

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, August 28, 2024 at 11:30 a.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
Bill Whitegon <i>by phone</i>	District Engineer
Ryan Dugan <i>by phone</i>	District Counsel
Clayton Smith	Field 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

**Approval of Minutes of the May 22, 2024
Board of Supervisors Meeting**

Mr. Flint presented the minutes of the May 22, 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 May 22, 2024 Board of Supervisors Meeting, were approved, as presented.

FOURTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2023 Audit Report**

August 28, 2024

Windsor Cay CDD

Mr. Flint stated Grau & Associates is the independent auditor. The audit has been transmitted to the State of Florida. He asked the Board to accept the audit and ratify its transmittal. Mr. Flint noted that it is a clean audit.

On MOTION by Mr. Struckmeyer, seconded by Mr. Sullivan, with all in favor, the Acceptance of Fiscal Year 2023 Audit Report, was approved.

FIFTH ORDER OF BUSINESS**Public Hearing**

Mr. Flint asked for a motion to open the public hearing.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Opening the Public Hearing, was approved.

Mr. Flint noted there were no members of the public present so will bring it back to the Board.

A. Consideration of Resolution 2024-10 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations

Mr. Flint stated Resolution 2024-10 approves the budget for Fiscal Year 2025. A proposed budget was previously approved and the public hearing was set for today for final consideration. There is a combination of assessments and about \$25,000 in developer contributions which would be a shortfall funding agreement. Some of the assessments will be on roll and some will be direct billed. He noted there are no members of the public present to provide comment or testimony and asked the Board for any questions or comments.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2024-10 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2024-11 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint stated Resolution 2024-11 imposes the assessments related to the budget that was just approved. That budget is attached as exhibit A. The assessment roll is attached as exhibit B.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Resolution 2024-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

August 28, 2024

Windsor Cay CDD

Mr. Flint asked for a motion to close the public hearing.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Deficit Funding Agreement

Mr. Flint noted there is a small amount in the adopted budget that would be a deficit funding agreement and this is the agreement related to that. He asked for any questions, and hearing none, asked for a motion to approve the agreement.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Fiscal Year 2025 Deficit Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Direct Collection Agreement

Mr. Flint stated part of the assessments in the budget that was just approved are going to be direct collected, so there is a Direct Collection Agreement related to those assessments.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Fiscal Year 2025 Direct Collection Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Adoption of District Goals & Objectives

Mr. Flint stated new legislation requires CDDs to approve goals and objectives as well as performance measurements annually and report on those with the first report being December 1, 2025. The goals and objectives have to be approved by October 1, 2024. GMS has recommended some goals and objectives that meet the requirements of the new legislation.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Adoption of District Goals & Objectives, was approved.

NINTH ORDER OF BUSINESS

Ratification of Series 2024 Requisitions #2 – #6

Mr. Flint stated requisition #2 is to Pulte Home Company for \$7,378, requisition #3 is to the District Engineer for \$1,480, requisition #4 is to District Counsel for \$4,505, requisition #5 is to District Counsel for \$3,469.73, and requisition #6 is to the District Engineer is for \$1,365. These

August 28, 2024

Windsor Cay CDD

were all executed and the District Engineer submitted them to the Trustee for payment. He noted that they are asking the Board to ratify the requisitions.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, Series 2024 Requisitions #2-#6, were ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Dugan updated the Board on working toward a boundary amendment which is still in review with the county. Comments from staff are due back tomorrow. Once those are received, he will proceed with anything to petition and try to get on the county's calendar for approval. The other thing is the land acquisition for Phase 1. He is targeting a closing for tomorrow, working with the District Engineer and on the other side the closing agent for the land acquisition of the Phase 1 property. He submitted an acquisition to pay for the land acquisition to the bond Trustee. Once the paperwork is finalized, he will bring it back to the Board for ratification.

B. Engineer

Mr. Whitegon had nothing on the CDD boundary amendments, everything is taken care of there. He will continue to assist where needed.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint reviewed the check register for \$44,262.90. He asked for any questions on the check register, if not, looking for a motion to approve.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Check Register totaling \$44,262.90, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint noted the unaudited financials through the end of July have been provided for review. There is no action required.

iii. Approval of Fiscal Year 2025 Meeting Schedule

Mr. Flint noted each year an annual meeting schedule has to be approved. This District usually meets on the fourth Wednesday at 11:30 a.m. at this location. The day and location will

August 28, 2024

Windsor Cay CDD

stay the same, but the time will change to 2:00 p.m. The Board noted that they would like to cancel the December meeting.

On MOTION by Mr. Struckmeyer, seconded by Mr. Cleary, with all in favor, the Fiscal Year 2025 Meeting Schedule Amending the Time to 2:00 p.m. and removing the December meeting, was approved.

D. Field Manager's Report

Mr. Smith presented the Field Manager's Report. He noted during the last storm, the volume of water that went into the inlets forced the grates off the stormwater structures inside the ponds. He noted he can send out a crew or asked if the Board had a site contractor that would do those things. Mr. Struckmeyer noted he is fine with Clayton taking care of it and maybe reaching out to Earth Works Environmental.

ELEVENTH ORDER OF BUSINESS**Other Business**

There being no other business, the next item followed.

TWELFTH ORDER OF BUSINESS**Supervisors Requests**

There being no comments, the next item followed.

THIRTEENTH 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

B61B5DF431644AD...

Secretary/Assistant Secretary

DocuSigned by:

Laron Struckmeyer

1F03A787D77B4AF...

Chairman/Vice Chairman