

*Windsor Cay
Community Development District*

Meeting Agenda

March 26, 2025

AGENDA

Windsor Cay

Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

March 19, 2025

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

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Windsor Cay Community Development District** will be held on **Wednesday, March 26, 2025 at 2:00 PM, or shortly thereafter as reasonably possible, 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. Organizational Matters
 - A. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2025
 - B. Administration of Oaths of Office to Newly Appointed Board Member
 - C. Consideration of Resolution 2025-01 Electing an Assistant Secretary
4. Approval of Minutes of the January 22, 2025 Meeting
5. Financing Matters
 - A. Consideration of Amended and Restated Engineer's Report – *Under Separate Cover*
 - B. Consideration of Assessment Methodology Report for Assessment Area Two
 - C. Consideration of Resolution 2025-02 Declaring Special Assessments
 - D. Consideration of Resolution 2025-03 Setting a Public Hearing for Assessments
 - E. Consideration of Resolution 2025-04 Setting a Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments in accordance with Section 197.3632, Florida Statutes
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - D. Field Manager's Report
 - i. Exclusive Landscape Maintenance Bid Scope
 - ii. Exclusive Landscape Maintenance Fee Summary
 - iii. Landscape Repair and Enhancement Proposal Summary
 - iv. Consideration of Exclusive Landscape Proposals
 1. Sod Replacement
 2. Sabal Palm Replacement

3. Plant Replacement (Options 1 & 2)
7. Other Business
8. Supervisors Requests
9. Adjournment

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please contact me.

Sincerely,

George S. Flint

George S. Flint
District Manager

Cc: Tucker Mackie, District Counsel
Bill Whitegon, District Engineer

Enclosures

SECTION III

SECTION C

RESOLUTION 2025-01

**A RESOLUTION OF THE WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT ELECTING _____AS
ASSISTANT SECRETARY OF THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors of the Windsor Cay Community District desires to elect _____ as an Assistant Secretary.

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

1. _____ is elected Assistant Secretary of the Board of Supervisors.

Adopted this 26th day of March, 2025.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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, January 22, 2025, at 2:00 p.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum were:

Aaron Struckmeyer	Chairman
Bernard Sullivan	Assistant Secretary
Chris Cleary	Assistant Secretary

Also present were:

George Flint	District Manager
Ryan Dugan <i>by phone</i>	District Counsel
Bill Whitegon <i>by phone</i>	District Engineer
Clayton Smith	Field Operations Manager
Ashley Hilyard	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present, only Board and staff.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2025

Mr. Flint stated that there was a vacancy and asked if there were any nominations to fill that seat. After discussion, Mr. Flint stated that fulfilling the Board vacancy would be deferred until the next meeting.

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

C. Consideration of Resolution 2025-01 Electing an Assistant Secretary

Items B and C were deferred to the next meeting.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the August 28, 2024, Meeting**

Mr. Flint presented the minutes of the August 28, 2024, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Minutes of the August 28, 2024, Board of Supervisors Meeting was approved as presented.

FIFTH ORDER OF BUSINESS**Ratification of Series 2024 Requisitions #7 – #14**

Mr. Flint stated that the requisitions had all been signed by the District Engineer and himself on behalf of the District. They were bringing them back to the agenda to be recorded. He added that they were not required to be approved by the Board. Mr. Flint noted it was still November, but they shouldn't have changed significantly. He stated that there was \$30,000.00 in the Capital Project Fund. He added that until the project was closed, the interest earnings would flow into the construction account. He said that there would continue to be a small amount of money in the construction account, but it could be used if you had eligible expenses, it was paying the attorney and Engineer to process their acquisitions.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Series 2024 Requisitions #7-#14, were ratified.

SIXTH ORDER OF BUSINESS**Ratification of Agreement with Grau & Associates to Provide Auditing Services for the Fiscal Year 2024**

Mr. Flint stated that because there was a deadline to complete the audit, he had completed the agreement. He added that it was consistent with the selection through an RFQ process. He noted that they had provided pricing in their bid response, which was consistent with that, and they wanted to get the audit going. Mr. Flint asked for any questions.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Agreement with Grau & Associates to Provide Auditing Services for the Fiscal Year 2024, was ratified.

SEVENTH ORDER OF BUSINESS**Staff Reports**

A. Attorney

Mr. Dugan stated there was an update on the Boundary Amendment hearing for Phase 4 that was scheduled for March. He added that he would be in contact. He said that if anyone from the staff or the Board is required to attend, they could discuss it. He noted that they could talk about that as they got into February. He mentioned the only other update is working with Bill, the District Engineer, on the acquisition for the remaining Phase One improvements. Primarily hardscape and landscape to try to get into the acquisition for the improvements. Mr. Dugan stated there was anticipation for future bond issuances and working on acquiring Phase Two improvements. He stated that he would be happy to answer any questions.

B. Engineer**i. Consideration of Proposal to Prepare Public Facilities Report**

Mr. Whitegon stated that he had a Public Facilities Report for Macintosh repair in accordance with Section 189 of the statutes before the Board for consideration of the proposal. An additional update was the acquisition process for Phase One improvements and return landscaping for Phase Two improvements concerning stormwater.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Proposal to Prepare Public Facilities Report was approved.

C. District Managers Report**i. Approval of Check Register**

Mr. Flint presented the check register from the General Fund from August 15, 2024, through December 19, 2024, totaling \$195,339.79. He added the detailed registers are behind the summary. He noted that much of that was transferring debt service to the trustee.

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

ii. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials are through November 30, 2024. There is no action required.

D. Field Manager's Report

Mr. Smith presented the Field Manager's Report. He stated they had done a full inspection report and landscape lighting that had been moved about during the hurricanes. They detailed and realigned the beds. He noted there was a bed holding water. He added they would get that one replaced. Other than that, all the lighting looked in good condition. Mr. Smith noted that they would remove some of the BMP and other stormwater management fabric along the main drag coming in. With the landscape maintenance, two palms died behind the fountain. He said they could replace those, but the landscapers are not recommending them because there were so many.

Mr. Smith added that the landscapes are in good condition. He noted some overgrowth around the structures that had been cleaned up. Mr. Smith said they would monitor the erosion around the structures instead of spending the money on riprap. Mr. Smith added that one more relevant incident was a ton of mulch placed on the bird area between the Sydney ponds and the road. He noted that it had caused damage and is still there, but not as bad as it was because it was being maintained. Mr. Smith recommended sod replacement. He said he would get a quote for it. He also noted that as you go along the wintergreen, the pond bank is missing a lot of sod. He said he could get a quote on that as well. They are going to look at the budget and start from there.

EIGHTH ORDER OF BUSINESS**Other Business**

There being no other business, the next item followed.

NINTH ORDER OF BUSINESS**Supervisors Requests**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION A

*This item will be provided under
separate cover*

SECTION B

**MASTER
ASSESSMENT METHODOLOGY
FOR ASSESSMENT AREA TWO**

**FOR
WINDSOR CAY
COMMUNITY DEVELOPMENT DISTRICT**

Date: March 26, 2025

**Prepared by
Governmental Management Services – Central Florida, LLC
219 E. Livingston Street
Orlando, FL 32801**



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1.0 Introduction

The Windsor Cay Community Development District is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes (the “District”), as amended. The District plans to issue approximately \$13,290,000 of tax exempt bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements within an assessment area within the District consisting of phases three and four of development within the boundaries of the District (herein “Assessment Area Two”) more specifically described in the Engineer’s Report dated March 26, 2025 prepared by Donald W McIntosh Associates, Inc. as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of infrastructure improvements that benefit property owners within the Assessment Area Two within the District.

1.1 Purpose

This Master Assessment Methodology Report for Assessment Area Two (the “Assessment Report”) provides for an assessment methodology for allocating the debt to be incurred by the District to benefiting properties in Assessment Area Two within the District. The Assessment Report allocates the debt to properties within Assessment Area Two based on the special benefits each receives from the Capital Improvement Plan (“Assessment Area Two CIP”). This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes with respect to special assessments and is consistent with our understanding of case law on this subject. Additional master methodology reports will be produced for the other assessment areas within the District.

The District intends to impose non ad valorem special assessments on the benefited lands within Assessment Area Two within the District based on this Assessment Report. It is anticipated that all of the proposed special assessments will be collected through the Uniform Method of Collection described in Chapter 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 193.35 acres in Lake County, Florida and envisions 692 residential units. Assessment Area Two includes approximately 94.55 acres and envisions 268 residential units (herein the “Phase Three and Four Development Program”). The proposed Phase Three and Four Development Program

is depicted in Table 1. It is recognized that such land use plan may change, and this report will be modified accordingly.

The improvements contemplated by the District in the Assessment Area Two CIP will provide facilities that benefit certain property within the District. The Assessment Area Two CIP is delineated in the Engineer's Report. Specifically, the District may construct and/or acquire certain roadway construction (on-site), roadway construction (offsite), stormwater management, landscape and irrigation, project contingency, land acquisition (Right-of-Way, ponds, etc.) and soft costs. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements and services that may be provided by the District and the costs to implement the Assessment Area Two CIP.
2. The District Engineer determines the assessable acres that benefit from the District's Assessment Area Two CIP.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Assessment Area Two CIP.
4. This amount is initially divided equally among the benefited properties on a prorated gross acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number of platted units.

1.3 Special Benefits and General Benefits

Improvements undertaken by the District create special and peculiar benefits to assessable property, different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large.

However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within Assessment Area Two within the District. The implementation of the Assessment Area Two CIP enables properties within its boundaries to be developed. Without the District's Assessment Area Two CIP, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within Assessment Area Two within the District would be prohibited by law.

There is no doubt that the general public and property owners outside of Assessment Area Two within the District will benefit from the provision of the District's Assessment Area Two CIP. However, these benefits will be incidental to the District's Assessment Area Two CIP, which is designed solely to meet the needs of property

within Assessment Area Two within the District. Properties outside the District boundaries and outside Assessment Area Two do not depend upon the District's Assessment Area Two CIP. The property owners within Assessment Area Two are therefore receiving special benefits not received by those outside the District's boundaries and outside of Assessment Area Two within the District.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the improvements being paid for.
- 2) The assessments must be fairly and reasonably allocated to the properties being assessed.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Exceed the Costs Allocated

The special benefits provided to the property owners within Assessment Area Two within the District are greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Assessment Area Two CIP that is necessary to support full development of property within Assessment Area Two will cost approximately \$10,055,000. The District's Underwriter projects that financing costs required to fund the infrastructure improvements, including project costs, the cost of issuance of the Bonds, the funding of debt service reserves and capitalized interest, will be approximately \$13,290,000. Additionally, funding required to complete the Assessment Area Two CIP is anticipated to be funded by the Developer. Without the Assessment Area Two CIP, the property would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District is planning to issue approximately \$13,290,000 in Bonds to fund the District's Assessment Area Two CIP for Assessment Area Two, provide for capitalized interest, a debt service reserve account and cost of issuance. It is the purpose of this Assessment Report to allocate the \$13,290,000 in debt to the properties benefiting from the CIP.

Table 1 identifies the land uses as identified by the Developer and current landowners of the land within the District. The District has a proposed Engineer's Report for the

Assessment Area Two CIP needed to support the Phase Three and Four Development, these construction costs are outlined in Table 2. The improvements needed to support the Phase Three and Four Development within Assessment Area Two are described in detail in the Engineer's Report and are estimated to cost \$10,055,000. Based on the estimated costs, the size of the bond issue under current market conditions needed to generate funds to pay for the Project and related costs was determined by the District's Underwriter to total approximately \$13,290,000. Table 3 shows the breakdown of the bond sizing. In table 3, the bond sizing includes the estimated bond sizing for Assessment Area Two in order to determine benefit for the two assessment areas.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan is completed. The Assessment Area Two CIP funded by District bonds benefits all developable acres within Assessment Area Two of the District.

The initial assessments will be levied on an equal basis to all acres within Assessment Area Two of the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within Assessment Area Two of the District are benefiting from the improvements.

Once platting or the recording of declaration of condominium, ("Assigned Properties") has begun, the assessments will be levied to the Assigned Properties based on the benefits they receive. The Unassigned Properties, defined as property that has not been platted, assigned development rights or subjected to a declaration of condominium, will continue to be assessed on a per acre basis ("Unassigned Properties"). Eventually the Assessment Area Two Development Plan will be completed and the debt relating to the Bonds will be allocated to the planned approximately 268 residential units within Assessment Area Two within the District, which are the beneficiaries of the Assessment Area Two CIP, as depicted in Table 5 and Table 6. If there are changes to the Assessment Area Two Development Plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0

Until all the land within the District has been platted and sold, the assessments on the portion of the land that has not been platted and sold are not fixed and determinable. The reasons for this are (1) until the lands are platted, the number of developable acres within each tract against which the assessments are levied is not determined; (2) the lands are subject to re-plat, which may result in changes in development density and product type; and (3) until the lands are sold it is unclear of the timing of the absorptions. Only after the property has been platted and sold will the developable acreage be determined, the final plat be certain, the developable density known, the product types be confirmed, and the timing of the sales solidified.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Assessment Area Two CIP consists of roadway construction (on-site), roadway construction (offsite), stormwater management, landscape and irrigation, project contingency, land acquisition (Right-of-Way, ponds, etc.) and soft costs. There are three residential product types within the planned development within Assessment Area Two as reflected in Table 1. Table 4 shows the allocation of benefit to the particular land uses. It is important to note that the benefit derived from the Assessment Area Two CIP on the particular units exceeds the cost that the units will be paying for such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Assessment Area Two CIP relating to Assessment Area Two will provide several types of systems, facilities and services for its residents. These include Roadway construction (on-site), roadway construction (offsite), stormwater management, landscape and irrigation, project contingency, land acquisition (Right-of-Way, ponds, etc.) and soft costs. These improvements accrue in differing amounts and are somewhat dependent on the type of land use receiving the special benefits peculiar to those properties, which flow from the logical relationship of the improvements to the properties.

For the provision of Assessment Area Two CIP relating to the Assessment Area Two Development, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the probability of increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual non-ad valorem special assessment levied for the improvement or the debt as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Engineer's Report relating to the Phase

Three and Four Development is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type).

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of the District's Assessment Area Two CIP relating to the Assessment Area Two Development have been apportioned to the property according to reasonable estimates of the special and peculiar benefits provided consistent with the land use categories.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any non-ad valorem special assessment more than the determined special benefit peculiar to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated units are built and sold as planned, and the entire proposed Assessment Area Two CIP is developed or acquired and financed by the District.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto for the Developer, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is processed, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein. In addition, the District must also prevent any buildup of debt on Unassigned Property. Otherwise, the land could be fully conveyed and/or platted without all of the debt being allocated. To preclude this, at the time Unassigned Properties become Assigned Properties, the District will determine the amount of anticipated assessment revenue that remains on the Unassigned Properties, taking into account the proposed plat, or site plan approval. If the total anticipated assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service, then no debt reduction is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding bonds to a level that will be supported by the new net annual debt service assessments will be required.

4.0 Assessment Roll

The District will initially distribute the liens across the property within Assessment Area Two within the District boundaries on a gross acreage basis. As Assigned Property becomes known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan changes, then the District will update Table 6 to reflect the changes. As a result, the assessment liens are neither fixed nor are they determinable with certainty on any acre of land within Assessment Area Two within the District prior to the time final Assigned Properties become known. At this time the debt associated with the District's Assessment Area Two CIP will be distributed evenly across the acres of Assessment Area Two within the District. As the development process occurs, the debt will be distributed against the Assigned Property in the manner described in this Assessment Report. The current assessment roll is depicted in Table 7.

TABLE 1
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
DEVELOPMENT PROGRAM
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Product Types	Phase 3	Phase 4	No. of Units *	ERUs per Unit (1)	Total ERUs
Single Family - 40'	80	24	104	0.8	83
Single Family - 50'	72	26	98	1.0	98
Single Family - 70'	0	66	66	1.4	92
Total Units	152	116	268		274

(1) Benefit is allocated on an ERU basis; based on density of planned development, with Single Family 50' = 1 ERU

* Unit mix is subject to change based on marketing and other factors

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<p>TABLE 2</p> <p>WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT</p> <p>INFRASTRUCTURE COST ESTIMATES</p> <p>MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO</p>
--

<u>Capital Improvement Plan ("Assessment Area Two CIP")(1)</u>	<u>Assessment Area Two</u>
Roadway Construction (on-site)	\$81,000
Roadway Construction (offsite)	\$333,000
Stormwater Management	\$4,107,000
Landscape and Irrigation	\$597,000
Project Contingency	\$1,024,000
Land Acquisition (Right-of-Way, ponds,etc.)	\$3,145,000
Soft Costs	\$768,000
<u>Total Improvements</u>	<u>\$10,055,000</u>

(1) A detailed description of these improvements is provided in the Engineer's Report dated March 26, 2025

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TABLE 3
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Description	Assessment Area Two
Construction Funds	\$10,055,000
Debt Service Reserve	\$1,017,714
Capitalized Interest	\$1,727,700
Underwriters Discount	\$265,800
Cost of Issuance	\$220,000
Rounding	\$3,786
Par Amount*	\$13,290,000
Bond Assumptions:	
Average Coupon	6.50%
Amortization	30 years
Capitalized Interest	24 months
Debt Service Reserve	Max Annual D/S
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

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TABLE 4
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
ALLOCATION OF BENEFIT
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Product Types	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvement	
					Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	104	0.8	83.2	30.41%	\$ 3,057,661	\$ 29,401
Single Family - 50'	98	1.0	98.0	35.82%	\$ 3,601,572	\$ 36,751
Single Family - 70'	66	1.4	92.4	33.77%	\$ 3,395,768	\$ 51,451
Totals	268		273.6	100.00%	\$ 10,055,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 5
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
ALLOCATION OF TOTAL BENEFIT/PAR DEBT TO EACH PRODUCT TYPE
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Product Types	No. of Units *	Total Improvements Costs Per Product Type	Potential Allocation of Par Debt Per Product Type	Par Debt Per Unit
Single Family - 40'	104	\$ 3,057,661	\$ 4,041,404	\$ 38,860
Single Family - 50'	98	\$ 3,601,572	\$ 4,760,307	\$ 48,575
Single Family - 70'	66	\$ 3,395,768	\$ 4,488,290	\$ 68,004
Totals	268	\$ 10,055,000	\$ 13,290,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 6
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Product Types	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	104	\$ 4,041,404	\$ 38,860	\$ 309,480	\$ 2,976	\$ 3,166
Single Family - 50'	98	\$ 4,760,307	\$ 48,575	\$ 364,532	\$ 3,720	\$ 3,957
Single Family - 70'	66	\$ 4,488,290	\$ 68,004	\$ 343,702	\$ 5,208	\$ 5,540
Totals	268	\$ 13,290,000		\$ 1,017,714		

(1) This amount includes 6% collection fees and early payment discounts when collected on the Lake County Property Tax Bill

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 7
WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ASSESSMENT ROLL - ASSESSMENT AREA TWO
MASTER ASSESSMENT METHODOLOGY FOR ASSESSMENT AREA TWO

Owner	Property*	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
Pulte Home Corporation	Assessment Area Two	94.55	\$ 140,565	\$ 13,290,000	\$1,017,714	\$ 1,082,675
Totals		94.55		\$ 13,290,000	\$ 1,017,714	\$ 1,082,675

(1) This amount includes 6% to cover collection fees and early payment discounts when collected utilizing the uniform method

Annual Assessment Periods	30
Average Coupon Rate (%)	6.50%
Maximum Annual Debt Service	\$1,017,714

* - See Metes and Bounds, attached as Exhibit A

Prepared by: Governmental Management Services - Central Florida, LLC

Exhibit A

Windsor Cay Phase 3 CS#21-130(3)

DESCRIPTION:

That part of Sections 26 and 27, Township 24 South, Range 26 East, Lake County, Florida, described as follows:

Commence at the Southeast Corner of the Southwest 1/4 of said Section 26; thence run S89°58'40"W along the South line of the Southwest 1/4 of said Section 26, for a distance of 2281.07 feet to the POINT OF BEGINNING; thence departing said South line, run N00°01'45"W, 153.00 feet; thence N03°50'22"W, 50.11 feet; thence S89°58'12"W, 100.00 feet; thence N00°01'44"W, 514.64 feet; thence S89°58'15"W, 185.00 feet; thence N00°01'45"W, 470.00 feet; thence S89°58'15"W, 866.62 feet; thence S75°23'36"W, 64.23 feet; thence S85°33'54"W, 471.31 feet to the West line of the East 1/2 of the Southeast 1/4 of aforesaid Section 27; thence S00°27'00"W along said West line, 1134.69 feet to the South line of said Southeast 1/4 of Section 27; thence N89°59'42"E along said South line, 1330.57 feet to the Southwest corner of aforesaid Southwest 1/4 of Section 26; thence run N89°58'40"E along the aforesaid South line of the Southwest 1/4 of Section 26, for a distance of 365.95 feet to the POINT OF BEGINNING.

The above-described parcel contains 41.394 acres more or less.

Being subject to any rights-of-way, restrictions and easements of record.

Windsor Cay Phase 4
CS#21-130(40)

DESCRIPTION:

That part of Sections 26 and 27, Township 24 South, Range 26 East, Lake County, Florida, described as follows:

BEGIN at the Northeast corner of WINDSOR CAY PHASE 1, according to the plat thereof, as recorded in Plat Book 80, Pages 78 through 96, of the Public Records of Lake County, Florida; thence run the following courses and distances along the North line of said plat of WINDSOR CAY PHASE 1: S89°59'42"W, 548.67 feet; N00°02'08"E, 234.00 feet; S89°57'11"W, 1431.08 feet; N89°57'07"W, 1324.92 feet to the Northwest corner of said plat of WINDSOR CAY PHASE 1 and the West line of the East 1/2 of the Southeast 1/4 of aforesaid Section 27; thence departing said North line, run N00°27'00"E along said West line, 165.56 feet to the Northwest corner of the Northeast 1/4 of the Southeast 1/4 of said Section 27; thence N00°14'28"E along the West line of the East 1/2 of the Northeast 1/4 of said Section 27, for a distance of 331.01 feet to the South line of lands described in Official Records Book 3674, Page 885, of the Public Records of Lake County, Florida; thence departing said West line, run S89°58'07"E along said South line, 331.25 feet to the East line of said lands described in Official Records Book 3674, Page 885; thence departing said South line, run N00°15'38"E along said East line, 269.17 feet to the South right-of-way line of County Road 474, according to the Florida Department of Transportation right-of-way map, Section 11518-2601, dated February 8, 1967, last revised July 1, 1971, as recorded in Road Plat Book 6, Pages 14 through 18, of the Public Records of Lake County, Florida; thence departing said East line, run N89°56'50"E along said South right-of-way line, 984.49 feet; thence N89°51'50"E along said South right-of-way line, 1252.41 feet to the West line of lands described in Official Records Book 1881, Page 1680, of the Public Records of Lake County, Florida; thence departing said South right-of-way line, run S20°16'43"E along said West line, 300.00 feet to the South line of said lands described in Official Records Book 1881, Page 1680; thence departing said West line, run N89°51'50"E along said South line, 400.00 feet to the West line of lands described in Official Records Book 2524, Page 2340, of the Public Records of Lake County, Florida; thence departing said South line, run S20°16'43"E along said West line, 520.77 to the Northeast corner of Parcel A, as described in Official Record Book 5715, Page 28, of the Public Records of Lake County, Florida; thence departing said West line, run S20°16'43"E along the East line of said Parcel A, for a distance of 249.85 feet to the South line of said Parcel A; thence departing said East line, run S89°59'42"W along said South line, 38.59 feet to the POINT OF BEGINNING. The bearings and distances in this description are based on Florida State Plane Coordinate System East Zone, NAD 83 Datum (2011 adjustment), average combined scale factor of 0.99999425 and all distances are grid dimensions.

The above-described parcel contains 53.153 acres more or less when measured in ground dimensions.

Being subject to any rights-of-way, restrictions and easements of record.

SECTION C

RESOLUTION 2025-02
[Phases 3 and 4]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE INFRASTRUCTURE IMPROVEMENTS WHOSE COST IS TO BE DEFRAYED BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAYED BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE PAID; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, the Windsor Cay Community Development District (the “**District**”) previously adopted, after notice and public hearing, Resolution 2023-33, relating to the imposition, levy, collection, and enforcement of special assessments on benefitted properties within Phase 1 of the development plan of the District pursuant to that certain Master Assessment Methodology Report for Assessment Area One, dated February 22, 2023 and Resolution 2024-05, relating to the imposition, levy, collection, and enforcement of special assessments on benefitted properties within Phase 2 of the development plan of the District pursuant to that certain Amended and Restated Master Assessment Methodology Report for Assessment Area One, dated March 27, 2024; and

WHEREAS, the Board of Supervisors (the “**Board**”) of the District hereby determines to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements within Phases 3 and 4 of the development plan of the District (the “**Phases 3 and 4 Improvements**”) described in the District’s *Amended and Restated Engineer’s Report for Capital Improvement Program*, dated March 26, 2025 attached hereto as **Exhibit A** and incorporated herein by reference (“**Capital Improvement Plan**”); and

WHEREAS, the lands within Phases 3 and 4 of the District benefit from the Capital Improvement Plan; and

WHEREAS, it is in the best interest of the District to pay the cost of the Phases 3 and 4 Improvements by special assessments pursuant to Chapter 190, *Florida Statutes* (the “**Assessments**”); and

WHEREAS, the District is empowered by Chapter 190, Community Development Districts, Chapter 170, Supplemental and Alternative Method of Making Local Municipal Improvements, and Chapter 197, Tax Collections, Sales and Liens, *Florida Statutes*, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Phases 3 and 4 Improvements and to impose, levy and collect the Assessments; and

WHEREAS, the District hereby determines that, with respect to Phases 3 and 4 of the development plan of the District, benefits will accrue to the property improved, the amount of those benefits, and that special assessments will be made in proportion to the benefits received by the properties in Phases 3 and 4 of the development plan of the District as set forth in the *Master Assessment Methodology Report for Assessment Area Two*, dated March 26, 2025, attached hereto as **Exhibit B** and incorporated herein by reference and on file at the office of the District Manager, c/o Governmental Management Services - Central Florida, LLC, Governmental Management Services- Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801 (the “**District Records Office**”); and

WHEREAS, the District hereby determines that the Assessments to be levied will not exceed the benefit to the property improved.

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

SECTION 1. Recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. Assessments shall be levied to defray a portion of the cost of the Phases 3 and 4 Improvements.

SECTION 3. The nature and general location of, and plans and specifications for, the Phases 3 and 4 Improvements are described in **Exhibit A**, which is on file at the District Records Office. **Exhibit B** is also on file and available for public inspection at the same location.

SECTION 4. The total estimated cost of the Phases 3 and 4 Improvements is \$10,055,000 (the “**Estimated Cost**”).

SECTION 5. The Assessments will defray approximately \$13,290,000, which includes the Estimated Cost, plus financing-related costs, capitalized interest, a debt service reserve, and contingency.

SECTION 6. The manner in which the Assessments shall be apportioned and paid is set forth in **Exhibit B**, including provisions for supplemental assessment resolutions.

SECTION 7. The Assessments shall be levied, within the District, on all lots and lands adjoining and contiguous or bounding and abutting upon the Phases 3 and 4 Improvements or specially benefitted thereby and further designated by the assessment plat hereinafter provided for.

SECTION 8. There is on file, at the District Records Office, an assessment plat showing the area to be assessed, with certain plans and specifications describing the Phases 3 and 4 Improvements and the estimated cost thereof, all of which shall be open to inspection by the public.

SECTION 9. Commencing with the year in which the Assessments are levied and confirmed, the Assessments shall be paid in not more than thirty (30) annual installments. The Assessments may be payable at the same time and in the same manner as are ad valorem taxes and collected pursuant to Chapter 197, *Florida Statutes*; provided, however, that in the event the uniform non-ad valorem assessment method of collecting the Assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law.

SECTION 10. The District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in **Exhibit B** hereto, which shows the lots and lands assessed, the amount of benefit to and the assessment against each lot or parcel of land and the number of annual installments into which the assessment may be divided, which assessment roll is hereby adopted and approved as the District's preliminary assessment roll.

SECTION 11. The Board shall adopt a subsequent resolution to fix a time and place at which the owners of property to be assessed or any other persons interested therein may appear before the Board and be heard as to the propriety and advisability of the assessments or the making of the Phases 3 and 4 Improvements, the cost thereof, the manner of payment therefore, or the amount thereof to be assessed against each property as improved.

SECTION 12. The District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) consecutive weeks) in a newspaper of general circulation within Lake County, Florida, provided that the first publication shall be at least twenty (20) days before and the last publication shall be at least one (1) week prior to the date of the hearing, and to provide such other notice as may be required by law or desired in the best interests of the District.

SECTION 13. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 26th day of March 2025.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: *Amended and Restated Engineer's Report for Capital Improvement Program, dated March 26, 2025*

Exhibit B: *Master Assessment Methodology Report for Assessment Area Two, dated March 26, 2025*

Exhibit A:

Amended and Restated Engineer's Report for Capital Improvement Program
dated March 26, 2025

Exhibit B:

Master Assessment Methodology Report for Assessment Area Two
dated March 26, 2025

SECTION D

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON _____, 2025, AT ____:____.M., FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY WITHIN THE DISTRICT GENERALLY DESCRIBED AS THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH CHAPTERS 170, 190 AND 197, FLORIDA STATUTES.

WHEREAS, the Board of Supervisors of the Windsor Cay Community Development District (the "Board") has previously adopted Resolution 2025-02 entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE INFRASTRUCTURE IMPROVEMENTS WHOSE COST IS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE PAID; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, in accordance with Resolution 2025-02, a Preliminary Special Assessment Roll has been prepared and all other conditions precedent set forth in Chapters 170, 190 and 197, *Florida Statutes*, to the holding of the aforementioned public hearing have been satisfied, and the roll and related documents are available for public inspection at the offices of the District Manager, 219 East Livingston Street, Orlando, Florida, 32801 (the "District Office").

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

SECTION 1. There is hereby declared a public hearing to be held at ____:____.m. on _____, 2025, at _____, for the purpose of hearing comment and objections to the proposed special assessment program for District improvements as identified in the Preliminary Special Assessment Roll, a copy of which is on file.

SECTION 2. Notice of said hearing shall be advertised in accordance with Chapters 170, 190 and 197, *Florida Statutes*, and the District Manager is hereby authorized and directed to place said notice in a newspaper(s) of general circulation within Lake County, Florida (by two publications one week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the

District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days' written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 26th day of March 2025.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

SECTION E

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINDSOR CAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION OF A PUBLIC HEARING REGARDING THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD FOR THE LEVY, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM SPECIAL ASSESSMENTS AS AUTHORIZED BY SECTION 197.3632, *FLORIDA STATUTES*; AUTHORIZING THE PUBLICATION OF THE NOTICE OF SUCH HEARING; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District pursuant to the provisions of Chapter 190, *Florida Statutes*, is authorized to levy, collect, and enforce certain special assessments, which include benefit and maintenance assessments and further authorizes the District's Board of Supervisors (the "Board") to levy, collect, and enforce special assessments pursuant to Chapters 170, 190 and 197, *Florida Statutes*; and

WHEREAS, the District desires to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, (the "Uniform Method").

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

SECTION 1. A Public Hearing will be held to adopt the Uniform Method on _____, 2025 at _____.m., at _____.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 197.3632, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of March 2025.

ATTEST:

**WINDSOR CAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

SECTION VI

SECTION C

SECTION 1

Windsor Cay Community Development District

Summary of Check Register

January 1, 2025 to March 14, 2025

Fund	Date	Check No.'s	Amount
General Fund	1/10/25	102-103	\$ 26,867.21
	1/16/25	104-105	\$ 5,627.06
	1/17/25	106	\$ 413,910.20
	2/5/25	107	\$ 500.00
	2/13/25	108-109	\$ 6,783.64
	2/21/25	110-111	\$ 57,845.99
	2/26/25	112	\$ 3,750.00
	3/6/25	113	\$ 500.00
	3/13/25	114-115	\$ 6,625.05
Total Amount			\$ 522,409.15

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/10/25	00015	1/01/25 26072	202501 320-53800-46900	FOUNTAIN MAINT JAN25	*	500.00	
				MCDONNELL CORPORATION DBA RESORT			500.00 000102
1/10/25	00018	1/09/25 01092025	202501 300-20700-10000	DEBT SVC TRANSFER S2024	*	26,367.21	
				WINDSOR CAY CDD C/O US BANK			26,367.21 000103
1/16/25	00001	1/01/25 30	202501 310-51300-34000	MANAGEMENT FEES JAN25	*	3,541.67	
		1/01/25 30	202501 310-51300-35200	WEBSITE ADMIN JAN25	*	100.00	
		1/01/25 30	202501 310-51300-35100	INFORMATION TECH JAN25	*	150.00	
		1/01/25 30	202501 310-51300-31300	DISSEMINATION SVCS JAN25	*	416.67	
		1/01/25 30	202501 310-51300-51000	OFFICE SUPPLIES JAN25	*	.03	
		1/01/25 30	202501 310-51300-42000	POSTAGE JAN25	*	.69	
		1/01/25 31	202501 320-53800-34000	FIELD MANAGEMENT JAN25	*	1,250.00	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			5,459.06 000104
1/16/25	00004	12/27/24 3501427	202411 310-51300-49200	BOUND AMENDMENT OCT/NOV24	*	168.00	
				KUTAK ROCK LLP			168.00 000105
1/17/25	00018	1/17/25 01172025	202501 300-20700-10000	DEBT SVC TRANSFER S2024	*	413,910.20	
				WINDSOR CAY CDD C/O US BANK			413,910.20 000106
2/05/25	00015	2/01/25 26435	202502 320-53800-46900	FOUNTAIN MAINT FEB25	*	500.00	
				MCDONNELL CORPORATION DBA RESORT			500.00 000107
2/13/25	00001	2/01/25 33	202502 310-51300-34000	MANAGEMENT FEES FEB25	*	3,541.67	
		2/01/25 33	202502 310-51300-35200	WEBSITE ADMIN FEB25	*	100.00	
		2/01/25 33	202502 310-51300-35100	INFORMATION TECH FEB25	*	150.00	
		2/01/25 33	202502 310-51300-31300	DISSEMINATION SVCS FEB25	*	416.67	
		2/01/25 33	202502 310-51300-51000	OFFICE SUPPLIES FEB25	*	.06	

WCCD WINDSOR CAY CD CWRIGHT

WCCD WINDSOR CAY CD CWRIGHT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/13/25	00004	3/05/25 3535411J	202501 310-51300-31500	GENERAL COUNSEL JAN25	*	1,068.50	
		3/05/25 3535411N	202411 310-51300-31500	GENERAL COUNSEL NOV24	*	56.00	
		3/05/25 3535411O	202410 310-51300-31500	GENERAL COUNSEL OCT24	*	28.00	
KUTAK ROCK LLP							1,152.50 000115
-----							-----
TOTAL FOR BANK A						522,409.15	
TOTAL FOR REGISTER						522,409.15	

SECTION 2

Windsor Cay
Community Development District

Unaudited Financial Reporting
January 31, 2025



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Series 2024 Debt Service Fund</u>
5	<u>Capital Projects Fund</u>
6	<u>Month to Month</u>
7	<u>Long Term Debt Report</u>
8	<u>Assessment Receivable Schedule</u>

Windsor Cay
Community Development District
Combined Balance Sheet
January 31, 2025

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 229,199	\$ -	\$ -	\$ 229,199
Assessment Receivable	\$ 51,897	\$ -	\$ -	\$ 51,897
Series 2024:				
Reserve	\$ -	\$ 332,621	\$ -	\$ 332,621
Interest	\$ -	\$ 103	\$ -	\$ 103
Revenue	\$ -	\$ 528,347	\$ -	\$ 528,347
Construction	\$ -	\$ -	\$ 30,369	\$ 30,369
Due from General Fund	\$ -	\$ 4,286	\$ -	\$ 4,286
Total Assets	\$ 281,096	\$ 865,358	\$ 30,369	\$ 1,176,823
Liabilities:				
Accounts Payable	\$ 9,019	\$ -	\$ -	\$ 9,019
Due to Debt Service	\$ 4,286	\$ -	\$ -	\$ 4,286
Total Liabilities	\$ 13,306	\$ -	\$ -	\$ 13,306
Fund Balance:				
Assigned:				
Debt Service - Series 2024	\$ -	\$ 865,358	\$ -	\$ 865,358
Capital Projects Fund	\$ -	\$ -	\$ 30,369	\$ 30,369
Unassigned	\$ 267,790	\$ -	\$ -	\$ 267,790
Total Fund Balances	\$ 267,790	\$ 865,358	\$ 30,369	\$ 1,163,517
Total Liabilities & Fund Balance	\$ 281,096	\$ 865,358	\$ 30,369	\$ 1,176,823

Windsor Cay
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
<u>Revenues:</u>				
Assessments - Tax Roll	\$ 297,894	\$ 232,392	\$ 232,392	\$ -
Developer Contributions	\$ 25,311	\$ -	\$ -	\$ -
Boundary Amendment Contributions	\$ -	\$ -	\$ 168	\$ 168
Total Revenues	\$ 323,205	\$ 232,392	\$ 232,560	\$ 168
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Engineering	\$ 10,000	\$ 3,333	\$ 3,750	\$ (417)
Attorney	\$ 25,000	\$ 8,333	\$ 1,153	\$ 7,181
Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,250	\$ 5,250	\$ 5,250	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ 1,667	\$ 1,667	\$ (0)
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -
Management Fees	\$ 42,500	\$ 14,167	\$ 14,167	\$ -
Information Technology	\$ 1,800	\$ 600	\$ 600	\$ -
Website Maintenance	\$ 1,200	\$ 400	\$ 400	\$ -
Telephone	\$ 300	\$ 100	\$ -	\$ 100
Postage & Delivery	\$ 1,000	\$ 333	\$ 56	\$ 277
Insurance	\$ 5,500	\$ 5,500	\$ 5,200	\$ 300
Printing & Binding	\$ 1,000	\$ 333	\$ -	\$ 333
Legal Advertising	\$ 5,000	\$ 1,667	\$ -	\$ 1,667
Other Current Charges	\$ 1,750	\$ 583	\$ 365	\$ 218
Office Supplies	\$ 625	\$ 208	\$ 1	\$ 208
Travel Per Diem	\$ 660	\$ 220	\$ -	\$ 220
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Administrative	\$ 115,230	\$ 42,870	\$ 33,382	\$ 9,488

Windsor Cay
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
Field Expenditures				
<u>Operations & Maintenance</u>				
Field Management	\$ 15,000	\$ 5,000	\$ 5,000	\$ -
Property Insurance	\$ -	\$ -	\$ 6,716	\$ (6,716)
Landscape Maintenance	\$ 110,784	\$ 36,928	\$ 21,634	\$ 15,294
Pond Disking	\$ 9,000	\$ 3,000	\$ 2,600	\$ 400
Landscape Replacement	\$ 2,500	\$ 833	\$ -	\$ 833
Tree Trimming	\$ 7,875	\$ 2,625	\$ -	\$ 2,625
Mulch	\$ 10,000	\$ 3,333	\$ -	\$ 3,333
Electric	\$ 3,500	\$ 1,167	\$ -	\$ 1,167
Water & Sewer	\$ 25,000	\$ 8,333	\$ 85	\$ 8,248
Irrigation Repairs	\$ 7,500	\$ 2,500	\$ -	\$ 2,500
Fountain Maintenance	\$ 6,000	\$ 2,000	\$ 2,000	\$ -
General Repairs & Maintenance	\$ 7,500	\$ 2,500	\$ 2,177	\$ 323
Contingency	\$ 3,316	\$ 1,105	\$ -	\$ 1,105
Total Operations & Maintenance	\$ 207,975	\$ 69,325	\$ 40,212	\$ 27,685
Total Expenditures	\$ 323,205	\$ 112,195	\$ 73,594	\$ 37,173
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 158,965	
Fund Balance - Beginning	\$ -		\$ 108,825	
Fund Balance - Ending	\$ -		\$ 267,790	

Windsor Cay

Community Development District

Debt Service Fund Series 2024

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 665,243	\$ 525,542	\$ 525,542	\$ -
Interest	\$ -	\$ -	\$ 7,646	\$ 7,646
Total Revenues	\$ 665,243	\$ 525,542	\$533,188	\$ 7,646
Expenditures:				
Interest Expense - 11/1	\$ 263,422	\$ 263,422	\$ 263,422	\$ -
Principal Expense - 5/1	\$ 135,000	\$ -	\$ -	\$ -
Interest Expense - 5/1	\$ 264,894	\$ -	\$ -	\$ -
Total Expenditures	\$ 663,316	\$ 263,422	\$ 263,422	\$ -
Excess (Deficiency) of Revenues over Expendi	\$ 1,927		\$ 269,766	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (5,090)	\$ (5,090)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (5,090)	\$ (5,090)
Net Change in Fund Balance	\$ 1,927		\$ 264,676	
Fund Balance - Beginning	\$ 265,694		\$ 600,682	
Fund Balance - Ending	\$ 267,620		\$ 865,358	

Windsor Cay
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<u>Revenues:</u>				
Interest	\$ -	\$ -	\$ 471	\$ 471
Total Revenues	\$ -	\$ -	\$ 471	\$ 471
<u>Expenditures:</u>				
Capital Outlay	\$ -	\$ -	\$ 2,500	\$ (2,500)
Total Expenditures	\$ -	\$ -	\$ 2,500	\$ (2,500)
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (2,029)	
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ -	\$ -	\$ 5,090	\$ 5,090
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 5,090	\$ 5,090
Net Change in Fund Balance	\$ -		\$ 3,060	
Fund Balance - Beginning	\$ -		\$ 27,308	
Fund Balance - Ending	\$ -		\$ 30,369	

Windsor Cay
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments Tax Roll	\$ -	\$ 51,509	\$ 179,029.10	\$ 1,853.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	232,392
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Boundary Amendment Contributions	\$ -	\$ -	\$ -	\$ 168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	168
Total Revenues	\$ -	\$ 51,509	\$ 179,029	\$ 2,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	232,560
Expenditures:													
General & Administrative:													
Engineering	\$ -	\$ -	\$ -	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,750
Attorney	\$ 28	\$ 56	\$ -	\$ 1,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,153
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,250
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ 417	\$ 417	\$ 417	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,667
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,542	\$ 3,542	\$ 3,542	\$ 3,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,167
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	400
Telephone	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 4	\$ 3	\$ 49	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56
Insurance	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,200
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Property Appraiser Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Boundary Amendment Expense	\$ -	\$ 168	\$ -	\$ 431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	599
Contingencies	\$ 30	\$ 66	\$ 31	\$ 239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	365
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total Administrative	\$ 14,896	\$ 4,501	\$ 4,288	\$ 9,697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	33,382
Field Expenditures													
Operations & Maintenance													
Field Management	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Landscape Maintenance	\$ 8,098	\$ 6,768	\$ 6,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,634
Property Insurance	\$ 6,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,716
Pond Disking	\$ -	\$ 1,300	\$ -	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,600
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Tree Trimming	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Water & Sewer	\$ 85	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	85
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fountain Maintenance	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,000
General Repairs & Maintenance	\$ -	\$ -	\$ 2,177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,177
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operations & Maintenance	\$ 16,649	\$ 9,818	\$ 10,695	\$ 3,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,212
Total Expenditures	\$ 31,545	\$ 14,319	\$ 14,983	\$ 12,747	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	73,594
Excess (Deficiency) of Revenues over Expenditures	\$ (31,545)	\$ 37,189	\$ 164,046	\$ (10,725)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	158,965

Windsor Cay
Community Development District
Long Term Debt Report

Series 2024, Special Assessment Revenue Bonds		
Interest Rate:	4.600%, 5.450%, 5.750%	
Maturity Date:	5/1/2054	
Reserve Fund Definition	50% Maximum Annual Debt Service	
Reserve Fund Requirement	\$332,621	
Reserve Fund Balance	\$332,621	
Bonds Outstanding - 5/2/24		\$9,615,000
Current Bonds Outstanding		\$9,615,000

Windsor Cay
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2025

ON ROLL ASSESSMENTS

Gross Assessments \$ 231,581.89 \$ 535,410.80 \$ 766,992.69
Net Assessments \$ 217,686.98 \$ 503,286.15 \$ 720,973.13

							30.19%	69.81%	100.00%
<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Discount/Penalty</i>	<i>Commission</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>General Fund</i>	<i>2024 Debt Service</i>	<i>Total</i>
11/14/24	10/01-10/31/24	\$2,304.94	(\$92.20)	(\$44.25)	\$0.00	\$2,168.49	\$654.74	\$1,513.75	\$2,168.49
11/14/24	10/01-10/31/24	\$1,083.57	(\$43.34)	(\$20.80)	\$0.00	\$1,019.43	\$307.80	\$711.63	\$1,019.43
11/21/24	11/01-11/10/24	\$4,839.14	(\$193.54)	(\$92.92)	\$0.00	\$4,552.68	\$1,374.61	\$3,178.07	\$4,552.68
11/21/24	11/01-11/10/24	\$11,008.84	(\$440.37)	(\$211.37)	\$0.00	\$10,357.10	\$3,127.17	\$7,229.93	\$10,357.10
11/25/24	11/11-11/17/24	\$14,652.86	(\$586.13)	(\$281.34)	\$0.00	\$13,785.39	\$4,162.29	\$9,623.10	\$13,785.39
11/25/24	11/11-11/17/24	\$6,259.29	(\$250.36)	(\$120.18)	\$0.00	\$5,888.75	\$1,778.02	\$4,110.73	\$5,888.75
12/11/24	11/18-11/30/24	\$58,509.59	(\$2,340.14)	(\$1,123.38)	\$0.00	\$55,046.07	\$16,620.33	\$38,425.74	\$55,046.07
12/11/24	11/18-11/30/24	\$134,932.44	(\$5,397.48)	(\$2,590.70)	\$0.00	\$126,944.26	\$38,328.91	\$88,615.35	\$126,944.26
12/27/24	12/1-12/14/24	\$131,752.13	(\$5,245.13)	(\$2,530.14)	\$0.00	\$123,976.86	\$37,432.95	\$86,543.91	\$123,976.86
12/27/24	12/01-12/14/24	\$304,971.40	(\$12,142.72)	(\$5,856.57)	\$0.00	\$286,972.11	\$86,646.91	\$200,325.20	\$286,972.11
01/23/25	12/15-12/31/24	\$4,538.54	(\$144.33)	(\$87.89)	\$0.00	\$4,306.32	\$1,300.23	\$3,006.09	\$4,306.32
01/23/25	12/15-12/31/24	\$1,933.88	(\$62.59)	(\$37.43)	\$0.00	\$1,833.86	\$553.71	\$1,280.15	\$1,833.86
TOTAL		\$ 676,786.62	\$ (26,938.33)	\$ (12,996.97)	\$ -	\$ 636,851.32	\$ 192,287.67	\$ 444,563.65	\$ 636,851.32

88%	Net Percent Collected
\$84,121.81	Balance Remaining to Collect

Direct Bill Assessments

Pulte Homes LLC 2025-01				Net Assessments				
				\$242,164.26	\$80,207.79	\$161,956.47		
				100%	33%	67%		
Date Received	Due Date	Check Number	Amount Received	Net Assessed	O & M	Debt Service S2024	Amount rec'd O & M	Amount rec'd Debt Svc
11/22/24	12/1/24	9503011	\$121,082.13	\$121,082.13	\$40,103.90	\$80,978.24	\$40,103.89	\$80,978.24
	2/1/25			\$60,541.07	\$20,051.95	\$40,489.12		
	5/1/25			\$60,541.07	\$20,051.95	\$40,489.12		
				\$ 121,082.13	\$ 242,164.27	\$ 80,207.80	\$ 161,956.48	\$ 40,103.89
							\$ 80,978.24	

SECTION D

Windsor Cay CDD

Field Management Report



March 27th, 2025

Ashley Hilyard

Field Manager

GMS

Site Items

Landscaping Maintenance

- ✚ The landscaper has alternated their mower sizes and mowing patterns to mitigate ruts in the turf. This is improving and we will continue to monitor progress.
- ✚ Landscaping is transitioning out of the dormancy period and will return to full weekly services beginning April 1st.



Site Items

Discing & Dry Pond Maintenance

✚ The next discing of the dry ponds is scheduled to be completed by the end of this month.

✚ Exclusive continues to string trim around the structures that the tractor cannot reach.

✚ Monitoring washout areas and pond bank erosion for various ponds.

✚ Tract J has a cracked mitered end that will be repaired by GMS staff.

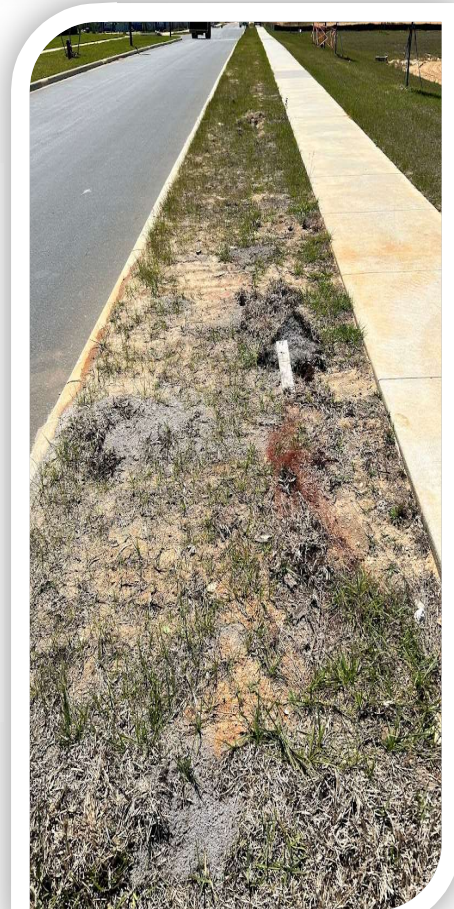


In Progress

Update: Sod Damage Following non-CDD Work

✚ The sod damage noted near the palms between the concrete wall and the SW dry pond on Windsor Cay Blvd has been replaced by Justin Booth's team and the growth is being monitored.

✚ A quote has been provided to repair the damaged area of sod on Shoreside St.



In Progress

Landscape Lighting Repair

✚ Two median landscape uplights are currently inoperable. Replacement lights have been ordered and will be installed by GMS staff when they arrive.



Site items

Palm Removal & Replacement

✚ A sabal palm to the center right of the fountain has died. A quote for removal and replacement has been provided.

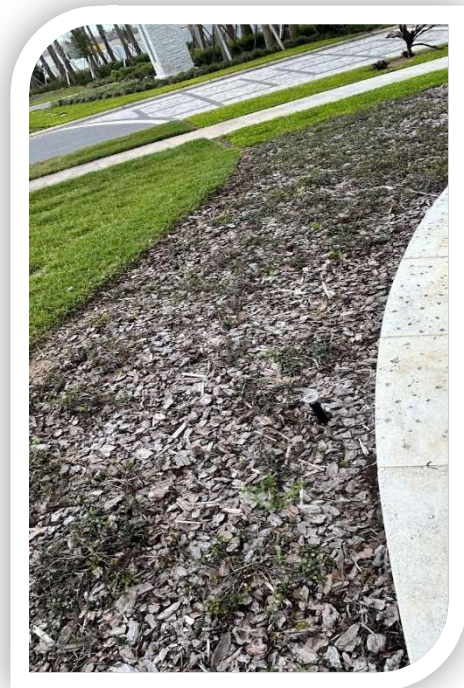
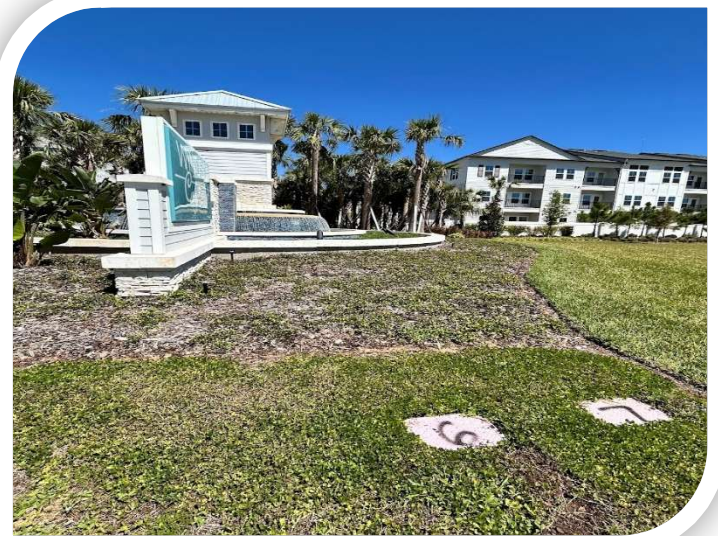
✚ The landscaper will keep a close eye on remaining palms and will have the fertilization manager try to determine the cause of the overall struggle of palms on the boulevard.



Site Items

Fountain Landscape Enhancements

🚧 Plants in the tiers of the fountain are struggling and not providing an overall clean aesthetic. Quotes for enhancement have been provided.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

SECTION 1

Windsor Cay CDD Landscape Maintenance Bid Instructions

Attention Bidder,

Please follow the instructions listed below for additional info on the landscape maintenance services bid for Windsor Cay CDD including the Fee summary sheet, the scope of services and the landscape map. Thank you.

Instructions and additional information:

1. Please provide a filled-out fee summary schedule (Separate Excel spreadsheet). The Components in the scope align with the components in the fee summary. Please note the added Supplemental Service.
2. Please refer to the provided coverage area map, and the scope for this bid.
3. The scope of services has the base level of service expected to maintain the property. Please note any additional or recommended services that go beyond the provided scope of services if you so choose.
4. Please refer to the specs in the scope for turf management, irrigation maintenance and other aspects of landscape maintenance for the property. It is broken down into two main sections which are Essential Services and Extra Services. The contract can be written to include both or only Essential Services but for the bid you must provide pricing for all services.
5. Please take extra care when reviewing the Irrigation maintenance specifications. Irrigation maintenance inspections being done per the scope is very important and should be priced accordingly.
6. It is expected you will use the scope, map, and existing site conditions to create your bid. This includes palm counts, irrigation zone and controller counts. The bid packet contains all the information we have to provide for this bid. If additional information is needed about plant counts, or other items regarding current site conditions, it will require bidders taking time onsite to inspect and obtain that information themselves to the best of their ability.

Clarification

1. The pond basins are disced on a bi-monthly basis, 6 times annually by an outside vendor. The Landscape vendor is responsible for string-trimming around the control structures at all dry ponds in addition to mowing the pond banks.

Windsor Cay CDD

LANDSCAPE SCOPE OF WORK

The work for the landscape maintenance is to include the furnishing of all labor, materials, equipment, accessories, and services necessary or incidental to meet the requirements outlined in this scope below. The intention is to sustain all turf and plant materials in a healthy, vigorous growing condition, free from weeds, diseases, insects, and nutritional deficiencies as well as a completely operational irrigation system. All associated planted areas are to be kept in a continuous healthy, neat, clean and debris free condition for the entire life of the contract. The below scope is divided into “elements” to define the elements involved and required in the maintenance of the property.

General Services- Component “A”

Turf Maintenance

Turf maintenance is defined as all mowing, edging, trimming and cleanup of lawn areas. High traffic and high-profile areas such as the entrances and Amenity/clubhouse areas will be completely mowed, edged, trimmed and cleaned up prior to normal business hours of operation. In the event it becomes necessary to make a change in the mowing schedule for any reason, the CDD Management must be notified prior to adjustment of schedule. Mowing during inclement weather will not alleviate the contractor of responsibility for damage caused by the mowing of wet areas.

Mowing

Prior to mowing, remove and dispose of normal litter and debris from all landscape areas. Contractor will not run over litter with mowers.

St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1st through September 30th and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD Management. Contractor should anticipate 42 mows annually for all common areas. Unirrigated pond areas and banks will be mowed 34 times annually as needed.

St. Augustine, zoysia and Bahia turf shall be cut with rotary mowers to maintain a uniform height. Bahia will be cut between 3.5” and 4.5”. St Augustine will be cut between 4.5” and 5.5”. Mowing heights will be set at 2”–3” for Zoysia turf. Mowing blades shall be kept sufficiently sharp and properly adjusted to provide a cleanly cut grass blade. Variation in the mowing pattern shall be carried out when possible so as to not rut or cause paths.

Mowing of all ponds or wetland buffer areas shall be done with a 50” mower or larger discharging clippings away from the water. Any pond edges that cannot be reached with the full size mower will be string trimmed every other mow cycle at minimum or as needed to maintain an intended look as per the discretion of CDD management.

Visible clippings that may be left following mowing operations shall be removed from the site each visit. Discharging grass clippings into beds, tree rings or maintenance strips is prohibited and if it occurs they shall be removed prior to the end of each service day.

Contractor will take special care to prevent damage to plant material as a result of the mowing. Contractor is responsible for damages they cause while mowing.

Edging

Sidewalks, curbs, and concrete slabs, and other paved surfaces will be edged in conjunction with mowing operations each time. Beds, tree rings, and other landscape edges will be edged once during each detail rotation, every three weeks. Edging is defined as removal of unwanted turf and vegetation along the above borders by use of a mechanical edger. String trimmers are not to be used for edging and a proper edger will be used. Care will be taken to maintain bed edges as designed in either straight or curvilinear lines.

String Trimming

String Trimming shall be performed around road signs, guard posts, trees, shrubs, utility poles, and other obstacles where mowers cannot reach. Grass shall be trimmed to the same desired height as determined by the turf height specifications. String trimming shall be completed with each mowing cycle.

Maintaining grass-free areas by use of chemicals may be the preferred method in certain applications. Such use will only be done with prior approval of the CDD management.

Turf around the edge of all waterways shall be mowed or string trimmed to the natural water's edge during every other mowing cycle at minimum.

Blowing

When using mechanical blowers to clean curbs, sidewalks and other paved surfaces, care must be taken to prevent blowing grass clippings into beds, onto vehicles or onto other hardscape surfaces. In addition, care also must be taken to disrupt mulch from beds and any mulch blown out of beds must be placed back and raked smooth.

Damage Prevention/Repair

Special care shall be taken to protect building foundations, fencing, light poles, sign posts, monuments and other hardscape elements from mowing, edging or string trimming equipment damage. Contractor will agree to have repairs made by specialized contractors or reimburse the CDD or homeowners within 30 days for any damage to property caused by their crew members or equipment.

Detailing

Detailing of planted areas will be performed weekly in a sectional method, each section representing one-third of the entire property. Based on three sections, the contractor will completely detail the entire property once every three weeks at least. The exception will be the entrances, clubhouse areas and any other high profile or focal areas which should be tended to each week the crew is onsite. The detailing process will include trimming, pruning and shaping of all shrubbery, ornamental trees and groundcover, removal of tree suckers, structural pruning or cutbacks of select varieties of plant material and ornamental grasses as directed, as well as the defining of bed lines, tree saucers and the removal of all unwanted vegetation. A detail crew will be onsite at least one day per week 42-52 times per year as needed to accomplish the full amount of detail rotations.

Pruning

Prune trees, shrubs and groundcovers to encourage healthy growth and create a natural appearance. Prune to control the new plant growth, maintain the desired plant shape and remove dead, damaged, or diseased portions of the plant.

Use only hand pruners or loppers on trees and shrubs, particularly groundcover Juniper varieties. Hand shears or Topiary shears will be the preferred method of trimming most formal shrubs. Only use power shears on formal hedges where previous practice was to shear, or as directed by the CDD management.

Pruning of trees up to a height of 12 feet is included in the scope of the work. If pruning is required above the height of 12 feet, contractor shall propose an extra service to the CDD representative and acquire approval prior to performing the work. The branching height of trees shall be raised only for the following reasons:

Provide clearance for pedestrians, vehicles, mowers and buildings. Minimum 8ft of clearance is required along all walkways and parking areas. Maintain clearance from shrubs in bed areas. Improve visibility in parking lots and around entries.

Prune trees to remove weak branching patterns and provide corrective pruning for proper development. Cut back to the branch collar without leaving stubs. Provide clean and flush cut with no tearing of the tree bark.

Prune to contain perimeter growth within intended bed areas. Established groundcover shall be maintained 4" to 6" away from adjacent hardscape and turf. Bevel or roll leading edges to avoid creating a harsh boxed look. Mature groundcover shall be maintained at a consistent, level height to provide a smooth and even appearance and separation from adjacent plant material.

Structural pruning will be required for several varieties of plants bi-annually, annually or semi- annually to maintain their scale and performance within the landscape. The methodology employed is to structurally prune one plant group throughout the entire property during the sectional detail rotation. All needed structural pruning will be done once per year at minimum. All Ornamental Grasses are to be haystack cut one time per year.

Crepe Myrtles are to be trimmed once per year in the winter months. Trimming should include removal of old blooms, sucker growth and any cross branching. Trimming should be done in such a way that cuts are no less than 12" away from previous year's cuts.

Pruning of all palms less than 15' in height will be included in the sectional rotation. Pruning consists of removal of all dead fronds, seedpods, and any loose boots.

Weed Control

Bed areas are to be left in a weed free condition after each detail service. While pre and post- emergent chemicals are acceptable means of control, weeds in bed areas larger than 3" shall be pulled by hand or string trimmed.

Hardscape cracks and expansion joints are to be sprayed in conjunction with the detail cycle to control weeds. Chemical practices shall not be a substitute for hand weeding where the latter is required.

Trash Removal

Removing trash from all landscape areas will be the responsibility of the contractor. The contractor will remove trash from all focal areas, including medians, around amenity areas, and monuments every visit. Other trash will be removed during normal detail rotations.

Policing

Contractor will police the grounds during each service visit to remove trash, debris and fallen tree litter as needed prior to mowing and edging. Contractor is not responsible for removal of excessive storm debris which would be performed with prior approval with a supplemental proposal.

As needed, the contractor will dedicate supplemental personnel and specialized equipment to the removal of seasonal leaf drop from all landscape and hardscape areas during the months of November through April.

All litter shall be removed from the property and disposed of off-site.

Communication

Daily, the contractor will communicate with the CDD representative for any landscape issues requiring immediate attention.

Communication is of the utmost importance. The contractor will provide a weekly written report in a form approved by the CDD representative which highlights the main aspects of the previous week's maintenance activities. This can just be a checklist sent via email on Fridays or Mondays.

When requested by CDD management, the contractor will provide a Monthly Service Calendar for the upcoming period. **A copy of the preceding month's Irrigation Maintenance report and Lawn and Ornamental Fertilization report will be provided monthly.** A copy of these documents should be submitted to the CDD representative by the 5th of each month electronically, or in person. This is only necessary should management request, likely due to performance concerns, however the vendor should always have them should management request.

Contractor agrees to take part in regular weekly, bi-weekly or monthly inspections, as decided by CDD management, of the property to ensure their performance is satisfactory. *Contractor also agrees to complete any work that appears on punch lists resulting from inspections or reviews within three weeks of receiving them.* Contractor will have their Account Manager participate on its behalf and have their Lawn and Ornamental and Irrigation Managers or Technicians available for inspection meetings as needed or requested by CDD management.

Staffing

The Contractor shall have a well-experienced Foreman/Supervisor supervising all work onsite. This person should have knowledge of horticultural practices and be capable of properly supervising others. The Foreman/Supervisor should communicate regularly, daily when needed, with CDD management. Further, In order to maintain continuity, the same Foreman/Supervisor shall direct the scheduled maintenance operations throughout the year. Any anticipated changes in supervisory personnel shall be brought to the attention of the CDD representative prior to any such change. The intent is for maintenance personnel to familiarize themselves with the site.

The crew members should be properly trained to carry out their assigned task and should work in a safe professional manner. Each crew member should be in full uniform at all times.

Contractor is expected to staff the property with trained personnel experienced in commercial landscape maintenance. All personnel applying fertilizers, insecticides, herbicides, and fungicides must be certified by the state of FL. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.

Contractor agrees to screen all crew members for criminal background. Also, contractor agrees to follow all INS guidelines for hiring and to maintain an I-9 and other required documents on each employee.

Holidays observed that do not require staffing include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and any other day agreed to by CDD Management. Normal working hours are from 7:00 AM until 7:00 PM. No power equipment will be operated near homes before 9:00 AM. Efforts will be made such that ALL work performed around the Amenity Areas and pool area is to be completed prior to busy attendance hours. Saturdays will be made available for makeup work due to inclement weather from 8:00 AM until 5 PM.

Component "B" – Turf Care Program

ST. AUGUSTINE

Application Schedule – Minimum schedule, if more is needed it is up to the contractor to recommend.

Monthly Application schedule – St. Augustine

- January: Winter fertilization, broadleaf weed control and disease control
- March: Spring granular fertilization, broadleaf weed control, insect, and disease control
- May: Late spring heavy, 100% slow-release Nitrogen fertilization with Arena and weed Control
- October: Heavy fall granular fertilization and broadleaf weed/disease control

Application Requirements: Fertilization

Contractor will submit a schedule of materials to be used under this program along with application rates. The annual program will include a maximum of 4 lbs. of N/1000 square feet with a minimum of 50% slow release and a high Potassium blend in the fall fertilization to promote root development unless soil samples indicate the presence of sufficient Potassium. The winter liquid fertilization should contain a maximum of .5lbs of N/1000 square feet.

BAHIA – Where Applicable (Irrigated areas only)

Application Schedule - Minimum schedule, if more is needed it is up to the contractor to recommend.

Monthly Application Schedule - Bahia

- March: Complete liquid fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.
- June: Chelated Iron application and Mole Cricket control.
- October: Complete liquid fertilizer and broadleaf weed control to include blanket pre-emergent.

Application Requirements: Fertilization

Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 2 lbs. of N/1000 square feet with a minimum of 30% slow release and a high Potassium blend in the late summer fertilization to promote root development unless soil samples indicate the presence of sufficient potassium.

Zoysia

Application Schedule - Minimum schedule, if more is needed it is up to the contractor to recommend.

Monthly Application Schedule - Zoysia

- January: IPM spot treatment for weeds as necessary and inspect/treat fungal activity. February: Pre-emergent herbicide/spot treatment for weeds and fungal activity.
- March: Fertilization. Spot treat weeds and treat fungal and insect activity as necessary.
- April: Liquid Fertilization with .5lb N, with Iron, post emergent weed control, insect/disease control as necessary.
- May: Fertilization
- June: Insect/weed/disease control as necessary.
- July: Insect/weed/disease control as necessary.
- August: spot treat weeds as necessary, inspect/treat fungal activity.
- September: Liquid Fertilization with emergent weed control, insect/disease control as necessary. October: Fertilization - Weed/insect/disease control as necessary.
- November: Blanket Pre-emergent herbicide, w/Liquid Iron. Spot treat weeds and inspect/treat fungal activity.
- December: Blanket potash - weeds as necessary, inspect/treat fungal activity.

Application Requirements: Fertilization

All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

Insect/Disease Control

The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.

Supplemental insecticide applications will be provided in addition to the normal preventive programs needed to provide control.

Weed Control

Weed control will be limited to the broadleaf variety and sedge type grasses under this program.

Contractor shall alert management of outbreaks of Crabgrass, Bermuda, Alexander and Dove grasses. Failure to do so will make the contractor liable for resulting turf loss. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.

Warranty

If the grass covered under this turf care program dies due to insect infestation, disease or improper fertilizer application, the affected grass will be replaced at no charge. Contractor will not be held responsible for turf loss due to conditions beyond their control. This includes nematodes, diseases such as Take-All Root Rot and weeds such as Crabgrass which are untreatable with currently available chemicals, high traffic areas, drainage problems, or acts of God. In the event these conditions exist, the contractor is responsible to employ whatever cultural practices can be reasonably performed to extend the life of the affected material.

All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining. The irrigation system will be fully operational prior to any fertilizer application.

Soil testing will be carried out when needed at contractors' recommendation. Any changes to the fertilization schedule, products used, or techniques will be discussed with CDD management and agreed to by CDD management.

Component "C" – Tree/Shrub Care Program

Application Schedule – Trees and Shrubs

Monthly Application Schedule -

- March/April: Insect/disease control/fertilization. May/June: Insect/disease control as needed.
- July/August: Minor nutrient blend with insect/disease control.
- October: Disease control as needed December. Insect/disease control/fertilization as needed.

Application Requirements: Fertilization

Contractor will submit a schedule of materials to be used under this program along with application rates. Fertilizers selected must be appropriate for the plant material to be fertilized such as an acid forming fertilizer for Azaleas which require a lower soil pH.

Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 50% slow-release Nitrogen and a high Potassium blend in the fall fertilization to promote root development unless soil sample results indicate the presence of sufficient Potassium.

All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of plant material are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

This program covers all fertility requirements on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.

There will be a deep root feeding on an as needed basis to establish newly planted trees. Fertilizer will be distributed evenly under the drip zone of each plant. Special care will be taken not to “clump” fertilizer neither at the base nor in the crown of plants.

The irrigation system will be fully operational prior to any fertilizer application.

Soil testing will be carried out when needed at contractors' recommendation. Any changes to the fertilization schedule, products used, or techniques will be discussed with CDD management and agreed to by CDD management.

Insect/Disease Control

Insect and disease control is intended to mean a thorough inspection of all plantings for the presence of insect or disease activity and the appropriate treatment applied. All insect and disease infestations require follow-up applications for control and are included in this program.

Contractor is responsible for the continuous monitoring for the presence of damaging insects or disease. Any problems noted between regularly scheduled visits will be treated as a service call and responded to within 48 hours. Service calls due to active infestations are included in this program.

This program covers all disease and insect activity on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.

Contractor will be required to apply all pesticides in accordance with labeled directions including the use of any Personal Protective Equipment.

Specialty Palms

Considering the investment in Specialty Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date etc.), contractor will include in their proposed Tree/Shrub program, a comprehensive quarterly fertilization and root/bud drench for potential disease and infestation.

When applicable, the contractor will monitor site tubes that have been installed to monitor ground water build up around the root ball of specimen palms to de-water them as necessary.

Warranty

If a plant or tree dies from insect or disease damage while under this Tree/Shrub Care Program, it will be replaced with one that is reasonably available by the contractor if it is reasonably decided to be from negligence by the contractor determined by CDD management. Exclusions to this warranty would be Acts of God, along with pre-existing conditions, i.e. soil contamination or poor drainage, nematodes, borers, locusts and insects such as Asian Cycad Scale. Also excluded are diseases such as Verticillium and Fusarium Wilt, TPDD, Lethal Bronzing, Entomosporium Leaf Spot Fungus and Downey Mildew that are untreatable with currently available chemicals. In the event these conditions exist, the contractor is responsible to promptly report any detection to the CDD representative.

Component “D” – Irrigation Maintenance

Frequency of Service

Contractor will perform the following itemized services under “Specifications” on a monthly basis completing 25% of the inspection each week. The irrigation inspection should be performed during the same week(s) each month. Repairs under \$500 should be carried out each month with just verbal confirmation. Anything over \$500 requires written approval.

Specifications

- Activate each zone of the system.
- Visually check for any damaged heads or heads needing repair.
- Visually check all landscape areas irrigated with Netafim drip lines to ensure proper water flow and pressure.
- Clean filters located at each zone valve monthly if applicable. Clean, straighten or adjust any heads not functioning properly.
- Straighten, re-attach to bracing and touch up paint on riser heads as needed. Report any valve or valve box that may be damaged in any way.
- Leave areas in which repairs or adjustments are made free of debris.
- Adjust controllers to the watering needs as dictated by weather conditions, seasonal requirements, and water management district restrictions including adjusting of rain sensors.
- Contractor will provide a written report of the findings by zone.
- Repairs that become necessary and that are over and above the routine monthly inspections will be done on a time and material basis. Hourly irrigation repair rates will be defined in the overall landscape maintenance contract.
- Request for authorization must be submitted to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work. It is up to CDD management’s discretion to allow the contractor to proceed with repairs at an agreed threshold without prior approval.

Service Calls

Service Calls required between scheduled visits will be billed on a time and material basis at the rates extra pricing rates.

When not an emergency, request for authorization must be submitted in written form to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work.

Contractor will pay special attention during irrigation (IMC) maintenance inspections to ensure that sprinkler heads are positioned so that water does not spray directly onto buildings, windows, or parking areas.

Contractor will be held responsible for any accident that arises from the over spray of water on hard surfaces if it is determined that the contractor was negligent in performing monthly irrigation maintenance.

Damage resulting from contractor’s crews working on the property (i.e., mower and edger cuts) will be repaired at no charge to the CDD within 24 hours of being detected.

Contractor shall not be held responsible for any system failure caused by lightning, construction work, pre-existing conditions, freeze or other acts of God.

Contractor shall not be held responsible for damage to the landscape caused by mandatory water restrictions placed on the property by the governing water management district.

Contractor will visually inspect the irrigation system weekly while performing routine maintenance. Contractor will provide a 24 hour "Emergency" number for irrigation repairs. Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.

Component "E" – Additional Services

To be priced separately but as part of the landscape contract. These services are subject to bids at management's discretion at any point.

Note: Additional services work is to be considered as a supplement of the overall Landscape Maintenance contract. All Special Services work is to be performed by supplemental crews. CDD management can bid out these services at their discretion and work is to be completed according to this scope, or as CDD Management agrees. In addition, contractors should and are expected to recommend when they believe these services should be carried out in their bid documents. Additionally, all "Additional Services" will be billed in the month they are performed as a separate line item on that month's invoice. Additional services costs will not be spread out across the full annual contract.

E. 1 - Bedding Plants – Annuals (If Applicable)

The nature and purpose of "Flower Beds" is to draw attention to the display. The highest level of attention should be placed on their on-going care.

Schedule

The most appropriate seasonal annuals will be used. A standard yearly rotation includes but is not limited to: All flower beds on the property will be changed out four (4) times per year during the months of January, April, July, and October. Changes to the amounts of annuals, rotations timing, or date of installation can be made at CDD management discretion.

Contractor recognizes that flower beds are intended to highlight and beautify high profile areas and should be selected for color, profusion, and display.

All newly planted beds will have a minimum of 50% of the plants in bloom at the time of installation and they shall be 4 ½" individual pots.

Contractor will obtain prior approval of plant selection from the CDD representative 2 weeks before installation.

Installation

Plants are to be installed utilizing a triangular spacing of 9" O.C. between plants.

Annually, prior to the Spring change out, existing soil will be removed to a depth of 6" in all annual beds and replaced with a clean growing medium composed of 60% peat and 40% fine aged Pine Bark.

All beds will be cleaned, and hand or machine cultivated to a depth of 6" prior to the installation of new plants.

Create a 2" trench where the edge of the bed is adjacent to turf or hardscape.

A granular time-release fertilizer and a granular systemic fungicide will be incorporated into the bedding soil at the time of installation.

All beds should be covered with 1" layer of Pine bark Fines after planting.

Follow-up applications of fertilizer, fungicide and insecticide are provided as needed.

Annuals that require replacement due to over-irrigation or under-irrigation will be replaced immediately by contractor without charge to the CDD.

Maintenance

Flower beds unique to the property will be reviewed daily or at each service visit for the following:

Removal of all litter and debris.

Beds are to remain weed – free at all times.

All declining blooms are to be removed immediately.

Inspect for the presence of insect or disease activity and treat immediately.

Seed heads are to be removed from plants as soon as they appear. "Pinching" of certain varieties weekly is to be a part of the on-going maintenance as well. Frequent "pinching" will result in healthier, more compact plants.

Prolific bloomers such as Salvia require that 10% to 20% of healthy blooms are to be removed weekly. Pre-emergent herbicides are not to be used in annual beds.

Contractor guarantees the survivability and performance of all annual plantings for a period of 90 days. Any plant that fails to perform during this period will be immediately replaced at the contractor's expense.

Warranty

Any bedding plant that dies due to insect damage or disease will be replaced under warranty.

Exclusions to this warranty would be freeze, theft, or vandalism.

E.2 - Bed Dressing

Application of designated mulching to community bed spaces.

Schedule

Mulching will be carried out twice per year. Once in the spring, once in the fall. The most desirable months are May and Early November. Mulch will be priced “per yard”. Application will be completed within a two-week time period.

Installation

Prior to application, areas will be prepared by removing all foreign debris and establishing a defined, uniform edge to all bed and tree rings as well as a 1” to 2” deep trench along all hardscape surfaces to include equipment pads, in order to hold the mulch in place. Bed dressing should be installed in weed free beds that have been properly edged and prepared.

Bed Dressing should be installed to maintain a 2” thickness in all bed areas, including tree rings in lawn areas and maintenance strips unless otherwise directed by the CDD representative. Some areas will require more mulch than others. Focal areas are to be prioritized. If at any point the application does not allow enough yards to maintain 2-inch depth across beds, then an additional proposal will be created by the contractor for the additional needed yards.

E.3 - Palm Trimming Schedule

Specimen Date Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date, etc.) in excess of 12’ will be trimmed up to two times per year in June and/or December as needed. All vegetation will be removed from their trunk and nuts and loose or excessive boots will be removed and/or cross cut during this process. Contractor will monitor for disease and recommend treatment if necessary.

All palms less than 15’ will be trimmed as needed by the detail crew during the regular detail rotation as outlined in General Services.

Washingtonia palms in excess of 15’ will be trimmed up to two times per year in the months of February and August as needed.

All palms other than Washingtonia, in excess 15’ will be trimmed up to once per year in the month of August.

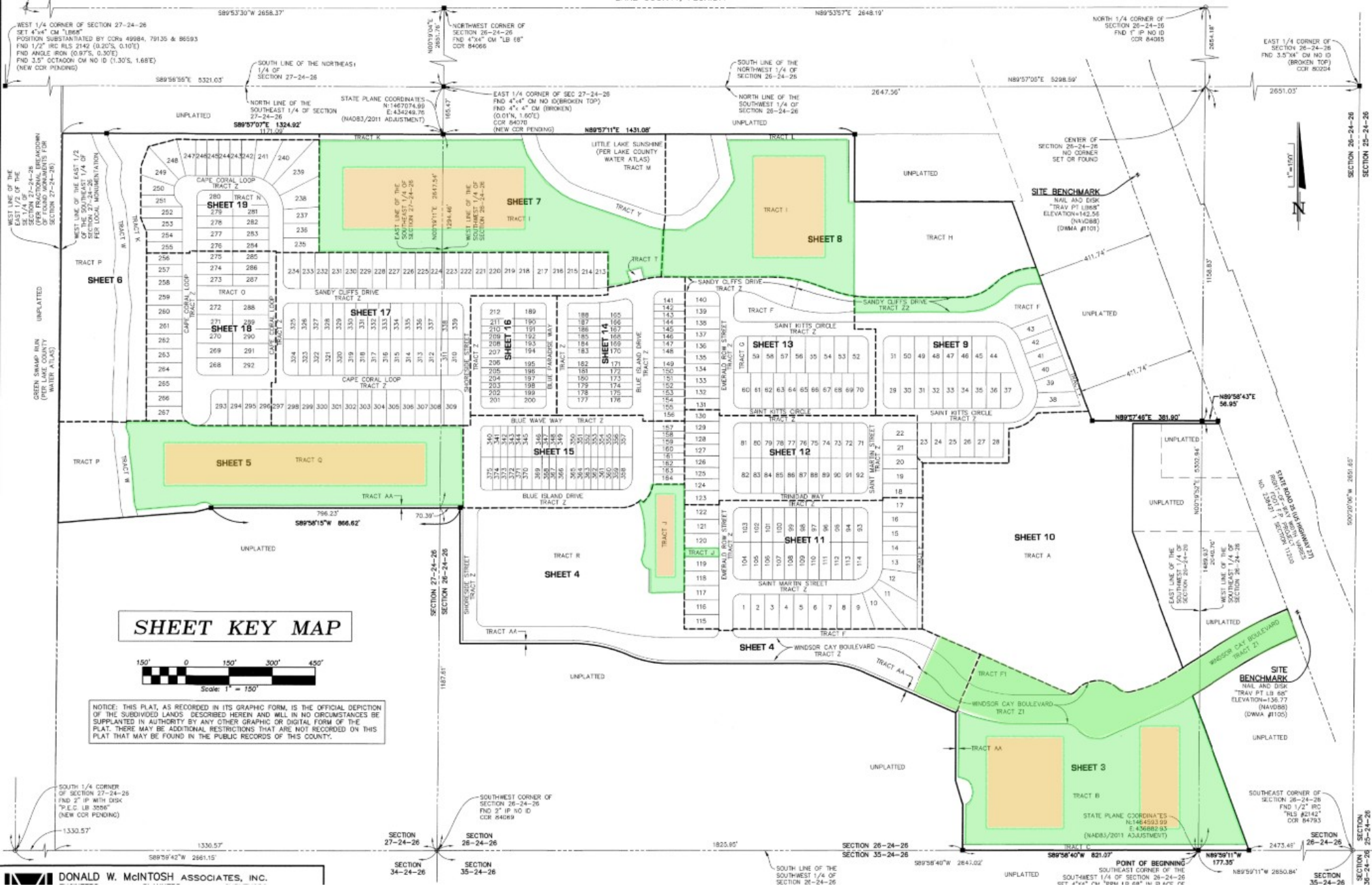
Trimming shall include removal of all dead fronds, loose boots and seed stalks.

Trim palms so that the lowest remaining fronds are left at a ten and two o’clock profile or nine and three o’clock at the discretion of management. “Hurricane” cuts are only to be done at the direction of the CDD representative.

When trimming, cut the frond close to the trunk without leaving “stubs”.

It is imperative that the contractor use clean and sanitized tools, sanitizing their tools thoroughly from tree to tree.

A PORTION OF SECTIONS 26 AND 27, TOWNSHIP 24 SOUTH, RANGE 26 EAST,
LAKE COUNTY, FLORIDA



SECTION 2

Windsor Cay Community Development District Landscape Fee Summary

Contractor:

Property: Windsor Cay CDD

Address:

Address: 219 E. Livingston St.
Orlando, Florida, 32801

Phone:

Phone:

Fax:

Contact:

Contact: Ashley Hilyard

Email:

Email: ahilyard@qmscfl.com

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Turf Maintenance and Detailing (Component A) - <i>Turf Maintenance/Detailing/Communication/Staffing</i>													\$0.00
TURF CARE (Component B) <i>Bahia/St Augustine/Zoysia</i>													\$0.00
TREE/SHRUB CARE Includes OTC if Applicable (Component C) <i>Tree/Shrub Fert/OTC/Drenching</i>													\$0.00
IRRIGATION MAINT. (Component D) <i>Irrigation Inspections</i>													\$0.00
ANNUAL CHANGES - (Component E.1) <i>Per Annual Pricing:</i>	[COUNT]			[COUNT]			[COUNT]			[COUNT]			\$0.00
BED DRESSING - Estimate mulch yds (Component E.2) <i>[Mulch Type] Per Yard Pricing:</i>					[Mulch Yds]						[Mulch Yds]		\$0.00
PALM TRIMMING 2x Per Year (Component E.3) <i>Per Palm Price:</i> <i>Palm counts:</i>													\$0.00
TOTAL FEE PER MONTH:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0

Flat Fee Schedule	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
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Essential Services Mowing/Detailing/Irrigation/Fert and Pest	\$0.00
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Extra Services Annual Changes, Palm Pruning, Mulch	\$0.00
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TOTAL	\$0.00
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SECTION 3

Windsor Cay CDD Landscape Repair and Enhancement Summary

Landscape Maintenance & Repair	Scope	Notes	Total Cost
Exclusive	Remove and dispose of (1) dead Sabal palm. Install (1) new Sabal palm.		\$840.00
Exclusive	Install (3) pallets of sod to replace dead area between road and sidewalk along Shoreside Street. Irrigation will be added to facilitate new sod.	Damage caused by pallets of mulch staged in this area.	\$1,592.00
Landscape Enhancement	Scope	Notes	Total Cost
Exclusive	Removal of all Jasmine Minima in front of and behind fountain. Install (26) Dwarf Ixora along the edge of fountain and in front of the Windsor Cay name display. Install (70) Blue Daze in front of Dwarf Ixora hedge. Install (1) pallet of sod to close the plant bed up to the Blue Daze. Install (25) Liriope behind the fountain.	Without Annuals	\$3,022.00
Exclusive	Removal of all Jasmine Minima in front of and behind fountain. Install (26) Dwarf Ixora along the edge of fountain and in front of the Windsor Cay name display. Install (300) Annuals in front of Dwarf Ixora hedge, and accompanying potting soil mix. Install (25) Liriope behind the fountain.	With Annuals - Will incur quarterly cost of replacement.	\$2,937.00

SECTION 4

Sod replacement on Shoreline St.

Date 3/20/2025

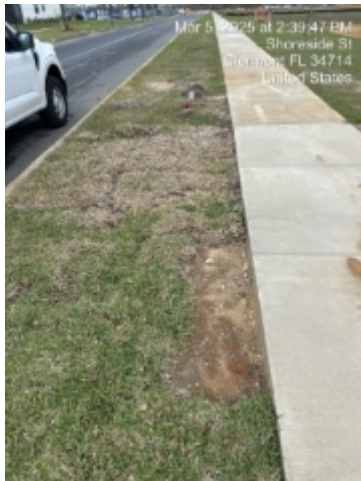
Customer Ashley Hilyard | Windsor Cay CDD | 6200 Lee Vista Blvd, Suite 300 | Orlando, FL 32822

Property Windsor Cay CDD | 1217 Emerald Row Street | Clermont, FL 34714

Name of the property: Windsor Cay

Proposal to replace dead sod between road and sidewalk along Shoreline Street from Cape Coral Loop to Blue Wave. Area was damaged due to construction.

Irrigation will need to be adjusted to facilitate new sod.



Warranty: The warranty covers the health and survival of plants, trees, and shrubs installed by Exclusive Landscaping for up to 30 days after the installation completion date. This warranty does not cover any damage caused by natural disasters or extreme weather events, including but not limited to floods, hurricanes, tornadoes, earthquakes, severe storms, or other acts of God. Clients are encouraged to take necessary measures to protect their plants during such events. Additionally, any damage due to pests, diseases, or animals not related to the installation process, plants affected by extreme weather conditions, such as frost, drought, excessive heat or any damage resulting from vandalism, theft, or accidents will not be covered under warranty.

Project Name

EN - Enhancement

Items	Quantity	Unit	Price/Unit	Price
Labor - Enhancement Installation Team	24.00	Hr	\$28.00	\$672.00
St Augustine sod	3.00	Pallet	\$260.00	\$780.00

EN - Enhancement: \$1,452.00

IR - Irrigation

Items	Quantity	Unit	Price/Unit	Price
Labor - Irrigation Technician Team	1.00	Hr	\$65.00	\$65.00
Irrigation Misc. Fittings	1.00	ea	\$75.00	\$75.00

IR - Irrigation: \$140.00

Subtotal \$1,592.00

Estimated Tax \$0.00

Total **\$1,592.00**

Terms & Conditions

By _____

Jason Kneubehl

Date 3/20/2025

Exclusive Landscaping Group

By _____

Date _____

Windsor Cay CDD

The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The second part of the paper describes the methodology used in the study, including the data collection and analysis techniques. The third part of the paper presents the results of the study, and the fourth part discusses the conclusions and implications of the findings.

The study was conducted using a quantitative research design. Data was collected from a sample of 100 participants using a survey questionnaire. The data was then analyzed using statistical software to determine the relationships between the variables of interest.

The results of the study indicate that there is a significant positive relationship between the variables of interest. This finding is consistent with the previous research in the field. The implications of these findings suggest that the research has practical applications in the field of study.

In conclusion, the study has provided valuable insights into the topic and has contributed to the existing body of knowledge. Further research is needed to explore the topic in more depth and to validate the findings of this study.

Sabal Palm replacement at entrance

Date 3/19/2025

Customer Ashley Hilyard | Windsor Cay CDD | 6200 Lee Vista Blvd, Suite 300 |
Orlando, FL 32822

Property Windsor Cay CDD | 1217 Emerald Row Street | Clermont, FL 34714

Name of the property: Windsor Cay

Sabal Palm replacement at main entrance

Proposal to perform the following:

- Remove and dispose of 1 dead Sabal Palm.
- Install 1 Sabal Palm located near main entrance fountains to replace dead one.

Warranty: The warranty covers the health and survival of plants, trees, and shrubs installed by Exclusive Landscaping for up to 30 days after the installation completion date. This warranty does not cover any damage caused by natural disasters or extreme weather events, including but not limited to floods, hurricanes, tornadoes, earthquakes, severe storms, or other acts of God. Clients are encouraged to take necessary measures to protect their plants during such events. Additionally, any damage due to pests, diseases, or animals not related to the installation process, plants affected by extreme weather conditions, such as frost, drought, excessive heat or any damage resulting from vandalism, theft, or accidents will not be covered under warranty.

Project Name

EN - Enhancement

Items	Quantity	Unit	Price/Unit	Price
Labor - Enhancement Installation Team	8.00	Hr	\$55.00	\$440.00
Sabal Palmetto Cabbage Palm Clear Trunk 12 ft. Height	1.00	ea	\$400.00	\$400.00
EN - Enhancement:				\$840.00

Subtotal	\$840.00
Estimated Tax	\$0.00
Total	\$840.00

Terms & Conditions

By _____
Jason Kneubehl
Date 3/19/2025
Exclusive Landscaping Group

By _____

Date _____
Windsor Cay CDD

Plant replacement at entrance fountain (option 1)

Date 3/19/2025

Customer Ashley Hilyard | Windsor Cay CDD | 6200 Lee Vista Blvd, Suite 300 |
Orlando, FL 32822

Property Windsor Cay CDD | 1217 Emerald Row Street | Clermont, FL 34714

Name of the property: Windsor Cay

Project Name- Plant replacement in front of main entrance fountain.

Proposal to perform the following:

- Remove all Jasmine Minima in front and behind fountain.

Front of Fountain

- Installation of 26 Dwarf Ixora 3 gal. along the edge of fountain edge and in front of Windsor Cay name display.
- Installation of 70 Blue Daze 1 gal. in front of Dwarf Ixora hedge being installed.
- Installation of 1 pallet of sod to close in bed up to Blue Daze.

Behind Fountain

- Replace Jasmine Minima with 25 Liriope 1gal. to fill in area.

Warranty: The warranty covers the health and survival of plants, trees, and shrubs installed by Exclusive Landscaping for up to 30 days after the installation completion date. This warranty does not cover any damage caused by natural disasters or extreme weather events, including but not limited to floods, hurricanes, tornadoes, earthquakes, severe storms, or other acts of God. Clients are encouraged to take necessary measures to protect their plants during such events. Additionally, any damage due to pests, diseases, or animals not related to the installation process, plants affected by extreme weather conditions, such as frost, drought, excessive heat or any damage resulting from vandalism, theft, or accidents will not be covered under warranty.

Project Name

EN - Enhancement

Items	Quantity	Unit	Price/Unit	Price
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Labor - Enhancement Installation Team	18.00	Hr	\$55.00	\$990.00
Petite Red Dwarf Ixora 3gal.	26.00	ea	\$19.50	\$507.00
Blue Daze:1g	70.00	ea	\$10.00	\$700.00
St Augustine sod	1.00	Pallet	\$260.00	\$260.00
Liriope	25.00	1 gal	\$8.00	\$200.00
Dyed Brown Mulch 3 cu. ft. Bag	30.00	BG	\$10.00	\$300.00

EN - Enhancement: \$2,957.00

IR - Irrigation

Items	Quantity	Unit	Price/Unit	Price
Labor - Irrigation Technician Team	1.00	Hr	\$65.00	\$65.00

IR - Irrigation: \$65.00

Subtotal \$3,022.00

Estimated Tax \$0.00

Total **\$3,022.00**

Terms & Conditions

By _____

Jason Kneubehl

Date 3/19/2025

Exclusive Landscaping Group

By _____

Date

Windsor Cay CDD

Plant replacement at entrance fountain (option 2)

Date 3/19/2025

Customer Ashley Hilyard | Windsor Cay CDD | 6200 Lee Vista Blvd, Suite 300 |
Orlando, FL 32822

Property Windsor Cay CDD | 1217 Emerald Row Street | Clermont, FL 34714

Name of the property: Windsor Cay

Project Name- Plant replacement at entrance fountain (option 2)

Proposal to perform the following:

- Remove all Jasmine Minima in front and behind fountain.

Front of Fountain

- Installation of 26 Dwarf Ixora 3 gal. along the edge of fountain edge and in front of Windsor Cay name display.
- Potting mix soil for annuals.
- Installation of 300 annuals.

Behind fountain

- Replace Jasmine Minima with 25 Liriope 1gal. to fill in area.

Note: Proposals will be needed for annuals quarterly and soil will be proposed once per year.

Warranty: The warranty covers the health and survival of plants, trees, and shrubs installed by Exclusive Landscaping for up to 30 days after the installation completion date. This warranty does not cover any damage caused by natural disasters or extreme weather events, including but not limited to floods, hurricanes, tornadoes, earthquakes, severe storms, or other acts of God. Clients are encouraged to take necessary measures to protect their plants during such events. Additionally, any damage due to pests, diseases, or animals not related to the installation process, plants affected by extreme weather conditions, such as frost, drought, excessive heat or any damage resulting from vandalism, theft, or accidents will not be covered under warranty.

Project Name

EN - Enhancement

Items	Quantity	Unit	Price/Unit	Price
Labor - Enhancement Installation Team	20.00	Hr	\$55.00	\$1,100.00
Red Dwarf Ixora	26.00	ea	\$19.50	\$507.00
Seasonal Annuals	300.00	4 in	\$2.05	\$615.00
Liriope	25.00	1 gal	\$8.00	\$200.00
Premium potting soil Mix (per cy. yd.)	2.00	CY	\$175.00	\$350.00
Dyed Brown Mulch 3 cu. ft. Bag	10.00	BG	\$10.00	\$100.00

EN - Enhancement: \$2,872.00

IR - Irrigation

Items	Quantity	Unit	Price/Unit	Price
Labor - Irrigation Technician Team	1.00	Hr	\$65.00	\$65.00

IR - Irrigation: \$65.00

Subtotal \$2,937.00

Estimated Tax \$0.00

Total **\$2,937.00**

Terms & Conditions

By _____

Jason Kneubehl

Date 3/19/2025

Exclusive Landscaping Group

By _____

Date

Windsor Cay CDD