

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, May 24, 2023 at 11:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum were:

Eric Baker	Vice Chairman
Aaron Struckmeyer	Assistant Secretary
Quinten Payne	Assistant Secretary
Jeff Farhood <i>by phone</i>	Assistant Secretary

Also present were:

George Flint	District Manager
Ryan Dugan <i>by phone</i>	District Counsel
Bill Whitegon <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Jennifer Cotch

Mr. Flint stated that a resignation was received from Jennifer Cotch.

On MOTION by Ms. Struckmeyer, seconded by Mr. Baker, with all in favor, Accepting the Resignation of Jennifer Cotch, was approved.

B. Appointment of Individual to Fulfill Board Vacancy

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C. Administration of Oath of Office to Newly Appointed Board Member**D. Consideration of Resolution 2023-34 Electing Officers**

Mr. Flint asked if there are any nominations at this time to fill that vacancy. Mr. Baker asked if that could wait until the next meeting. Mr. Flint stated yes, it does not have to be done today. He stated if there aren't any nominations, this item will be deferred to the next meeting agenda.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the April 26, 2023 Board of Supervisors Meeting**

Mr. Flint presented the minutes of the April 26, 2023 Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Baker, seconded by Mr. Payne, with all in favor, the Minutes of the April 26, 2023 Board of Supervisors Meeting, were approved as presented.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-35 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing**

Mr. Flint stated each year the Board has to approve a proposed budget by June 15th and set the public hearing for its final consideration. He noted originally, they planned to have this item on last agenda but additional time was needed to work on it. He suggested that the public hearing be held at the July 26, 2023 meeting at 11:30 a.m. in this location. He noted Exhibit 'A' is the proposed budget which is the administrative budget and then the estimated maintenance budget and there are 375 accessible units included. He noted assessments on the 375 units and the prorated portion of the administrative costs allocated to the rest of the project are included. The per unit assessment amounts are reflected at the bottom of page two. This is a proposed budget so it can be amended and adjusted between now and the public hearing in July and if the Board wants to refine it, the only issue would be increasing the assessments. There is a mailed notice required to do that. He stated if any line items need to be adjusted, the Board can do that between now and July.

Mr. Baker asked for 2024 if this will be on the tax roll. Mr. Flint stated that depended on the timing of the plat being recorded. Mr. Baker stated it was recorded in March. Mr. Flint stated it should be picked up by the county. The platted lots would be on roll and if not, it will be direct billed. Mr. Baker stated homes should start closing in January as well. Mr. Flint noted the tax bill

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would be prorated at closing. He asked for any questions or comments on the resolution or proposed budget. Mr. Baker asked Mr. Flint to email the budget to the Board members to make sure it is distributed to the finance team.

On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, Resolution 2023-35 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing for July 26, 2023 at 11:30 a.m., was approved.

SIXTH ORDER OF BUSINESS

Ratification of Funding Requests 5-6

Mr. Flint stated these were sent to Pulte under the Developer Funding Agreement. He noted 5 is for District Counsel services and 6 is for District Management services.

On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, Funding Requests 5-6, were ratified.

SEVENTH ORDER OF BUSINESS

Consideration of DWMA Work Authorization for District Engineering Services – ADDED

Mr. Flint stated the Board issued an RFQ for engineering services and you picked McIntosh. This is the general work authorization for them to attend Board meetings under their contract. The form of this was attached to their agreement as an exhibit.

On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, the DWMA Work Authorization for District Engineering Services, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-36 Appointing an Assistant Treasurer – ADDED

Mr. Flint stated this is for the Board to consider appointing Darrin Mossing, Sr. as Assistant Treasurer. He is the President of GMS and Mr. Flint’s business partner. They are just making him an Assistant Treasurer on all of the Districts so he can be a signer in the event there are any issues with our accounting group or someone leaves, it is just a backstop.

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On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, Resolution 2023-36 Appointing Darrin Mossing as Assistant Treasurer, was approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Dugan noted he had nothing to report. District staff will work toward the required public notice for the budget hearing between now and July which requires mailed notice and published notice.

B. Engineer

Mr. Whitegon had nothing new to report and had no revisions to the Engineer's Report.

C. District Manager's Report**i. Balance Sheet and Income Statement**

Mr. Flint presented the unaudited financials through April 30th. He asked for any questions. There is no action required.

ii. Presentation of Number of Registered Voters: 0

Mr. Flint stated it is required to announce the number of registered voters each year as of April 15th and you can see the Supervisor of Elections indicates there are no registered voters within the boundaries of the District.

iii. Reminder of Form 1 Filing Requirement Deadline: July 1st

Mr. Flint stated this is a reminder that Form 1 Statement of Financial Interest should be coming from the Supervisor of Elections. They are required to send it out by June 1st and it is due by July 1st. A separate form is not needed if you are on separate Districts. He noted if for some reason you do not receive the form, they can email a PDF of it or it can be pulled from the Commission on Ethics website. Mr. Flint stated there is a grace period after July 1st so they go and check after July 1st to see if there is anyone that has not filed.

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TENTH ORDER OF BUSINESS

Other Business

Mr. Flint stated they need to meet in July for the budget but there is not typical business that would be required in June. He noted on the financing, they are in a wait and see situation. He stated if something on that changes, they may need to meet to do a delegation resolution.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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

George Flint

Secretary/Assistant Secretary

Laron Struckmeyer

Chairman/Vice Chairman