

**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, **December 13, 2023** at 10:00 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

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| Eric Baker | Vice Chairman |
| Jeff Farhood | Assistant Secretary |
| Bernard Sullivan | Assistant Secretary |

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 26, 2023
Board of Supervisors Meeting**

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

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| On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Minutes of the July 26, 2023 Board of Supervisors Meeting, were approved. |
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FOURTH ORDER OF BUSINESS

Consideration of Proposals for Land Appraisal Services

Mr. Flint stated the proposals have not been received yet so will keep this on the agenda and bring back the proposals for land appraisal services. The District intends to acquire some of the land under the improvements and to do that an appraisal is needed.

FIFTH ORDER OF BUSINESS

Authorizing Acquisition of Phase 1 Improvements

Mr. Dugan stated earlier this morning he circulated standard acquisition documents for the District acquisition of off-site roadway improvements for the North and South entrance roads that are complete and ready for the Districts acquisition. He noted they will work on getting all of those documents reviewed and executed and brought back to the Board for discussion or ratification. He noted he is trying to coordinate with the developer on the potential need for an access easement for the Northern access road. Again, this is still in progress and will keep the Board in the loop with further updates.

SIXTH ORDER OF BUSINESS

Appointment of Audit Committee

Mr. Flint stated the CDD as a government entity is required to have an annual independent audit and the statutes describe the process to follow to select an auditor and the first step is to appoint an Audit Committee. He noted they always recommend appointing the Board as the Audit Committee and designating one of the Board members as the Chair. Non-Board members can be appointed to the Audit Committee but for administrative simplicity it makes sense to appoint the Board members.

On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Appointment of the Board as the Audit Committee, was approved.

Mr. Flint asked for a motion to appoint one of the Board members as the Chair. Mr. Baker stated he could be the Chair.

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On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Appointment of Eric Baker as the Chairman of the Audit Committee, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Dugan stated that he had nothing further to report.

B. Engineer

Mr. Whitegon stated during this call they received approval from DOT on the off-site roadway improvements being complete.

C. District Manager’s Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials through October 31st. He asked for any questions. There was no action required.

ii. Ratification of Funding Requests 9-16

Mr. Flint presented Funding Requests 9-16 under the Developer Funding Agreement with the developer.

On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, Funding Requests 9-16, were ratified.

iii. Ratification of Fiscal Year 2024 Meeting Dates

Mr. Flint stated the proposed meeting schedule is in the agenda and has been advertised so asking the Board to ratify these meeting dates. The meetings will be at 11:30 a.m. at Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida on the dates specified in the notice.

On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Fiscal Year 2024 Meeting Dates, were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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NINTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

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George Flint

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Secretary/Assistant Secretary

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Aaron Struckmeyer

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Chairman/Vice Chairman