

*Windsor Cay
Community Development District*

Meeting Agenda

May 24, 2023

AGENDA

Windsor Cay
Community Development District
Meeting Agenda

Wednesday
May 24, 2023
11:30 AM

Cooper Memorial Library
2525 Oakley Seaver Drive,
Clermont, FL 34711

1. Roll Call
2. Public Comment Period
3. Organizational Matters
 - a. Acceptance of Resignation of Jennifer Coth
 - b. Appointment of Individual to Fulfill Board Vacancy
 - c. Administration of Oath of Office to Newly Appointed Board Member
 - d. Consideration of Resolution 2023-34 Electing Officers
4. Approval of Minutes of the April 26, 2023 Board of Supervisors Meeting
5. Consideration of Resolution 2023-35 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing
6. Ratification of Funding Requests 5-6
7. Consideration of DWMA Work Authorization for District Engineering Services - **ADDED**
8. Consideration of Resolution 2023-36 Appointing an Assistant Treasurer - **ADDED**
9. Staff Reports
 - a. Attorney
 - b. Engineer
 - c. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Presentation of Number of Registered Voters: 0
 - iii. Reminder of Form 1 Filing Requirement Deadline: July 1st
10. Other Business
11. Supervisors Requests
12. Adjournment

Sincerely,

George S. Flint

George S. Flint
District Manager

SECTION III

SECTION A

May 10, 2023

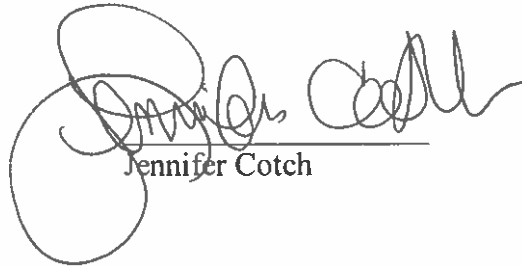
Windsor Cay Community Development District
c/o George Flint, District Manager
Governmental Management Services Central Florida, LLC
219 East Livingston Street
Orlando, Florida 32801

Re: Windsor Cay Community Development District
Board of Supervisors Resignation

Dear Mr. Flint:

I hereby resign as a member of the Board of Supervisors of the Windsor Cay Community Development District, effective immediately.

Sincerely,



Jennifer Cotch

SECTION D

RESOLUTION 2023-34

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Windsor Cay Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following persons are elected to the offices shown:

Chairperson	_____
Vice Chairperson	_____
Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Treasurer	_____
Assistant Treasurer	_____

PASSED AND ADOPTED this 24th day of May 2023.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**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, **April 26, 2023** at 11:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Jennifer Cotch	Chairman
Aaron Struckmeyer	Assistant Secretary
Jeff Farhood	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Ryan Dugan	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 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

**Approval of Minutes of the March 22,
2023 Board of Supervisors Meeting**

Mr. Flint presented the minutes of the March 22, 2023 Board of Supervisors meeting and 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 March 22, 2023 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Public Hearing

Mr. Flint stated that the next item is the public hearing to consider levying assessments for Assessment Area One. 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.

Mr. Flint stated the public hearing is open and for the record there are no members of the public present to provide comment or testimony so they will close the public comment portion of the hearing at this time.

**Mr. Whitegon joined the meeting at this time.*

i. Presentation of Engineer’s Report

Mr. Whitegon stated that there have been no changes since the last issuance. Mr. Flint stated that Ryan Dugan with District Counsel had some questions. Mr. Dugan thanked Mr. Whitegon for confirming the report has not changed since the February meeting. Mr. Dugan noted the agenda package listed out the costs that the District will be carrying out for the cost of their improvements and he wanted to establish a couple of points with Mr. Whitegon on the record. Mr. Dugan asked based on Mr. Whitegon’s professional experience, are the cost estimates in the Engineer’s Report reasonable and proper. Mr. Whitegon answered yes. Mr. Dugan asked if Mr. Whitegon is aware of any reason to believe that the District cannot carry out Phase 1 improvements identified in the report. Mr. Whitegon stated no.

Mr. Flint stated the Engineer’s Report includes estimated costs for the entire District but it does break it out by phase and today they are doing the public hearing for the assessments on Phase 1 which they are calling Assessment Area One.

ii. Presentation of Assessment Methodology Report

Mr. Dugan noted the next document is the Master Assessment Methodology and this also has not changed since the Board considered the resolution setting the hearing today. The tables deal with Phase 1 of the project which is 375 units, a combination of townhomes and single family 40’ and 50’ lots. Table 2 is the estimated construction costs taken from the Engineer’s Report for Phase 1 which is \$13,593,000. Table 3 is the preliminary bond sizing assuming some very

conservative assumptions to give the Board maximum flexibility once they actually go to issue bonds and that results in a par amount of \$17,990,000. He stated when the underwriter prices the bonds it will be based on a target assessment amount and that par amount will be brought down based on the interest rate and the target assessments. The other tables demonstrate the benefit received and the per unit amounts of the assessments if they were to fund all of the improvements.

Mr. Flint asked for any questions on the methodology. Mr. Dugan noted that there were a couple of matters to establish for the record. Mr. Dugan asked Mr. Flint if the District and land subject to these assessments receive a special benefit from the Phase 1 improvements and Mr. Flint answered yes. Mr. Dugan asked if the special assessments are reasonably and fairly allocated to the land subject to them and Mr. Flint answered yes. Mr. Dugan asked if it reasonable, proper ,and just to assess the cost of the Phase 1 improvements against the lands in the District according to the methodology and Mr. Flint replied yes. Mr. Dugan asked if the assessed lands will receive special benefits equal to or in excess of the special assessments as levied under the methodology and Mr. Flint replied yes. Mr. Dugan asked if it is in the best interest of the District that the special assessments be paid and collected in accordance with the methodology and the assessment resolution and Mr. Flint answered yes.

iii. Consideration of Resolution 2023-33 Levying Assessment Area One Assessment

Mr. Dugan stated that this resolution sets forth the record that is required to establish in adopting these assessments and makes certain findings based on the steps taken to date as well as evidence presented here today from Bill and George. It would approve in final form the engineer's report that was discussed and the methodology report and will provide for an assessment roll as identified in the assessment report.

On MOTION by Mr. Struckmeyer, seconded by Ms. Cotch, with all in favor, Resolution 2023-33 Levying Assessment Area One Assessments, was approved.

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

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

FIFTH ORDER OF BUSINESS

Consideration of Uniform Collection Agreement with Lake County Tax Collector – ADDED

Mr. Flint stated that this agreement allows the District to use the tax bill as the collection method for the debt and O&M assessments and the agreement is a statutory requirement. The agreement is standard and the fees that they charge are specified in the statute so they cannot really negotiate those. Mr. Flint asked for any questions. Mr. Struckmeyer noted that the plat was recorded last week so all of the Phase 1 lots are now platted. He stated the property appraiser should be adding everything to the map. Mr. Flint stated depending on the timing of the issuance, when they certify the roll, they will be certifying it on the platted lots for collection.

On MOTION by Mr. Struckmeyer, seconded by Ms. Cotch, with all in favor, the Uniform Collection Agreement with Lake County Tax Collector, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Funding Requests 2-4

Mr. Flint stated that these funding requests were submitted to the developer under the funding agreement and they were bringing those back to the Board to be ratified. He asked for any questions on the fundings requests.

On MOTION by Mr. Struckmeyer, seconded by Ms. Cotch, with all in favor, Funding Requests 2-4, were ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Dugan noted that with today’s hearing and adoption of the resolution they can move forward with the assessment process. The next step after that would be bond validation which they can discuss and work on the timing of that. Once the validation is done, the bond issuance would be brought back before the Board. He noted the timing of the validation complaint and the hearing could be coordinated at a later date. Mr. Flint noted if they have not started the validation, they won’t be putting debt on this year’s tax bill. Mr. Dugan stated it would probably be a couple months

to validate and then bond issuance timing after that. Mr. Struckmeyer stated there is not a rush to issue debt. The first homes are expected to start later in June to July with maybe some closing at the end of this year but they are not in a rush to issue debt prior to the first closings necessarily. He noted they are interested in getting owner's the target assessment rates that are consistent with what they have had in the past and then evaluating to see where interest rates are going over the rest of the year. Mr. Dugan stated that at the validation they can go ahead and get the max amount and then when they get to the actual bonds the timing is dependent on the Board. Mr. Struckmeyer stated that is all fluid and if interest rates change dramatically in the next few months, they could make a different decision but right now they are not in a rush to.

B. Engineer

Mr. Whitegon had nothing further to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials. He asked for any questions but no action was required.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TENTH 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

SECTION V

RESOLUTION 2023-35

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Windsor Cay Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	July 26, 2023
HOUR:	11:30 AM
LOCATION:	Cooper Memorial Library 2525 Oakley Seaver Drive, Clermont, FL 34711

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general purpose government in which the District is located at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 24TH DAY OF MAY 2023.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Windsor Cay
Community Development District

Proposed Budget
FY2024



Table of Contents

1-2 General Fund

3-5 General Fund Narrative

Windsor Cay

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2023	Actuals Thru 4/30/23	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
Revenues					
Assessments	\$ -	\$ -	\$ -	\$ -	\$ 218,469
Assessments - Admin	\$ -	\$ -	\$ -	\$ -	\$ 51,641
Developer Contributions	\$ 92,248	\$ 36,897	\$ 38,413	\$ 75,310	\$ -
Total Revenues	\$ 92,248	\$ 36,897	\$ 38,413	\$ 75,310	\$ 270,110
Expenditures					
<i>General & Administrative</i>					
Supervisor Fees	\$ 8,000	\$ -	\$ -	\$ -	\$ -
FICA Expenses	\$ 600	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 10,000	\$ -	\$ 6,250	\$ 6,250	\$ 10,000
Attorney	\$ 16,667	\$ 10,556	\$ 13,200	\$ 23,756	\$ 25,000
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ 4,020
Management Fees	\$ 26,667	\$ 10,753	\$ 16,667	\$ 27,419	\$ 40,000
Information Technology	\$ 1,200	\$ 484	\$ 750	\$ 1,234	\$ 1,800
Website Maintenance	\$ 2,550	\$ 2,073	\$ 500	\$ 2,573	\$ 1,200
Telephone	\$ 200	\$ -	\$ 50	\$ 50	\$ 300
Postage & Delivery	\$ 667	\$ 4	\$ 50	\$ 54	\$ 1,000
Insurance	\$ 5,000	\$ 3,411	\$ -	\$ 3,411	\$ 5,750
Printing & Binding	\$ 667	\$ 7	\$ 100	\$ 107	\$ 1,000
Legal Advertising	\$ 15,000	\$ 3,074	\$ 6,000	\$ 9,074	\$ 5,000
Other Current Charges	\$ 4,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,750
Office Supplies	\$ 417	\$ 0	\$ 50	\$ 50	\$ 625
Travel Per Diem	\$ 440	\$ -	\$ 183	\$ 183	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 150	\$ -	\$ 150	\$ 175
Total Administrative	\$ 92,248	\$ 30,510	\$ 44,800	\$ 75,310	\$ 112,730

Windsor Cay

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2023	Actuals Thru 4/30/23	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
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Operations & Maintenance

Field Expenditures

Field Management	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 104,880
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Electric	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ 2,500
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Contingency	\$ -	\$ -	\$ -	\$ -	\$ 2,500

Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 157,380
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Total Expenditures	\$ 92,248	\$ 30,510	\$ 44,800	\$ 75,310	\$ 270,110
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Excess Revenues/(Expenditures)	\$ -	\$ 6,387	\$ (6,387)	\$ -	\$ -
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Product Type	ERU	Assessable Units	Total ERU	Net Assessment	Net Per Unit	Gross Per Unit
Townhouse - 25'	0.5	108	54.00	\$ 46,461	\$ 430.19	\$ 457.65
Single Family - 40'	0.8	133	106.40	\$ 78,545	\$ 590.57	\$ 628.26
Single Family - 50'	1	134	134.00	\$ 93,463	\$ 697.48	\$ 742.00
		375	294.40	\$ 218,469		

Windsor Cay Community Development District General Fund Budget

Revenues:

Assessments

The District will levy a non-ad valorem assessment on all the assessable property within the District to pay for operating expenditures during the fiscal year.

Expenditures:

General & Administrative:

Engineering

The District's engineer, Donald W. McIntosh Associates, Inc., provides general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices and various projects as directed by the District Manager.

Attorney

The District's legal counsel, Kutak Rock, LLP, provides general legal services to the District, e.g., attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Windsor Cay Community Development District General Fund Budget

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc. Governmental Management Services – Central Florida, LLC provides these systems.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services – Central Florida, LLC provides these services.

Telephone

Telephone and fax machine.

Postage & Delivery

Mailing of board meeting agenda packages, overnight deliveries, checks for vendors and any other required correspondence.

Insurance

The District's general liability and public official's liability insurance coverages.

Printing & Binding

Printing agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Windsor Cay Community Development District General Fund Budget

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Field Expenditures:

Field Management

Represents the estimated costs of contracting services that provide onsite field management of contracts for the District such as landscape and lake maintenance. Services can include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Landscape Maintenance

Represents the estimated maintenance of the landscaping within the common areas of the District after the installation of landscape material has been completed.

Landscape Replacement

Represents the estimated cost of replacing landscaping within the common areas of the District.

Electric

Represents estimated electric charges of common areas throughout the District.

Water & Sewer

Represents estimated costs for water and refuse services provided for common areas throughout the District.

Irrigation Repairs

Represents the cost of maintaining and repairing the irrigation system. This includes the sprinklers, and irrigation wells.

General Repairs & Maintenance

Represents estimated costs for general repairs and maintenance of the District's common areas.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

SECTION VI

Windsor Cay

Community Development District

Funding Request #5
May 4, 2023

Bill to:
Pulte Group

Payee		General Fund FY2023	
1	Kutak Rock LLP Inv # 3210470 - General Counsel	\$	2,128.50
		\$	2,128.50
		Total:	\$ 2,128.50

Please make check payable to:

Windsor Cay
Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 28, 2023

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3210470

Client Matter No. 30423-1

Notification Email: eftgroup@kutakrock.com

Mr. George Flint

Windsor Cay Community Development District

c/o Governmental Management Services - Central Florida, LLC

219 East Livingston Street

Orlando, FL 32801

Invoice No. 3210470

30423-1

Re: General Counsel

For Professional Legal Services Rendered

03/01/23	T. Mackie	0.40	132.00	Conference with Cotch
03/03/23	T. Mackie	0.20	66.00	Conference regarding District matters and March meeting agenda
03/04/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
03/06/23	T. Mackie	0.50	165.00	Review correspondence from Kattelmann and Hugo
03/09/23	R. Dugan	0.20	53.00	Prepare 170 notices and 170.08 resolution; correspondence regarding same
03/15/23	R. Dugan	1.20	318.00	Review draft meeting agenda; prepare resolutions for meeting; correspondence regarding same
03/17/23	A. Barber	0.50	80.00	Finalize supervisor notebook; communicate request to District for copy of adopted Rules of Procedure when finalized
03/20/23	T. Mackie	0.20	66.00	Conference with Cotch

KUTAK ROCK LLP

Windsor Cay Community Development Distri

April 28, 2023

Client Matter No. 30423-1

Invoice No. 3210470

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03/22/23	T. Mackie	1.10	363.00	Prepare for and attend Board meeting by phone; follow-up from meeting; conference with Barker
03/23/23	T. Mackie	2.10	693.00	Review cost share agreement with Rubin Groves and provide comments to the same; conference with Barker regarding Declaration of Consent

TOTAL HOURS 6.90

TOTAL FOR SERVICES RENDERED \$2,128.50

TOTAL CURRENT AMOUNT DUE \$2,128.50

Windsor Cay

Community Development District

Funding Request #6
May 17, 2023

Bill to:
Pulte Group

Payee	General Fund FY2023
1 Governmental Manangement Services Invoice # 5 - May 2023	\$ 3,604.57
	\$ 3,604.57
	Total: \$ 3,604.57

Please make check payable to:

Windsor Cay
Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Invoice #:** 5**Invoice Date:** 5/1/23**Due Date:** 5/1/23**Case:****P.O. Number:****Bill To:**Windsor Cay CDD
219 E Livingston
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - May 2023		3,333.33	3,333.33
Website Administration - May 2023		100.00	100.00
Information Technology - May 2023		150.00	150.00
Office Supplies		0.60	0.60
Postage		11.34	11.34
Copies		9.30	9.30
Total			\$3,604.57
Payments/Credits			\$0.00
Balance Due			\$3,604.57

SECTION VII



Exhibit A: Work Authorization

May 16, 2023

Revised May 17, 2023

Windsor Cay Community Development District
c/o Governmental Management Services – Central Florida
219 East Livingston Street
Orlando, FL 32801

Subject: **Work Authorization Number 1**
Windsor Cay Community Development District
DWMA Job No. 23562 (001-002)

Dear Chairman, Board of Supervisors:

Donald W. McIntosh Associates, Inc., is pleased to submit this work authorization to provide engineering services for the Windsor Cay Community Development District. We will provide these services pursuant to our current agreement dated April 1, 2023 (“Professional Engineering Services Agreement”), as follows:

I. Scope of Work

Windsor Cay Community Development District (DISTRICT) will engage the services of Donald W. McIntosh Associates, Inc. (DWMA), as Engineer to perform the following services:

- A. MEETINGS AND GENERAL ADMINISTRATION – DWMA will prepare for and attend DISTRICT Board of Supervisors meetings, sub-committee meetings, finance team meetings, and other meetings, and shall provide consultation services related to DISTRICT activities as may be requested and/or directed by the DISTRICT. Professional services will be billed on an hourly basis.
- B. CAPITAL INFRASTRUCTURE CONSULTATION – DWMA will assist DISTRICT through the preparation of an Engineer’s Report and Capital Improvement Program as required in order to pursue financing of DISTRICT improvements, assistance in advertisement of a Request for Qualifications for Construction Services, and other such services as may be requested by the DISTRICT. Professional services will be billed on an hourly basis.



II. Fees

The DISTRICT will compensate DWMA pursuant to the hourly rate schedule contained in the Engineering Agreement. The DISTRICT will reimburse DWMA all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the Windsor Cay Community Development District and Donald W. McIntosh Associates, Inc. with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Donald W. McIntosh Associates, Inc. We look forward to helping you create a quality project.

Sincerely,
Donald W. McIntosh Associates, Inc.

John T. Townsend, PE
Senior Vice President

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Windsor Cay Community Development District

Date: _____

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W. MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

SECTION VIII

RESOLUTION 2023-36

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A AN ASSISTANT TREASURER OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Windsor Cay Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within Lake County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint an Assistant Treasurer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Darrin Mossing, Sr. is appointed Assistant Treasurer.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of May 2023.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

SECTION IX

SECTION C

SECTION 1

Windsor Cay
Community Development District

Unaudited Financial Reporting
April 30, 2023



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Windsor Cay
Community Development District
Combined Balance Sheet
April 30, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
Cash:			
Operating Account	\$ 8,515	\$ -	\$ 8,515
Due from Developer	\$ -	\$ 398	\$ 398
Total Assets	\$ 8,515	\$ 398	\$ 8,913
Liabilities:			
Accounts Payable	\$ 2,129	\$ -	\$ 2,129
Contracts Payable	\$ -	\$ 398	\$ 398
Total Liabilities	\$ 2,129	\$ 398	\$ 2,526
Fund Balance:			
Unassigned	\$ 6,387	\$ -	\$ 6,387
Total Fund Balances	\$ 6,387	\$ -	\$ 6,387
Total Liabilities & Fund Balance	\$ 8,515	\$ 398	\$ 8,913

Windsor Cay
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2023

	Adopted Budget	Prorated Budget Thru 04/30/23	Actual Thru 04/30/23	Variance
Revenues:				
Developer Contributions	\$ 92,248	\$ 36,897	\$ 36,897	\$ -
Total Revenues	\$ 92,248	\$ 36,897	\$ 36,897	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 8,000	\$ 3,000	\$ -	\$ 3,000
FICA Expense	\$ 600	\$ 225	\$ -	\$ 225
Engineering	\$ 10,000	\$ 3,750	\$ -	\$ 3,750
Attorney	\$ 16,667	\$ 6,250	\$ 10,556	\$ (4,306)
Management Fees	\$ 26,667	\$ 10,000	\$ 10,753	\$ (753)
Information Technology	\$ 1,200	\$ 450	\$ 484	\$ (34)
Website Maintenance	\$ 2,550	\$ 956	\$ 2,073	\$ (1,116)
Telephone	\$ 200	\$ 75	\$ -	\$ 75
Postage & Delivery	\$ 667	\$ 250	\$ 4	\$ 246
Insurance	\$ 5,000	\$ 5,000	\$ 3,411	\$ 1,589
Printing & Binding	\$ 667	\$ 250	\$ 7	\$ 243
Legal Advertising	\$ 15,000	\$ 5,625	\$ 3,074	\$ 2,551
Other Current Charges	\$ 4,000	\$ 1,500	\$ -	\$ 1,500
Office Supplies	\$ 417	\$ 156	\$ 0	\$ 156
Travel Per Diem	\$ 440	\$ 165	\$ -	\$ 165
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 150	\$ 25
Total Expenditures	\$ 92,248	\$ 37,828	\$ 30,510	\$ 7,317
Excess (Deficiency) of Revenues over Expenditures	\$ (0)		\$ 6,387	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ (0)		\$ 6,387	

Windsor Cay
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2023

	Adopted Budget	Prorated Budget Thru 04/30/23	Actual Thru 04/30/23	Variance
Revenues:				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 624	\$ (624)
Total Expenditures	\$ -	\$ -	\$ 624	\$ (624)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (624)	
Other Financing Sources/(Uses):				
Developer Advances	\$ -	\$ -	\$ 624	\$ 624
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 624	\$ 624
Net Change in Fund Balance	\$ -	\$ -	\$ -	
Fund Balance - Beginning	\$ -	\$ -	\$ -	
Fund Balance - Ending	\$ -	\$ -	\$ -	

Windsor Cay
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	16,750	\$ -	16,561	3,586	\$ -	\$ -	\$ -	\$ -	\$ -	36,897
Total Revenues	\$ -	\$ -	\$ -	16,750	\$ -	16,561	3,586	\$ -	\$ -	\$ -	\$ -	\$ -	36,897
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ -	\$ -	1,221	3,826	3,381	2,129	-	-	-	-	-	-	10,556
Management Fees	\$ -	\$ -	\$ -	753	3,333	3,333	3,333	\$ -	\$ -	\$ -	\$ -	\$ -	10,753
Information Technology	\$ -	\$ -	\$ -	34	150	150	150	\$ -	\$ -	\$ -	\$ -	\$ -	484
Website Maintenance	\$ -	\$ -	\$ -	23	100	1,850	100	\$ -	\$ -	\$ -	\$ -	\$ -	2,073
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	1	\$ -	2	\$ -	\$ -	\$ -	\$ -	\$ -	4
Insurance	\$ -	\$ -	\$ -	3,411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,411
Copies	\$ -	\$ -	\$ -	\$ -	2	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7
Legal Advertising	\$ -	\$ -	\$ -	119	1,099	1,856	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,074
Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	0
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Total Expenditures	\$ -	\$ -	1,221	8,315	8,066	9,322	3,586	\$ -	\$ -	\$ -	\$ -	\$ -	30,510
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	(1,221)	8,435	(8,066)	7,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,387

SECTION 2



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April 21, 2023

Monica Virgen, Recording Secretary
219 E Livingston St
Orlando FL 32801

Re: District Counts

The number of registered voters within the Windsor Cay Community Development District as of April 15, 2023 is 0.

If we may be of further assistance, please contact this office.

Sincerely,

A handwritten signature in black ink that reads "D. Alan Hays". The signature is written in a cursive style with a large initial "D" and a long, sweeping tail on the "y".

D. Alan Hays
Lake County Supervisor of Elections

OUR COMMITMENT

✓ Voter Confidence ✓ Excellent Service ✓ Accurate & Efficient Elections ✓ Responsible Financial Stewardship