

**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, **May 22, 2024** at 11:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Aaron Struckmeyer  
Bernard Sullivan  
Chris Cleary

Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

George Flint  
Bill Whitegon *by phone*  
Tucker Mackie *by phone*  
Alan Scheerer  
Jarrett Wright

District Manager  
District Engineer  
District Counsel  
Field Manager, GMS  
Field Manager, GMS

**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 other than Board and staff.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 1, 2024  
Board of Supervisors Meeting**

Mr. Flint presented the minutes of the May 1, 2024, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

May 22, 2024

Windsor Cay CDD

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Minutes of the May 1, 2024, Board of Supervisors Meeting, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Organizational Matters:**

##### **A. Acceptance of Resignation of Jeff Farhood**

Mr. Flint stated after the last meeting they had received a letter of resignation from Jeff Farhood. He asked for a motion to accept that resignation.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Accepting the Resignation from Jeff Farhood, was approved.

##### **B. Appointment of Individual to Fill Board Vacancy**

Mr. Flint stated the Board members may replace the vacancy. He asked for any nominations to fill the vacancy. The Board stated there were no nominations at this time.

##### **C. Administration of Oath to Newly Appointed Board Members**

Mr. Flint stated this item will be deferred to a future meeting agenda.

##### **D. Consideration of Resolution 2024-08 Appointing an Assistant Secretary**

Mr. Flint stated this resolution will be deferred until the vacancy is appointed.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2024-09 Approving a Proposed Fiscal Year 2025 Budget and Setting a Public Hearing**

Mr. Flint stated this resolution will approve a proposed budget for Fiscal Year 2025 and will set a public hearing for final adoption. He recommended August 28, 2024 at 11:30 a.m. in the same location for the public hearing. He reviewed the proposed budget and noted it contemplates the accommodation of assessments and a developer contribution of \$25,000 to balance.

He added they are including 540 assessable units. He referred to the per unit assessments which is the same as the current year. He noted the developer fund will not likely be used due to not having 100% of the cost for the whole year depending on when the phases come online. He added there is excess revenue to balance the budget in lieu of using developer contributions. He

May 22, 2024

Windsor Cay CDD

stated they would not approve the final budget today. He stated this is just a proposed budget, and this can be modified prior to the public hearing. He noted there is still work to be completed on the estimated costs.

Ms. Mackie confirmed that Phases 1 will be on the roll as soon as they are platted. Phase 2 will be direct collect for debt and O&M for Phase 2. She added the developer contribution for Phase 3 and a deficient funding arrangement as needed. Discussion ensued on revenue, assessment line, and on roll and direct for the public hearing. It was stated that Phase 2 plats go before county commission next month. Mr. Flint noted Phase 2 will likely be direct billed.

Mr. Flint reviewed field cost estimates and assumptions. Mr. Scheerer noted updated pricing had been received and the adjustments are covered and he is comfortable with the numbers.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2024-09 Approving a Proposed Fiscal Year 2025 Budget and Setting the Public Hearing for August 28, 2024, in the Same Location, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Disclosure of Public Finance**

Mr. Flint stated this item is the disclosure of public finance. He added the Board had issued the Series 2024 bonds and the disclosure requirements under 190. District Counsel has prepared the disclosure of public finance that will be recorded by the county public records and anyone buying property will inform them of being in a CDD, the assessments, the issued bonds, the total and O&M assessments, how they are collected, and who to contact for additional questions.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Disclosure of Public Finance, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Mackie updated the Board on the land acquisition and targeting a June closing. The final acquisition will be for landscape improvements.

May 22, 2024

Windsor Cay CDD

**B. Engineer**

Mr. Whitegon had nothing further to report.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. Flint stated the unaudited financials through the end of March have been provided for review. He noted there was no action from the Board required.

**ii. Check Register**

Mr. Flint presented the check register for March totaling \$6,342.17 and noted that the detail is behind the summary. He noted part of this is for appraisal on the land, District Counsel and District Manager. He asked for any questions on the check register, if not, he ask for a motion to approve.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Check Register totaling \$6,342.17, was approved.

**iii. Presentation of Number of Registered Voters: 0**

Mr. Flint stated each year there is a requirement to announce the number of registered voters as of April 15<sup>th</sup> in the boundaries of the District. He noted currently there are zero.

**D. Field Manager's Report**

Mr. Scheerer stated the walk through had been completed with Mr. Baker. He noted they were preparing to do pond disking, and numbers will be tweaked by the next meeting. He added they are starting to close the 1<sup>st</sup> units. He stated the amenity had not been completed at this time, but construction is now underway with expectation to open next year.

**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.

May 22, 2024

Windsor Cay CDD

**TENTH ORDER OF BUSINESS**

**Adjournment**

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