreement Renewal with BrightView Landscape**

Mr. Santos stated a breakdown of the services is included in the proposal along with a service map.

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor renewal of the landscape services agreement with BrightView was approved.

**2. Consideration of Aquatic Plant Agreement Renewal with Applied Aquatic**

Mr. Santos stated the proposal covers one pond in phase 1, two ponds in phase 2 and three sumps in phase 2.

On MOTION by Mr. Franklin seconded by Mr. Mercer with all in favor the aquatic plant agreement renewal with Applied Aquatic 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. Franklin seconded by Mr. Mercer with all in favor the meeting adjourned at 10:12 a.m.

  
Secretary Assistant Secretary

  
Chairman/Vice Chairman