

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, March 26, 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
Tucker Mackie <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 members 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 asked for nominations to fill the vacant seat. Mr. Struckmeyer nominated Justin Booth.

On MOTION by Mr. Struckmeyer, seconded by Mr. Sullivan, with all in favor, Appointing Justin Booth to the Fill the Board Vacancy with a Term Ending November 2025, was approved.
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**B. Administration of Oaths of Office to Newly Appointed Board Member**

Mr. Flint noted Mr. Justin Booth will be sworn in at the next meeting.

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

Mr. Flint asked if the Board would like to elect Justin Booth as Assistant Secretary. The Board agreed.

On MOTION by Mr. Struckmeyer, seconded by Mr. Sullivan, with all in favor, Resolution 2025-01 Electing Justin Booth as an Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the January 22, 2025, Meeting**

Mr. Flint presented the minutes of the January 22, 2025 Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Minutes of the January 22, 2025 Board of Supervisors Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS****Financing Matters****A. Consideration of Amended and Restated Engineer's Report – *Under Separate Cover***

Mr. Flint noted they are waiting on Bill Whitegon's draft. He did provide the cost, legal descriptions, and the development plan necessary to prepare the assessment methodology. Staff will do a mailed notice and public hearing at the May meeting. He anticipates receiving the Engineer's Report from Mr. Whitegon prior to the notice going out.

**B. Consideration of Assessment Methodology Report for Assessment Area Two**

Mr. Flint stated Table 1 is the development plan for Assessment Area Two. There are 80 planned 40' units and 72 planned 50' units in Phase 3. In Phase 4 there are 24 40' units and 26 50' units and 66 70' units for a total of 268 units. ERU's were assigned to those units resulting in 274 ERUs. Table 2 shows the estimated infrastructure cost for the assessment area totaling \$10,055,000. Table 3 is a conservative bond sizing using the estimated costs, some conservative financing parameters, 6.5% interest rate, 30-year amortization, 24 months capitalized interest and one year max annual debt for the debt service reserve that results in a par amount of \$13,290,000. Table 4 shows the allocation of benefit based on the improvement costs. Table 5 shows the

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allocation of benefit based on the par debt. Table 6 shows what the per unit net and gross assessments would be if they funded 100% of those improvements under those very conservative parameters. Mr. Flint noted that these are higher than target amounts but for purposes of giving the Board maximum flexibility, they go through the process with the higher amounts. Table 7 is the preliminary assessment roll showing all 94.55 acres in the assessment area being part of this master lean. The legal descriptions have been attached for Phase 3 & 4 as well.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Assessment Methodology Report for Assessment Area Two, was approved.

**C. Consideration of Resolution 2025-02 Declaring Special Assessments.**

Ms. Mackie stated the assessment process is kicking off today and declaring the District's intent to levy master assessments over the expansion parcels or Assessment Area Two. The purpose of the first resolution is to declare that intent and set that high water mark for both the costs of the improvements themselves and the gross assessments were they to be fully financed. She asked for a motion to approve with the understanding that the final preliminary Master Engineer's Report will be attached following its preparation.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2025-02 Declaring Special Assessments, was approved.

**D. Consideration of Resolution 2025-03 Setting a Public Hearing for Assessments**

Mr. Flint noted Resolution 2025-03 sets the public hearing associated with these master assessments on Assessment Area Two. He recommended the Board hold the public hearing at the May 28, 2025 meeting at 2:00 p.m. in this location.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2025-03 Setting A Public Hearing for Assessments on May 28, 2025 at 2:00 p.m., was approved.

Mr. Flint noted staff will do the necessary advertising and mailed notice associated with the public hearing in advance of the May meeting.

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**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**

Mr. Flint stated Resolution 2025-04 sets the public hearing and expresses the District's intent to use the uniform collection method which allows them to use the tax bill to collect the assessments in Assessment Area Two. This would be a public hearing that requires four notices ran for four consecutive weeks. It would make sense to do this at the May 28<sup>th</sup> meeting.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2025-04 Setting the 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 on May 28, 2025 at 2:00 p.m., was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Mackie had nothing further to report.

**B. Engineer**

Mr. Whitegon had nothing additional to report other than what was previously discussed regarding drafting of the Amended and Restated Engineer's Report. He will get this out to everyone for review.

**C. District Managers Report**

**i. Approval of Check Register**

Mr. Flint presented the check register for the general fund from January 1, 2025 through March 14, 2025 totaling \$522,409.15. He asked for any questions, if not, a motion to approve.

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 through the end of January 2025. There is no action required.

**D. Field Manager's Report**

**i. Exclusive Landscape and Maintenance Bid Scope**

**ii. Exclusive Landscape and Maintenance Fee Summary**

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Mr. Smith noted there is a revised landscape map in the agenda package on page 87 which shows the service areas that are included in this pricing. The essential services continue with the service level the District already has. It is going down to \$75,660 to get all of the areas that are currently being maintained under contract. Counsel will prepare agreement.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Exclusive Landscape Maintenance Bid Scope and Maintenance Fee Summary, was approved.

- iii. **Landscape Repair and Enhancement Proposal Summary**
- iv. **Consideration of Exclusive Landscape Proposals**

### **1. Sod Replacement**

Ms. Hilyard presented a proposal to install sod to replace the dead area between the road and sidewalk along Shoreside St. and to adjust the irrigation in that area for \$1,592.

### **2. Sabal Palm Replacement**

Ms. Hilyard presented a proposal to remove and dispose of one sabal palm and install one new sabal palm.

### **3. Plant Replacement (Options 1 & 2)**

Ms. Hilyard noted the District has \$2,500 left in enhancements that can be used toward two options. Option 1 is Dwarf Ixora in front of the fountain and Windsor Cay name display, add Blue Daze and Liriope behind the fountain for \$3,022. Option 2 would be Dwarf Ixora in front of the fountain and Windsor Cay name display, add annuals and Liriope behind the fountain for \$2,937.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Sod Replacement, Sabal Palm Replacement, and Plant Replacement Option 1, were approved.

## **SEVENTH ORDER OF BUSINESS**

### **Other Business**

There being no other business, the next item followed.

## **EIGHTH ORDER OF BUSINESS**

### **Supervisors Requests**

There being no comments, the next item followed.

## **NINTH ORDER OF BUSINESS**

### **Adjournment**

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

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*George Flint*

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Secretary/Assistant Secretary

DocuSigned by:

*Aaron Struckmeyer*

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Chairman/Vice Chairman