

**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, **January 24, 2024** at 11:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Eric Baker	Vice Chairman
Bernard Sullivan	Assistant Secretary
Jeff Farhood	Assistant Secretary
Quinten Payne	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Bill Whitegon	District Engineer
Ryan Dugan	District Counsel
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. Four 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 December 13,  
2023 Audit Committee Meeting**

Mr. Flint presented the minutes of the December 13, 2023 Audit Committee 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. Payne, with all in favor, the Minutes of the December 13, 2023 Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award**

Mr. Flint stated that the Board sat as the Audit Committee just prior to the Board meeting and they reviewed and ranked the responses that were received for independent auditing services. The Audit Committee ranked Grau & Associates #1 with 100 points and Berger, Toombs, Elam, Gaines and Frank #2 with 98 points. He asked if there were any comments or questions on the Audit Committee rankings.

On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, Accepting the Audit Committee Rankings and Authorizing Staff to Send a Notice of Intent to Award to Grau & Associates, was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Dugan stated that he and the District engineer had been working on acquisition of improvement debt of the District as they are ready. They are also working with counsel for the offsite property owner on an access easement. They had some preliminary communication, but that is still in process. He noted that nothing had been finalized yet. He was happy to answer any questions.

**B. Engineer**

Mr. Whitegon stated that on top of what Mr. Dugan just described in terms of working together on the acquisition side, work has progressed onsite. The target is to have all work certified complete in March. They are continuing to make progress.

**C. District Manager’s Report**

**i. Balance Sheet and Income Statement**

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

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**ii. Check Register**

Mr. Flint presented the check register from November 1 through November 30 for \$9,692.81. He asked for any questions on the check register.

On MOTION by Mr. Baker, seconded by Mr. Payne, with all in favor, the Check Register, was approved.

**D. Field Manager’s Report**

Mr. Scheerer stated that at the last meeting, they looked at the project to see how far along they were and what they want to do as far as turnover time and what they see in the future with that. He noted that Cherrylake did the install, and they also have one quote, which is in their budget for 2024 for landscape services for all of Phase One. The two roads that are outside the District are included in that. He asked if they wanted them to get something from Exclusive. The Board responded yes because they will do the maintenance on the HOA side. It was noted that the project would be in the middle of February. They discussed going into Phase Two. The question was asked if Mr. Scheerer and the team were handling the dry ponds. Mr. Scheerer responded that they were mowing them, but they don’t have a disking component in this landscape quote. He asked if they wanted them disked. The Board responded that they did want it disked. Mr. Scheerer stated that when they get with Exclusive, they will go ahead and ask them for all the pond bottoms to be disked. The question was asked if they were going to have any irrigation reimbursement from the HOA to the CDD. Mr. Flint responded that he would look at that.

Regarding budget season coming up, Mr. Scheerer asked the Board to be thinking about the plats, plans, PSPs, landscape, irrigation for their next phases. He stated that if they have that information to forward it over to Andy and himself.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

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**EIGHTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*George Flint*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Laron Struckmeyer*  
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Chairman/Vice Chairman