

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

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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**

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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

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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.

DocuSigned by:

*George Flint*_____
Secretary/Assistant Secretary

DocuSigned by:

*Aaron Struckmeyer*_____
Chairman/Vice Chairman