

*Windsor Cay
Community Development District*

Meeting Agenda

December 13, 2023

AGENDA

Windsor Cay

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

December 6, 2023

**Board of Supervisors
Windsor Cay
Community Development District**

Dear Board Members:

The special meeting of the Board of Supervisors of **Windsor Cay Community Development District** will be held on **Wednesday, December 13, 2023 at 10:30 AM at The Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, FL 34711**. Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the July 26, 2023 Board of Supervisors Meeting
4. Consideration of Proposals for Land Appraisal Services
5. Authorizing Acquisition of Phase 1 Improvements
6. Appointment of Audit Committee
7. Staff Reports
 - a. Attorney
 - b. Engineer
 - c. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Consideration of Funding Requests 9-16
 - iii. Ratification of Fiscal Year 2024 Meeting Dates
8. Other Business
9. Supervisors Requests
10. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - a. Approval of Request for Proposals and Selection Criteria
 - b. Approval of Notice of Request for Proposals for Audit Services
 - c. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

Sincerely,

George S. Flint

George S. Flint
District Manager

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

Present and constituting a quorum:

Aaron Struckmeyer	Chairman
Jeff Farhood	Assistant Secretary
Bernard Sullivan	Assistant Secretary
Quinten Payne	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Ryan Dugan	District Counsel
Bill Whitegon	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. Appointment of Individual to Fulfill Board Vacancy

Mr. Flint stated there was a vacancy created by the resignation of Jennifer Cotch and that is Seat #1 with a term expiring in November of 2027. Are there any nominations to fill that vacancy? Mr. Struckmeyer nominated Bernard Sullivan for the vacancy.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, Appointing Bernard Sullivan to Fulfill the Board Vacancy, was approved.

B. Administration of Oath of Office to Newly Appointed Board Member

Mr. Flint stated Mr. Sullivan was appointed to Seat #1 with the next term expiring in November of 2027. Mr. Flint administered the oath of office.

C. Consideration of Resolution 2023-34 Electing Officers

Mr. Flint stated each office can be handled individually or if a Board member wants to elect a slate of officers, we can do it in one motion. Mr. Struckmeyer stated he could elect a slate of officers. He proposed that they keep all of the current positions the same with the exception of moving myself to Chairperson and Bernard becoming an Assistant Secretary.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, Resolution 2023-34 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 24, 2023
Board of Supervisors Meeting**

Mr. Flint presented the minutes of the May 24, 2023 Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, the Minutes of the May 24, 2023 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

Mr. Flint asked for a motion to open the public hearing. There are no members of the public here to provide comment or testimony so we will bring it back to the Board. There are two public hearings, the first is to adopt the budget and the second to impose the assessment associated with the budget.

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

A. Consideration of Resolution 2023-37 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Mr. Flint stated attached to this resolution is the proposed budget and it is substantially the same as what you saw previously. He noted the current year actuals have been updated through the end of May. As far as the costs for next year, those have not changed since your last review of this. He noted this will involve imposing O&M assessments and the per unit amounts are reflected at the bottom of page 2 on the first 375 units, some of which are platted and some are still planned.

Mr. Struckmeyer asked on the proposed budget for 2024 for the O&M costs, are any of those based on actual proposals for work or are they just estimates? Mr. Flint noted they are based on the areas to be maintained and informal estimates of maintenance. Mr. Flint stated we have not formally bid anything yet. We will work with you all based on who your install contractor is if you have a preference to use them during the warranty period, we can negotiate an agreement with them. He noted at this point we estimated a build out budget then went back and looked at the first phases that comprised the 375 units and basically the difference between that and the budget, we included as developer contribution to keep the pre units the same. He noted the reality is you likely won't have a developer contribution because of the timing of when things are coming on, there probably will not be a full 12 months of those contracts.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, Resolution 2023-37 Adopting the Fiscal Year 2024 Budget and Relating to the Annual Appropriations, was approved.
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B. Consideration of Resolution 2023-38 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint stated attached to Resolution 2023-38 is the budget the Board approved and the assessment roll listing the individual properties that are to be assessed under this. He noted right now nothing is platted. We have a direct bill. Mr. Flint asked if they have recorded the plats and Mr. Struckmeyer answered yes for Phase 1 the 375 lots were platted four months ago. Mr. Flint stated they will make sure the resolution reflects the individual platted lots.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, Resolution 2023-38 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2024 Deficit Funding Agreement

Mr. Flint stated this is between the District and Pulte Home Company. This is for the \$50,000 that is reflected under the developer contribution line on the adopted budget. In the event that the money generated from the assessments is not adequate to fund the budgets, this would allow us to submit a funding request to Pulte. He noted it's like a backstop funding agreement. Mr. Struckmeyer asked if there are estimates yet for the deficit funding amount. Mr. Flint stated that wouldn't happen until later in the Fiscal Year until August or September of 2024. Mr. Flint stated he would check to see if the platted lots show up on the assessment roll or we will have to end up having to direct bill those. We will use that revenue first and if it's not adequate then we may have to submit a funding request.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, the Fiscal Year 2024 Deficit Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Acquisition Agreement

Mr. Dugan stated in the agenda package is an Acquisition Agreement between the District and developer Pulte Home Company which basically lays out the process where the District is going to acquire the infrastructure improvements that Pulte is constructing or haven't constructed and these improvements are outlined and included in the District's Engineer Report. He noted the agreement lays out the documentation process that the District needs in order to acquire the improvements and lays out the expectation of how the District is going to repay the developer with bond proceeds at the time the bonds are issued. This is our standard agreement that we ventured into with Pulte with other Districts in the past. He stated he would be happy to answer any

questions and if not looking for a motion to approve the agreement. Mr. Struckmeyer stated they would like to move forward with the land acquisitions after this is done and then the actual acquisition of some of the physical improvements.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, the Acquisition Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Dugan stated the bond validation hearing is set for October 10th so that gives us a beginning point of when we can start thinking about bond issuance and would occur after the hearing after we go through an appeal period which is typically 30 days. He stated that gives us the end point of when we want to get these improvements acquired and go through the acquisition process.

B. Engineer

Mr. Whitegon had nothing new to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials through the end of May. He asked for any questions. There was no action required.

ii. Ratification of Funding Requests 6-8

Mr. Flint stated this was sent to the developer under the current funding agreement. He asked for a motion to ratify those.

On MOTION by Mr. Struckmeyer, seconded by Mr. Payne, with all in favor, Funding Requests 6-8, were ratified.

iii. Approval of Fiscal Year 2024 Meeting Dates

Mr. Flint stated normally we have you approve an annual meeting schedule in conjunction with the budget hearing but I would like to defer this to the next meeting if we can just because they have implemented fees for this meeting location including a cleaning charge of \$150. Mr.

Struckmeyer stated there should be a construction trailer where they can meet on site. Mr. Flint stated the current location is \$75 an hour plus the cleaning fee. He stated he was going to look into other alternatives close that may be lower and bring that back. The location just needs to be in Lake County. Mr. Struckmeyer stated there is a clubhouse at Lake View Preserve off Hancock Road. He stated it is a place they can meet at for six to nine months. Mr. Flint asked him to find out if that works and we will modify this. He noted they will defer the meeting notice until the next meeting.

NINTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS**Supervisors Requests**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Struckmeyer, seconded by Mr. Payne, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION 7

SECTION C

SECTION I

Windsor Cay
Community Development District

Unaudited Financial Reporting
October 31, 2023



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1	<u>Balance Sheet</u>
2	<u>General Fund</u>
3	<u>Capital Projects Fund</u>
4	<u>Month to Month</u>

Windsor Cay
Community Development District
Combined Balance Sheet
October 31, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
Cash:			
Operating Account	\$ 7,431	\$ -	\$ 7,431
Due from Developer	\$ 380	\$ 4,691	\$ 5,071
Total Assets	\$ 7,811	\$ 4,691	\$ 12,503
Liabilities:			
Accounts Payable	\$ 380	\$ -	\$ 380
Contracts Payable	\$ -	\$ 4,691	\$ 4,691
Total Liabilities	\$ 380	\$ 4,691	\$ 5,071
Fund Balance:			
Unassigned	\$ 7,431	\$ -	\$ 7,431
Total Fund Balances	\$ 7,431	\$ -	\$ 7,431
Total Liabilities & Fund Balance	\$ 7,811	\$ 4,691	\$ 12,503

Windsor Cay
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/23	Thru 10/31/23	Variance
Revenues:				
Assessments	\$ 218,469	\$ -	\$ -	\$ -
Developer Contributions	\$ 51,641	\$ 3,761	\$ 3,761	\$ -
Total Revenues	\$ 270,110	\$ 3,761	\$ 3,761	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Engineering	\$ 10,000	\$ 833	\$ -	\$ 833
Attorney	\$ 25,000	\$ 2,083	\$ -	\$ 2,083
Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 3,333	\$ 3,333	\$ 0
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 1,200	\$ 100	\$ 100	\$ -
Telephone	\$ 300	\$ 25	\$ -	\$ 25
Postage & Delivery	\$ 1,000	\$ 83	\$ 3	\$ 81
Insurance	\$ 5,750	\$ 5,750	\$ 5,000	\$ 750
Printing & Binding	\$ 1,000	\$ 83	\$ -	\$ 83
Legal Advertising	\$ 5,000	\$ 417	\$ -	\$ 417
Other Current Charges	\$ 1,750	\$ 146	\$ 30	\$ 116
Office Supplies	\$ 625	\$ 52	\$ 0	\$ 52
Travel Per Diem	\$ 660	\$ 55	\$ -	\$ 55
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Administrative	\$ 112,730	\$ 13,286	\$ 8,791	\$ 4,495
Field Expenditures				
<u>Operations & Maintenance</u>				
Field Management	\$ 15,000	\$ 1,250	\$ -	\$ -
Landscape Maintenance	\$ 104,880	\$ 8,740	\$ -	\$ -
Landscape Replacement	\$ 2,500	\$ 208	\$ -	\$ -
Electric	\$ 5,000	\$ 417	\$ -	\$ -
Water & Sewer	\$ 20,000	\$ 1,667	\$ -	\$ -
Irrigation Repairs	\$ 2,500	\$ 208	\$ -	\$ -
General Repairs & Maintenance	\$ 5,000	\$ 417	\$ -	\$ -
Contingency	\$ 2,500	\$ 208	\$ -	\$ -
Total Operations & Maintenance	\$ 157,380	\$ 13,115	\$ -	\$ -
Total Expenditures	\$ 270,110	\$ 26,401	\$ 8,791	\$ 4,495
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (5,030)	
Fund Balance - Beginning	\$ -		\$ 12,461	
Fund Balance - Ending	\$ -		\$ 7,431	

Windsor Cay
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/23	Thru 10/31/23	Variance
<u>Revenues:</u>				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
<u>Expenditures:</u>				
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
<u>Other Financing Sources/(Uses):</u>				
Developer Advances	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
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:													
Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Developer Contributions	\$ 3,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,761
Total Revenues	\$ 3,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,761
Expenditures:													
<i>General & Administrative:</i>													
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,333
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingencies	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
Office Supplies	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total Expenditures	\$ 8,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,791
Excess (Deficiency) of Revenues over Expenditures	\$ (5,030)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(5,030)

SECTION II

Windsor Cay
Community Development District

Funding Request #9
July 26, 2023

Bill to:
Pulte Group

Payee		Capital Project FY2023	General Fund FY2023
1	Kutak Rock LLP		
	Inv # 3252765 - General Counsel - June 2023		\$ 482.48
	Inv # 3252766 - Construction - June 2023	\$ 196.50	
	Inv # 3252767 - Bond Validation - June 2023	\$ 3,196.00	
		\$ 3,392.50	\$ 482.48
		Total:	\$ 3,874.98

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

July 21, 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. 3252765

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. 3252765

30423-1

Re: General Counsel

For Professional Legal Services Rendered

06/01/23	R. Dugan	0.50	132.50	Prepare master notice of imposition of special assessments for Assessment Area One; correspondence regarding same
06/01/23	D. Wilbourn	0.30	48.00	Prepare master notice of assessments for recording
06/06/23	R. Dugan	0.60	159.00	Prepare Rubin Groves Consent document; prepare budget documents; correspondence regarding same
06/06/23	D. Wilbourn	0.30	48.00	Record declaration of consent
TOTAL HOURS		1.70		

KUTAK ROCK LLP

Windsor Cay Community Development Distri

July 21, 2023

Client Matter No. 30423-1

Invoice No. 3252765

Page 2

TOTAL FOR SERVICES RENDERED \$387.50

DISBURSEMENTS

Filing and Court Fees 93.00

Freight and Postage 1.98

TOTAL DISBURSEMENTS 94.98

TOTAL CURRENT AMOUNT DUE \$482.48

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 21, 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. 3252766

Client Matter No. 30423-3

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. 3252766

30423-3

Re: Construction

For Professional Legal Services Rendered

06/21/23	R. Dugan	0.10	26.50	Correspondence with District Engineer regarding construction status
06/27/23	R. Dugan	0.40	106.00	Telephone conference with District Engineer regarding construction status; correspondence regarding same
06/27/23	D. Wilbourn	0.40	64.00	Prepare acquisition checklist memorandum and supporting documents

TOTAL HOURS 0.90

TOTAL FOR SERVICES RENDERED \$196.50

TOTAL CURRENT AMOUNT DUE \$196.50

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 21, 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. 3252767

Client Matter No. 30423-4

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. 3252767

30423-4

Re: Validation

For Professional Legal Services Rendered

03/31/23	R. Dugan	0.70	185.50	Prepare validation complaint
04/03/23	A. Barber	0.50	80.00	Prepare draft bond validation complaint with attachments for filing
06/06/23	R. Dugan	0.80	212.00	Prepare complaint; correspondence regarding same
06/07/23	D. Wilbourn	0.70	112.00	Prepare and file validation complaint
06/21/23	R. Dugan	0.60	159.00	Prepare answer and notice and order to show cause; correspondence regarding same
06/21/23	D. Wilbourn	2.10	336.00	Obtain judicial assignment; confer with Dugan; prepare validation checklist; prepare draft notice and order to show cause and answer
06/26/23	R. Dugan	1.30	344.50	Prepare joint stipulation; correspondence regarding scheduling hearing; correspondence regarding same
06/26/23	D. Wilbourn	3.00	480.00	Prepare acknowledgment of service; prepare joint stipulation and exhibits

KUTAK ROCK LLP

Windsor Cay Community Development Distri
July 21, 2023
Client Matter No. 30423-4
Invoice No. 3252767
Page 2

				thereto; communications with assistant state attorney and judicial assistant
06/27/23	R. Dugan	0.50	132.50	Telephone conference and correspondence regarding hearing date and financing timeline
06/27/23	D. Wilbourn	0.50	80.00	Prepare joint stipulation and exhibits thereto
06/28/23	R. Dugan	0.20	53.00	Correspondence regarding hearing date and joint stipulation exhibits
06/28/23	D. Wilbourn	1.60	256.00	Prepare joint stipulation and exhibits thereto; communication with assistant state attorney and judicial assistant; revise notice and order to show cause; confer with Dugan and Mackie
06/29/23	R. Dugan	0.30	79.50	Prepare notice and order to show cause; correspondence regarding same
06/29/23	D. Wilbourn	1.50	240.00	Update and revise joint stipulation and exhibits; communications with assistant state attorney and judicial assistant
06/30/23	D. Wilbourn	0.20	32.00	Communications with clerk of court
TOTAL HOURS		14.50		
TOTAL FOR SERVICES RENDERED				\$2,782.00
DISBURSEMENTS				
Filing and Court Fees			414.00	
TOTAL DISBURSEMENTS				<u>414.00</u>
TOTAL CURRENT AMOUNT DUE				<u>\$3,196.00</u>

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has grown from 10% of the economy to 15% of the economy.

There are a number of reasons for this increase. One of the main reasons is the increasing demand for public services. The population of the UK has increased by 10 million since 1980, and the demand for public services has increased accordingly. Another reason is the increasing cost of public services. The cost of public services has increased by 50% since 1980, and this has led to an increase in the number of people employed in the public sector.

There are a number of challenges facing the public sector in the 1990s. One of the main challenges is the increasing demand for public services. The population of the UK has increased by 10 million since 1980, and the demand for public services has increased accordingly. Another challenge is the increasing cost of public services. The cost of public services has increased by 50% since 1980, and this has led to an increase in the number of people employed in the public sector.

There are a number of ways in which the public sector can meet these challenges. One way is to increase the efficiency of public services. This can be done by reducing the number of people employed in the public sector, or by increasing the productivity of the people who are employed. Another way is to increase the cost of public services. This can be done by increasing the prices of public services, or by increasing the taxes that are paid by the public.

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Windsor Cay
Community Development District

Funding Request #10
August 16, 2023

Bill to:
Pulte Group

Payee		General Fund FY2023	
1	Governmental Management Services Invoice # 8 - Management Fees - August 2023	\$	3,583.33
		\$	3,583.33
		Total: \$ 3,583.33	

Please make check payable to:

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

1001 Bradford Way
Kingston, TN 37763

Invoice #: 8
Invoice Date: 8/1/23
Due Date: 8/1/23
Case:
P.O. Number:

Windsor Cay CDD
219 E Livingston
Orlando, FL 32801

[illegible]

the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million, and the number of people aged 75 and over has increased by 1.2 million (Office of National Statistics 1999).

There is a growing awareness of the need to address the needs of older people in the community. The Department of Health (1999) has published a strategy for older people, which sets out the government's commitment to improve the health and social care of older people. The strategy is based on the following principles:

- Older people should be able to live independently in their own homes for as long as possible.
- Older people should be able to access the services and support they need to live well.
- Older people should be able to participate in the decisions that affect their lives.
- Older people should be able to live in a safe and secure environment.

The strategy also sets out a number of key objectives, including: to reduce the number of older people who are in care homes; to improve the quality of care in care homes; to increase the number of older people who are able to live in their own homes; to improve the health and social care of older people; and to increase the participation of older people in the decisions that affect their lives.

The strategy is a key document for the development of services for older people in the UK. It provides a framework for the development of services and for the evaluation of the effectiveness of services. It also provides a basis for the development of policies and for the allocation of resources.

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Windsor Cay
Community Development District

Funding Request #11
September 13, 2023

Bill to:
Pulte Group

	Payee	Capital Project FY2023	General Fund FY2023
1	CA Florida Holdings, LLC Invoice # 0005749481 - Legal Advertising		\$ 2,500.84
2	Donald W Mcintosh Associates Inc. Invoice # 44603 - General Engineering - August 2023		\$ 285.00
3	Governmental Management Services Invoice # 9 - Management Fees - September 2023		\$ 3,583.99
4	Kutak Rock LLP Inv # 3266018 - General Counsel - July 2023 Inv # 3266019 - Construction - July 2023	\$ 330.50	\$ 397.50
		\$ 330.50	\$ 6,767.33
Total:			\$ 7,097.83

Please make check payable to:

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

LOCALiQ

FLORIDA

ACCOUNT NAME		ACCOUNT #	PAGE #
Windsor Cay CDD		892459	1 of 1
INVOICE #	BILLING PERIOD	PAYMENT DUE DATE	
0005749481	Jul 1- Jul 31, 2023	August 20, 2023	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$2,500.84	

BILLING ACCOUNT NAME AND ADDRESS

Windsor Cay Cdd
219 E. Livingston St.
Orlando, FL 32801-1508



Legal Entity: Gannett Media Corp.

Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number:

Date	Description	Amount
7/1/23	Balance Forward	\$0.00

Legal Advertising:

Date range	Product	Order Number	Description	PO Number	Runs	Ad Size	Net Amount
7/5/23-7/12/23	LEE Daily Commercial	9004965	Budget & O&M Assessments		2	3.0000 x 20 in	\$2,500.84

Received 9/1/23

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$2,500.84
Service Fee 3.99%	\$99.78
*Cash/Check/ACH Discount	-\$99.78
*Payment Amount by Cash/Check/ACH	\$2,500.84
Payment Amount by Credit Card	\$2,600.62

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Windsor Cay CDD		892459		0005749481		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$2,500.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.84
REMITTANCE ADDRESS (Include Account# & Invoice# on check) CA Florida Holdings, LLC PO Box 631244 Cincinnati, OH 45263-1244						TOTAL CREDIT CARD AMT DUE \$2,600.62
TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX Card Number _____ Exp Date ____/____/____ CVV Code _____ Signature _____ Date _____						

0000892459000000000000057494810025008467172



The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Monica Virgen
Windsor Cay CDD
219 E Livingston ST
Orlando FL 32801-1508

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Daily Commercial, published in Lake County, Florida; that the attached copy of advertisement, being a Classified Legal CLEGL, was published on the publicly accessible website of Lake County, Florida, or in a newspaper by print in the issues of, on:

07/05/2023, 07/12/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/12/2023.

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$2500.84

Order No: 9004965

of Copies:

Customer No: 892459

1

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2023/2024 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

Upcoming Public Hearings, and Regular Meeting

The Board of Supervisors ("Board") for the Windsor Cay Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE: July 26, 2023
TIME: 11:30 AM
LOCATION: Cooper Memorial Library
2525 Oakley W Drive
Clermont, Florida 34711

The first public hearing is being held pursuant to Chapter 190, *Florida Statutes*, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024"). The second public hearing is being held pursuant to Chapters 190 and 197, *Florida Statutes*, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2023/2024; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units	ERU Factor	Proposed Annual O&M Assessment (including collection costs / early payment discounts)
Townhouse - 25'	108 Units	0.5	\$457.65
Single Family - 40'	133 Units	0.8	\$628.26
Single Family - 50'	134 Units	1.0	\$742.00

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Lake County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), *Florida Statutes*, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District.

For Fiscal Year 2023/2024, the District intends to have the County tax collector collect the assessments imposed on all benefitted property. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

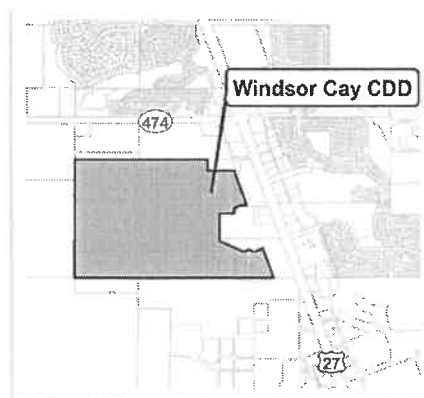
Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 219 E. Livingston Street, Orlando, Florida 32801, (407) 841-5524 ("District Manager's Office"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

George Flint
District Manager
GMS-CF, LLC



Donald W McIntosh Associates Inc.
2200 Park Avenue North
Winter Park, FL 32789-2355
(407) 644-4068

RECEIVED

SEP 01 2023

Windsor Cay CDD
Attn: District Manager
219 East Livingston Street
Orlando, FL 32801

Invoice number 44603
Date 08/25/2023

Project 23562 Windsor Cay CDD

For Period Through August 11, 2023

Invoice Summary

Description	Current Billed
Meetings and general administration	285.00
Reimbursable Expenses - Meetings	0.00
Total	285.00

Professional Fee Detail

	Hours	Rate	Billed Amount
Sr. Reg. Engineer; Eng. Project Manager	1.50	190.00	285.00
Invoice total			285.00

Invoice Supporting Detail

23562 Windsor Cay CDD

001 Meetings and general administration

Phase Status: Active

Billing Cutoff: 08/11/2023

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Sr. Reg. Engineer; Eng. Project Manager

William C. Whitegon

Time Per Contract	04/26/2023	0.50	190.00	95.00
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CDD Board and Staff meeting

Time Per Contract	05/24/2023	0.50	190.00	95.00
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CDD Board Meeting. Attended via phone.

Time Per Contract	07/26/2023	0.50	190.00	95.00
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Attended Board meeting via teleconference.

Subtotal	1.50	285.00
----------	------	--------

Labor total	1.50	285.00
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999 Reimbursable Expenses - Meetings

Phase Status: Active

Billing Cutoff: 08/11/2023

Date	Units	Rate	Amount
------	-------	------	--------

WIP Status:

Subtotal	0.00
----------	------

total	0.00
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GMS-Central Florida, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 9**Invoice Date:** 9/1/23**Due Date:** 9/1/23**Case:****P.O. Number:****Bill To:**

Windsor Cay CDD
219 E Livingston
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - September 2023		3,333.33	3,333.33
Website Administration - September 2023		100.00	100.00
Information Technology - September 2023		150.00	150.00
Office Supplies		0.03	0.03
Postage		0.63	0.63
Total			\$3,583.99
Payments/Credits			\$0.00
Balance Due			\$3,583.99

Received 9/8/23

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 17, 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. 3266018

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. 3266018

30423-1

Re: General Counsel

For Professional Legal Services Rendered

07/18/23	R. Dugan	0.20	53.00	Review draft agenda; correspondence regarding same
07/24/23	R. Dugan	0.50	132.50	Prepare for board meeting
07/25/23	R. Dugan	0.40	106.00	Review agenda package and prepare for board meeting
07/26/23	R. Dugan	0.40	106.00	Attend board meeting

TOTAL HOURS 1.50

TOTAL FOR SERVICES RENDERED \$397.50

TOTAL CURRENT AMOUNT DUE \$397.50

Received 8/17/23

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 17, 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. 3266019

Client Matter No. 30423-3

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. 3266019

30423-3

Re: Construction

For Professional Legal Services Rendered

07/10/23	R. Dugan	0.50	132.50	Review pay applications from District Engineer; correspondence regarding same
07/11/23	T. Mackie	0.30	99.00	Review correspondence regarding acquisition of infrastructure
07/12/23	T. Mackie	0.30	99.00	Conference regarding acquisition matters and prepare acquisition agreement

TOTAL HOURS 1.10

TOTAL FOR SERVICES RENDERED \$330.50

TOTAL CURRENT AMOUNT DUE \$330.50

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has become a major employer in the UK, and its growth has been a major factor in the overall growth of the economy.

The public sector has also become a major provider of social services, and its growth has been a major factor in the overall growth of the economy. The public sector has become a major provider of social services, and its growth has been a major factor in the overall growth of the economy. The public sector has become a major provider of social services, and its growth has been a major factor in the overall growth of the economy.

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Windsor Cay

Community Development District

Pulte Group

September 20, 2023

	Payee	General Fund FY2024
1	Egis Insurance & Risk Advisors Invoice # 19235 - Insurance - FY24 10/01/23 - 10/01/24	\$ 5,000.00
		\$ 5,000.00
Total:		\$ 5,000.00

Please make check payable to:

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



INVOICE

Customer	Windsor Cay Community Development District
Acct #	1325
Date	08/29/2023
Customer Service	Kristina Rudez
Page	1 of 1

Windsor Cay Community Development District
c/o Government Management Services, LLC
219 E Livingston St
Orlando, FL 32801

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#19235
1001231004	

Thank You

Please detach and return with payment



Customer: Windsor Cay Community Development District

Invoice	Effective	Transaction	Description	Amount
19235	10/01/2023	Renew policy	Policy #1001231004 10/01/2023-10/01/2024 Florida Insurance Alliance General Liability - Renew policy Due Date: 8/29/2023	5,000.00

Total

Received 9/15/23

\$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555
Atlanta, GA 30374-8555

sclimer@egisadvisors.com

08/29/2023

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has grown from 10% of the economy to 15% of the economy.

There are a number of reasons for this increase. One of the main reasons is the increasing demand for public services. The population of the UK has increased by 10 million since 1980, and the demand for public services has increased accordingly. Another reason is the increasing cost of public services. The cost of public services has increased by 50% since 1980, and this has led to an increase in the number of people employed in the public sector.

There are a number of challenges facing the public sector in the 1990s. One of the main challenges is the increasing demand for public services. The population of the UK has increased by 10 million since 1980, and the demand for public services has increased accordingly. Another challenge is the increasing cost of public services. The cost of public services has increased by 50% since 1980, and this has led to an increase in the number of people employed in the public sector.

There are a number of ways in which the public sector can meet these challenges. One way is to increase the efficiency of public services. This can be done by reducing the number of people employed in the public sector, or by increasing the productivity of the people who are employed. Another way is to increase the cost of public services. This can be done by increasing the prices of public services, or by increasing the taxes that are paid by the public.

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Windsor Cay
Community Development District

Funding Request #13
October 18, 2023

Bill to:
Pulte Group

	Payee	Capital Project FY2023	General Fund FY2023	General Fund FY2024
1	Florida Department of Economic Opportunity Invoice # 89590 - Special District Fee FY24			\$ 175.00
2	Governmental Management Services Invoice # 10 - Management Fees - October 2023			\$ 3,585.97
3	Kutak Rock LLP Inv # 3295537 - General Counsel - September 2023		\$ 977.50	
	Inv # 3295538 - Construction - September 2023	\$ 3,185.50		
	Inv # 3295540 - Bond Validation - September 2023	\$ 4,396.64		
		\$ 7,582.14	\$ 977.50	\$ 3,760.97
Total:				\$ 12,320.61

Please make check payable to:

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

Florida Department of Economic Opportunity, Special District Accountability Program

Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 89590
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

001927

Windsor Cay Community Development District

Mr. George S. Flint

Governmental Management Services - Central Florida, LLC

219 East Livingston Street

Orlando, Florida 32801



- | | |
|---------------------------------------|-------------------------------|
| 2. Telephone: | 407-841-5521 Ext: |
| 3. Fax: | 407-839-1526 |
| 4. Email: | gflint@gmscfl.com |
| 5. Status: | Independent |
| 6. Governing Body: | Elected |
| 7. Website Address: | www.windsorcaycdd.com |
| 8. County(ies): | Lake |
| 9. Special Purpose(s): | Community Development |
| 10. Boundary Map on File: | 01/30/2023 |
| 11. Creation Document on File: | 01/30/2023 |
| 12. Date Established: | 12/12/2022 |
| 13. Creation Method: | Local Ordinance |
| 14. Local Governing Authority: | Lake County |
| 15. Creation Document(s): | County Ordinance 2022-55 |
| 16. Statutory Authority: | Chapter 190, Florida Statutes |
| 17. Authority to Issue Bonds: | Yes |
| 18. Revenue Source(s): | Assessments |

RECEIVED

OCT 13 2023

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: [Signature] Date 10/6/23

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Florida Department of Economic Opportunity.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. ___ This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 4: Make a copy of this document for your records.

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.



001927000201

MEMORANDUM**To:** All Special District Registered Agents**From:** Jack Gaskins Jr., Special District Accountability Program**Date:** October 2, 2023**Subject:** Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code - Fiscal Year 2023-24 Special District State Fee and Profile Update
Due by December 1, 2023

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2023-2024 Special District State Fee Invoice and Profile Update* (enclosure). Detailed instructions are on the opposite side of this memorandum.

Pay the Annual State Fee Online

The Florida Department of Commerce (FloridaCommerce), previously the Florida Department of Economic Opportunity, requests all special districts to pay the state fee online at www.FloridaJobs.org/SpecialDistrictFee by electronic check or by using a Visa or MasterCard, and to email the completed enclosure to FloridaCommerce at SpecialDistricts@Commerce.fl.gov. The state fee remains \$175, unless the special district certifies that it is eligible for a zero fee. To avoid a \$25 late fee, the payment must be completed by December 1, 2023. Paying online is fast, free, and convenient.

The Purpose of the Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by FloridaCommerce and requires FloridaCommerce to annually collect a state fee from each special district to cover the costs of administering the Act. For additional information, visit www.FloridaJobs.org/SDAP.

Review the Special District's Profile

Each special district's registered agent must annually review the profile information on the enclosure, mark any needed corrections or updates, sign and date it, and return it to FloridaCommerce.

The Purpose of Reviewing the Special District's Profile

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with FloridaCommerce and requires FloridaCommerce to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and to make informed policy decisions. It is important for that information to be complete and accurate.

Reminders

Each newly created special district must have an official website containing specific information by the end of the first full fiscal year after its creation. All other special districts must have an official website. If the special district is required to have an official website and its web address is not listed on the enclosure, the special district must provide it. The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook) covers website requirements along with general operating requirements. FloridaCommerce encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

(TURN OVER FOR INSTRUCTIONS)

Instructions: Complete the following by December 1, 2023:

STEP 1: Review the special district's profile on the enclosure:

- ☐ Make any needed changes directly on the enclosure by striking through the outdated or incorrect information and writing in the new or correct information.
- ☐ Complete any missing information.
- ☐ Email any noted missing documents, such as a boundary map and / or creation document to the email address provided below.
- ☐ Sign and date where indicated.
- ☐ Make a copy for your records.

STEP 2: Pay the \$175 state fee or certify eligibility for the zero fee:

• **Pay online with a Visa or MasterCard or by electronic check:**

- ☐ Visit www.FloridaJobs.org/SpecialDistrictFee and follow the instructions.
- ☐ Write "Paid Online" on the enclosure and email it to the email address provided below.

• **In the event of a hardship preventing a special district from paying the state fee online:**

- ☐ Prepare a check payable to the Florida Department of Commerce.
- ☐ Enter the invoice number in the memo field.
- ☐ Mail the check and the completed enclosure to the address provided below, ensuring the postmark date is on or before December 1, 2023. If it is not possible to include the check with the enclosure, write on the enclosure "check mailed separately" and email or mail the enclosure to the addresses provided below.

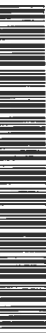
• **If eligible for the zero annual fee pursuant to Rule 73C-24.003(3)(e), Florida Administrative Code, complete Step 3.b. on the enclosure:**

- ☐ Certify eligibility by initialing each statement.
- ☐ Email the completed enclosure to the email address provided below.

State Fee Website: www.FloridaJobs.org/SpecialDistrictFee (pay online, download a duplicate enclosure, previous memorandums, and FloridaCommerce's W-9 Form)

Mailing Address: Florida Department of Commerce
Bureau of Budget Management
107 East Madison Street, MSC-120
Tallahassee, FL 32399-4124

Questions: Contact: Jack Gaskins
Telephone: 850-717-8430
Email: SpecialDistricts@Commerce.fl.gov



1001 Bradford Way
Kingston, TN 37763

Invoice #: 10
Invoice Date: 10/1/23
Due Date: 10/1/23
Case:
P.O. Number:

Windsor Cay CDD
219 E Livingston
Orlando, FL 32801

Total	\$3,585.97
Payments/Credits	\$0.00
Balance Due	\$3,585.97

RECEIVED 10/11/23

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 16, 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. 3295537

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. 3295537

30423-1

Re: General Counsel

For Professional Legal Services Rendered

08/15/23	T. Mackie	0.10	33.00	Conference regarding meeting cancellation
09/06/23	T. Mackie	0.10	33.00	Conference with Flint regarding DWMA merger
09/08/23	R. Dugan	0.50	132.50	Review development status and progress
09/09/23	L. Whelan	0.10	38.50	Research matters pertaining to noticing of meetings following Testa decision
09/15/23	R. Dugan	0.20	53.00	Telephone conference with district manager regarding agenda items
09/20/23	R. Dugan	0.20	53.00	Review draft agenda; correspondence regarding same
09/20/23	T. Mackie	0.60	198.00	Conference regarding meeting agenda; conference regarding appraisal
09/22/23	R. Dugan	0.10	26.50	Correspondence regarding agenda package

Received 10/16/23

KUTAK ROCK LLP

Windsor Cay Community Development Distri

October 16, 2023

Client Matter No. 30423-1

Invoice No. 3295537

Page 2

09/26/23	R. Dugan	0.80	212.00	Review agenda package and prepare for board meeting; prepare revised prompt payment policy and correspondence regarding same
09/26/23	T. Mackie	0.60	198.00	Prepare for Board meeting; conference with Flint; conference with Struckmeyer

TOTAL HOURS	3.30
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TOTAL FOR SERVICES RENDERED	\$977.50
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TOTAL CURRENT AMOUNT DUE	<u>\$977.50</u>
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KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 16, 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. 3295538

Client Matter No. 30423-3

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. 3295538

30423-3

Re: Construction

For Professional Legal Services Rendered

08/04/23	T. Mackie	0.10	33.00	Conference regarding acquisition status
09/13/23	R. Dugan	1.50	397.50	Review pay apps regarding phase 1 construction; telephone conference with district engineer regarding phase 1 acquisition
09/13/23	T. Mackie	0.50	165.00	Conference with Whitegon regarding acquisition status
09/14/23	R. Dugan	0.10	26.50	Correspondence with district engineer regarding phase 1 acquisition
09/18/23	T. Mackie	0.30	99.00	Conference regarding financing and construction status
09/19/23	R. Dugan	0.30	79.50	Telephone conference with district engineer regarding acquisition of improvements
09/21/23	R. Dugan	0.10	26.50	Correspondence regarding acquisition documents

Received 10/16/23

KUTAK ROCK LLP

Windsor Cay Community Development Distri
October 16, 2023
Client Matter No. 30423-3
Invoice No. 3295538
Page 2

09/22/23	R. Dugan	2.50	662.50	Review cost estimates from district engineer regarding phase 1 improvements; prepare acquisition documents; telephone conferences and correspondence regarding same
09/25/23	R. Dugan	3.00	795.00	Prepare acquisition documents; telephone conference and correspondence regarding same
09/26/23	R. Dugan	2.20	583.00	Prepare acquisition documents; telephone conference with district engineer regarding same; correspondence regarding same
09/27/23	R. Dugan	1.00	265.00	Correspondence regarding acquisition of roadway and landscaping improvements; preparation of acquisition documents regarding same
09/28/23	R. Dugan	0.10	26.50	Correspondence regarding landscaping improvement status
09/29/23	R. Dugan	0.10	26.50	Correspondence regarding landscape acquisition and balance to finish for phase 1 improvements
TOTAL HOURS		11.80		
TOTAL FOR SERVICES RENDERED				\$3,185.50
TOTAL CURRENT AMOUNT DUE				<u>\$3,185.50</u>

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 16, 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. 3295540

Client Matter No. 30423-4

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. 3295540

30423-4

Re: Validation

For Professional Legal Services Rendered

09/05/23	D. Wilbourn	2.00	320.00	Coordinate publication of notice and order to show cause; update and revise joint stipulation
09/07/23	R. Dugan	1.70	450.50	Prepare pre-hearing memorandum of law and proposed final judgment; correspondence with bond counsel regarding validation date
09/07/23	D. Wilbourn	2.00	320.00	Prepare pre-hearing memorandum of law and proposed final judgment
09/08/23	R. Dugan	0.50	132.50	Prepare for hearing; prepare exhibits; correspondence regarding same
09/08/23	D. Wilbourn	1.00	160.00	Prepare for bond validation hearing
09/11/23	D. Wilbourn	0.60	96.00	File pre-hearing memorandum of law; prepare for validation hearing
09/12/23	R. Dugan	1.00	265.00	Review joint stipulation; correspondence regarding same
09/12/23	D. Wilbourn	1.60	256.00	Prepare for validation hearing and communications in connection with same; update joint stipulation

Received 10/16/23

KUTAK ROCK LLP

Windsor Cay Community Development Distri
October 16, 2023
Client Matter No. 30423-4
Invoice No. 3295540
Page 2

09/18/23	D. Wilbourn	0.20	32.00	Communications with newspaper regarding publication of notice and order to show cause
09/20/23	D. Wilbourn	0.60	96.00	Prepare for validation hearing
09/21/23	D. Wilbourn	0.80	128.00	Prepare for validation hearing
09/25/23	R. Dugan	1.00	265.00	Prepare validation hearing witness testimony; prepare for hearing; correspondence regarding same
09/25/23	D. Wilbourn	1.70	272.00	Prepare for validation hearing; prepare outline; communications with newspaper
09/26/23	R. Dugan	0.30	79.50	Telephone conference with district engineer regarding hearing
09/26/23	D. Wilbourn	0.80	128.00	Prepare for validation hearing
09/27/23	R. Dugan	1.00	265.00	Review hearing documents; prepare for hearing; correspondence regarding same
09/27/23	D. Wilbourn	2.30	368.00	Communications with state attorney; prepare letter to judge; finalize documents for transmittal; file joint stipulation
09/28/23	R. Dugan	0.30	79.50	Prepare for hearing
09/29/23	D. Wilbourn	0.60	96.00	Prepare for validation hearing
09/30/23	R. Dugan	0.10	26.50	Correspondence with bond counsel regarding hearing
TOTAL HOURS		20.10		

KUTAK ROCK LLP

Windsor Cay Community Development Distri
October 16, 2023
Client Matter No. 30423-4
Invoice No. 3295540
Page 3

TOTAL FOR SERVICES RENDERED \$3,835.50

DISBURSEMENTS

Freight and Postage 25.12
Miscellaneous 536.02

VENDOR: TRIBUNE
PUBLISHING COMPANY LLC
dba ORLAN; INVOICE#:
080115749000; DATE:
9/24/2023 - Notice of Public
Hearing

TOTAL DISBURSEMENTS 561.14

TOTAL CURRENT AMOUNT DUE \$4,396.64

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has become a major employer in the UK, and its growth has been a major factor in the overall growth of the economy.

The public sector has also become a major provider of social services, and its growth has been a major factor in the overall growth of the economy. The public sector has become a major provider of social services, and its growth has been a major factor in the overall growth of the economy. The public sector has become a major provider of social services, and its growth has been a major factor in the overall growth of the economy.

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Windsor Cay
Community Development District

Funding Request #14
November 1, 2023

Bill to:
Pulte Group

Payee		Capital Project FY2023	General Fund FY2023
1	Donald W McIntosh Associates Inc.		
	Invoice # 44864 - Cap Consultation - September 2023	\$ 4,691.25	
	Invoice # 44865 - General Engineering - September 2023		\$ 380.00
		\$ 4,691.25	\$ 380.00
		\$ 5,071.25	

Please make check payable to:

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

RECEIVED

OCT 27 2023

Donald W McIntosh Associates Inc.
2200 Park Avenue North
Winter Park, FL 32789-2355
(407) 644-4068

RECEIVED

OCT 27 2023

Windsor Cay CDD
Attn: District Manager
219 East Livingston Street
Orlando, FL 32801

Invoice number 44864
Date 10/20/2023
Project 23562 Windsor Cay CDD

For Period Through October 06, 2023

Invoice Summary

Description	Current Billed
Capital infrastructure consultation	4,691.25
Reimbursable Expenses - Capital infrastructure	0.00
Total	4,691.25

Professional Fee Detail

	Hours	Rate	Billed Amount
Design Technician	3.00	100.00	300.00
Project Manager Assistant	0.25	85.00	21.25
Sr. Reg. Engineer; Eng. Project Manager	23.00	190.00	4,370.00
Professional Fee Detail subtotal	26.25		4,691.25

Invoice total **4,691.25**

Invoice Supporting Detail

23562 Windsor Cay CDD

002 Capital infrastructure consultation

Phase Status: Active

Billing Cutoff: 10/06/2023

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Design Technician

Christopher W. Groth

Time Per Contract

09/19/2023

2.00

100.00

200.00

pond earthworks

Time Per Contract

09/22/2023

1.00

100.00

100.00

pond earthworks

Subtotal

3.00

300.00

Project Manager Assistant

Stephany Simmonds

Time Per Contract

09/22/2023

0.25

85.00

21.25

Index Assessment Area No. 1 Acquisition Cost

Subtotal

0.25

21.25

Sr. Reg. Engineer; Eng. Project Manager

William C. Whitegon

Time Per Contract

09/19/2023

6.00

190.00

1,140.00

Assesment Area No. 1 Acquisition cost estimate

Time Per Contract

09/20/2023

7.50

190.00

1,425.00

Assesment Area No. 1 Acquisition cost estimate

Time Per Contract

09/21/2023

4.50

190.00

855.00

Assesment Area No. 1 Acquisition cost estimate

Time Per Contract

09/22/2023

2.00

190.00

380.00

Assesment Area No. 1 Acquisition cost estimate

Time Per Contract

09/25/2023

2.00

190.00

380.00

Updating acquisition cost estimate and providing tract acquisition table per request from Ryan Dugan (KutakRock)

Time Per Contract

09/26/2023

1.00

190.00

190.00

Call with Ryan Dugan (KutakRock) on acquisition cost estimate

Subtotal

23.00

4,370.00

Labor total

26.25

4,691.25

999 Reimbursable Expenses - Capital infrastructure

Phase Status: Active

Billing Cutoff: 10/06/2023

Date	Units	Rate	Amount
------	-------	------	--------

WIP Status:

Subtotal

0.00

total

0.00

Donald W McIntosh Associates Inc.
2200 Park Avenue North
Winter Park, FL 32789-2355
(407) 644-4068

Windsor Cay CDD
Attn: District Manager
219 East Livingston Street
Orlando, FL 32801

Invoice number 44865
Date 10/20/2023
Project **23562 Windsor Cay CDD**

For Period Through October 06, 2023

Invoice Summary

Description	Current Billed
Meetings and general administration	380.00
Reimbursable Expenses - Meetings	0.00
Total	380.00

Professional Fee Detail

	Hours	Rate	Billed Amount
Sr. Reg. Engineer; Eng. Project Manager	2.00	190.00	380.00
Invoice total			380.00

Received 10/27/23

Invoice Supporting Detail

23562 Windsor Cay CDD

001 Meetings and general administration

Phase Status: Active

Billing Cutoff: 10/06/2023

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Sr. Reg. Engineer; Eng. Project Manager

William C. Whitegon

Time Per Contract 09/12/2023 1.00 190.00 190.00

Compiling all Windsor Cay Resort Ph 1 plans approvals and permits. Email documents to
Gilberto Delgado (Squire Patton Boggs).

Time Per Contract 09/13/2023 1.00 190.00 190.00

Meeting with KutakRock to discuss construction status and aquisition process.

Subtotal 2.00 380.00

Labor total 2.00 380.00

999 Reimbursable Expenses - Meetings

Phase Status: Active

Billing Cutoff: 10/06/2023

Date	Units	Rate	Amount
------	-------	------	--------

WIP Status:

Subtotal 0.00

total 0.00

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has also become an important employer of women, with 55% of public sector employees being women in 1995, compared with 45% in 1980.

There are a number of reasons why the public sector has become an important employer of women. One reason is that the public sector has a high proportion of jobs that are traditionally considered to be 'female' jobs, such as teaching, nursing, and social work. Another reason is that the public sector has a high proportion of jobs that are part-time or flexible, which are more likely to be taken up by women.

There are also a number of reasons why the public sector has become an important employer of women in the 1990s. One reason is that the public sector has a high proportion of jobs that are in the health and social care sectors, which are traditionally considered to be 'female' jobs. Another reason is that the public sector has a high proportion of jobs that are part-time or flexible, which are more likely to be taken up by women.

There are also a number of reasons why the public sector has become an important employer of women in the 1990s. One reason is that the public sector has a high proportion of jobs that are in the health and social care sectors, which are traditionally considered to be 'female' jobs. Another reason is that the public sector has a high proportion of jobs that are part-time or flexible, which are more likely to be taken up by women.

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Windsor Cay
Community Development District

Funding Request #15
November 15, 2023

Bill to:
Pulte Group

Payee		General Fund FY2024	
1	Governmental Management Services Invoice # 11 - Management Fees - November 2023	\$	3,586.52
		Total:	\$ 3,586.52

Please make check payable to:

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

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 11**Invoice Date:** 11/1/23

Due Date: 11/1/23

Case:

P.O. Number:

Bill To:

Windsor Cay CDD
219 E Livingston
Orlando, FL 32801

[illegible]

Received 11/15/23

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 12.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office of National Statistics 2000).

There is a growing awareness of the need to develop services to meet the needs of older people, and the need to ensure that the health care system is able to respond to the needs of older people. The Department of Health (1999) has identified the need to develop services to meet the needs of older people, and the need to ensure that the health care system is able to respond to the needs of older people.

The Department of Health (1999) has identified the need to develop services to meet the needs of older people, and the need to ensure that the health care system is able to respond to the needs of older people. The Department of Health (1999) has identified the need to develop services to meet the needs of older people, and the need to ensure that the health care system is able to respond to the needs of older people.

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Windsor Cay
Community Development District

Funding Request #16
December 6, 2023

Bill to:
Pulte Group

Payee		Capital Project FY2024	
1	Kutak Rock LLP		
	Inv # 3313049 - Bond Validation - October 2023	\$	3,555.08
		Total:	\$ 3,555.08

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

November 30, 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. 3313049

Client Matter No. 30423-4

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. 3313049

30423-4

Re: Validation

For Professional Legal Services Rendered

10/02/23	R. Dugan	0.60	159.00	Correspondence with state attorney; prepare for hearing
10/02/23	D. Wilbourn	0.50	80.00	Prepare for validation hearing
10/03/23	R. Dugan	1.00	265.00	Prepare for hearing; correspondence regarding same
10/05/23	R. Dugan	1.00	265.00	Telephone conference with witnesses for hearing preparation; correspondence regarding joint stipulation
10/05/23	D. Wilbourn	1.60	256.00	Prepare for validation hearing and communications in connection with same
10/09/23	R. Dugan	1.00	265.00	Prepare for hearing
10/09/23	D. Wilbourn	0.50	80.00	Prepare for validation hearing
10/10/23	R. Dugan	6.00	1,590.00	Travel to and attendance at hearing; correspondence regarding same
TOTAL HOURS		12.20		

RECEIVED 12/01/23

KUTAK ROCK LLP

Windsor Cay Community Development Distri
November 30, 2023
Client Matter No. 30423-4
Invoice No. 3313049
Page 2

TOTAL FOR SERVICES RENDERED \$2,960.00

DISBURSEMENTS

Meals	11.35
Travel Expenses	303.73
Miscellaneous	280.00

VENDOR: HUSEBY GLOBAL
LITIGATION; INVOICE#:
90028679; DATE: 10/30/2023 -
Transcript of Hearing Held on
October 10, 2023

TOTAL DISBURSEMENTS 595.08

TOTAL CURRENT AMOUNT DUE \$3,555.08

SECTION III

**BOARD OF SUPERVISORS MEETING DATES
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024**

The Board of Supervisors of the Windsor Cay Community Development District will hold their regular meetings for Fiscal Year 2023/2024 at Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711, at 11:30 a.m. unless otherwise indicated as follows:

**October 25, 2023
November 22, 2023
December 27, 2023
January 24, 2024
February 28, 2024
March 27, 2024
April 24, 2024
May 22, 2024
June 26, 2024
July 24, 2024
August 28, 2024
September 25, 2024**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts.

The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from the District Manager, Governmental Management Services – Central Florida, LLC or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by speaker telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

George S. Flint
District Manager
Governmental Management Services – Central Florida, LLC

Audit Committee Meeting

SECTION 3

SECTION A

**WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2023
Lake County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Wednesday, January 10, 2024 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: George Flint/Monica Virgen, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Windsor Cay Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2023, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

TOTAL (100 Points)

SECTION B

WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Windsor Cay Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Lake County, Florida. The District currently has an operating budget of approximately \$270,110. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: George Flint/Monica Virgen, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Windsor Cay Community Development District.**"

Proposals must be received by **5:00 PM on Wednesday, January 10, 2024**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

George Flint, District Manager
Governmental Management Services – Central Florida, LLC