

**MINUTES OF MEETING
WINDSOR CAY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Windsor Cay Community Development District was held Wednesday, **March 22, 2023** at 11:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Jennifer Cotch
Aaron Struckmeyer
Quinten Payne

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

George Flint
Bill Whitegon *by phone*
Tucker Mackie *by phone*

District Manager, GMS
Interim District Engineer
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present other than Board members and staff.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint administered the oath to the newly elected Supervisor.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 22, 2023 Landowners' Meeting and Board of Supervisors Meeting

Mr. Flint presented the minutes of the February 22, 2023 Landowners meeting and Board of Supervisors meeting. He asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, the Minutes of the February 22, 2023 Landowners meeting and Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Mr. Flint stated that the District engineering services fall under the Consultants Competitive Negotiation Act which required the Board to issue an RFQ. They did that and received one response back from Donald W. McIntosh Associates, Inc. Mr. Flint explained the option of rebidding or selecting Donald W. McIntosh Associates, Inc. as their engineer and authorizing staff to bring back an agreement.

On MOTION by Mr. Struckmeyer, seconded by Ms. Cotch, with all in favor, Selecting Donald W. McIntosh, Inc. as the District Engineer and Authorizing Staff to bring back an agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-21 Selecting District Records Office Within Lake County

Mr. Flint stated that a local records office is required in the county that the District is in. He noted there is a location in Lake County in Montverde where the records can be kept for the time being until there is a location onsite at the project that can be used. He noted the address is 17500 Cavallo Drive, Montverde, 34756. He asked for a motion to approve Resolution 2023-21.

On MOTION by Mr. Struckmeyer, seconded by Ms. Cotch, with all in favor, Resolution 2023-21 Selecting District Records Office within Lake County, was approved.

SEVENTH ORDER OF BUSINESS

Public Hearings

A. Rules of Procedure

Mr. Flint stated that the Board reviewed the draft rules at the organizational meeting and authorized us to advertise a rule hearing for today. He noted there have been no changes to the proposed rules. He asked for a motion to open the public hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-30 Adopting the District’s Rules of Procedure

Ms. Mackie stated she had nothing additional to add as the Board is familiar with the proposed Rules of Procedure as they have been adopted consistently for other Districts which they sit on the Board but she stated that she would be happy to answer any questions.

Mr. Flint stated for the record there were no members of the public present to provide comment or testimony so it will be brought back to the Board for consideration of Resolution 2023-30.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Resolution 2023-30 Adopting the District’s Rules of Procedure, was approved.

Mr. Flint asked for a motion to close the rule hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Closing the Public Hearing, was approved.

B. Uniform Method of Collection

Mr. Flint stated that this allows the District to utilize the tax bill as the collection method for operating and maintenance and debt service assessments. He noted that the Board authorized

staff at the organizational meeting to advertise this public hearing. There were four notices run in the newspaper over four consecutive weeks. He asked for a motion to open the public hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-31 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Mackie noted as George indicated approval of the resolution would allow the District to utilize the uniformed method when it comes time to certify an assessment for collection of both operation and maintenance and debt service. She stated that they like to get this out of the way for when the District is either ready to issue bonds or collect assessments for operations and maintenance. Ms. Mackie stated she would be happy to answer any questions, otherwise she would be looking for a motion to approve.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Resolution 2023-31 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

Mr. Flint asked for a motion to close the hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Closing the Public Hearing, was approved.

C. Fiscal Year 2023 Budget

Mr. Flint stated this is the fiscal year that they are currently in since the District was created after the beginning of the fiscal year and Board is considering a budget for the remainder of the year which goes through September 30, 2023. He noted this was advertised in accordance with the statutes and has been posted on the website and sent to the local governing authority at least 60 days in advance of today.

Mr. Flint stated the funding source is a developer funding agreement in lieu of assessments so the developer under the funding agreement is responsible for the actual costs. He stated the

previous version of the budget which was not changed was attached to that funding agreement. He asked for a motion to open the budget hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-32 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations

Mr. Flint noted the hearing is open and there are no members of the public present to provide comment or testimony. Mr. Flint stated that with Resolution 2023-32 was exhibit 'A' the proposed budget. He asked for any questions on the resolution. Hearing none,

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Resolution 2023-32 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

Mr. Flint asked for a motion to close the hearing.

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, Closing the Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie stated that she had nothing further to report.

B. Engineer

Mr. Whitegon had nothing new to report but was available to answer any questions.

C. District Manager's Report

Mr. Flint had nothing further to report.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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TENTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Cotch, seconded by Mr. Struckmeyer, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman