

**WINDWARD AT
LAKEWOOD
RANCH**

**COMMUNITY DEVELOPMENT
DISTRICT**

January 10, 2024

**REGULAR MEETING
AGENDA**

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Windward at Lakewood Ranch Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

January 3, 2024

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Windward at Lakewood Ranch Community Development District

Dear Board Members:

The Board of Supervisors of the Windward at Lakewood Ranch Community Development District will hold a Regular Meeting on January 10, 2024 at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Agenda Items (*limited to 3 minutes per individual*)
3. Consideration of Resolution 2024-02, Designating a Date, Time, and Location for a Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date
4. Consideration of Stantec Consulting Services Inc. Specific Authorization No. 12 Professional Services Proposal - Phase 3 Bidding and Limited Construction Phase Services
5. Acceptance of Unaudited Financial Statements as of November 30, 2023
6. Approval of November 8, 2023 Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Vogler Ashton, PLLC*
 - B. District Engineer: *Stantec Consulting Services, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: February 14, 2024 at 11:00 AM

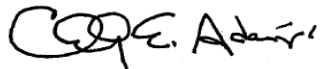
○ QUORUM CHECK

| | | | | |
|--------|------------------|------------------------------------|--------------------------------|-----------------------------|
| SEAT 1 | JOHN LEINAWEAVER | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 2 | SANDY FOSTER | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 3 | DALE WEIDEMILLER | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 4 | PETE WILLIAMS | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 5 | JOHN BLAKLEY | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |

8. Board Members' Comments/Requests
9. Public Comments: Non-Agenda Items *(limited to 3 minutes per individual)*
10. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



Chesley (Chuck) E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 229 774 8903

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

3

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, Windward at Lakewood Ranch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Sarasota County, Florida; and

WHEREAS, the District’s Board of Supervisors (the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, the effective date of the Sarasota County Ordinance No. 2019-050 creating the District (the “Ordinance”) is December 11, 2019; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board of Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board is currently made up of the following individuals.

| <u>Seat Number</u> | <u>Supervisor</u> | <u>Term Expiration Date</u> |
|--------------------|-------------------|-----------------------------|
| 1 | John Leinaweaver | November 2024 |
| 2 | Sandy Foster | November 2024 |
| 3 | Dale Weidemiller | November 2024 |
| 4 | Pete Williams | November 2026 |
| 5 | John Blakley | November 2026 |

This year, Seat 1, currently held by John Leinaweaver, Seat 2, currently held by Sandy Foster, and Seat 3, currently held by Dale Weidemiller, are subject to election by landowners in November 2024. The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term. The one (1) candidate receiving the next highest number of votes will receive a two (2)-year term, with the term of office for the successful candidates commencing upon election.

SECTION 2. In accordance with section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect three (3) supervisor of the District, shall be held on the ___ day of November 2024 at ___:___ a./p.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240.

SECTION 3. The District's Secretary is hereby directed to publish notice of this landowners meeting and election in accordance with the requirements of Section 190.006(2)(a), *Florida Statutes*.

SECTION 4. Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election is hereby announced by the Board at its January 10, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented in at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the at the office of the District Manager, Wrathell, Hunt & Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, or by emailing adams@whhassociates.com or calling (561) 571-0010.

SECTION 5. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution or any part thereof.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10th day of January, 2024.

ATTEST:

**WINDWARD AT LAKEWOOD RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Windward at Lakewood Ranch Community Development District (the "District") in Sarasota County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting, there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November __, 2024

TIME: __:__ A/P.M.

PLACE: 5800 Lakewood Ranch Blvd.
Sarasota, Florida 34240

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, or by emailing gillyardd@whhassociates.com or calling (561) 571-0010. At said meeting, each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office at (877) 276-0889, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager

Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November __, 2024**

TIME: __:__ **A/P.M.**

LOCATION: **5800 Lakewood Ranch Blvd.
Sarasota, Florida 34240**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT
SARASOTA COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Windward at Lakewood Ranch Community Development District to be held at __:__ a/p.m., on November __, 2024 at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the proxy holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

| <u>Parcel Description</u> | <u>Acreage</u> | <u>Authorized Votes</u> |
|---------------------------|----------------|-------------------------|
|---------------------------|----------------|-------------------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT

**WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT
SARASOTA COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2024**

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2)-year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Windward at Lakewood Ranch Community Development District and described as follows:

| <u>Description</u> | <u>Acreage</u> |
|---------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

| SEAT | NAME OF CANDIDATE | NUMBER OF VOTES |
|-------------|--------------------------|------------------------|
| 1 | | |
| 2 | | |
| 3 | | |

Date: _____

Signed: _____

Printed Name: _____

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

4



Stantec Consulting Services Inc.
6920 Professional Parkway
Sarasota, Florida 34240
Tel: 941-907-6900

January 3, 2024

Via: Email: Adams@whassociates.com

File: 215618100

Windward at Lakewood Ranch Community Development District
c/o Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Attention: Chelsey (Chuck) E. Adams, Jr., District Manager

**Reference: Specific Authorization No. 12
Professional Services Proposal for The Windward at Lakewood Ranch Community
Development District - Phase 3 Bidding and Limited Construction Phase Services**

Dear Mr. Adams,

As requested, Stantec is providing the following Specific Authorization proposal for preparation of the Contract Documents and Technical Specification as well as bidding and limited construction phase services for The Windward at Lakewood Ranch Community Development District Phase 3.

Should you have any questions regarding this matter, please contact Mike Kennedy at 941-323-9774.

Sincerely,

Stantec Consulting Services, Inc.

A handwritten signature in blue ink that reads "Kris A Wilhoit".

Christopher A. Wilhoit, PE
Assistant District Engineer
Tel: 941-907-6900
E-Mail: kris.wilhoit@stantec.com

A handwritten signature in blue ink that reads "Michael A Kennedy".

Michael A. Kennedy, PE
District Engineer
Tel: 941-907-6900
E-Mail: mike.kennedy@stantec.com

Enclosures

SA No. 12 to General Provisions
Attached to Agreement for Services
Between Owner and Engineer
Dated January 3, 2024

Specific Authorization No. - 12
Phase 3 Bidding and Limited Construction Phase Services

Further Description of Basic Engineering Services and Related Matters:

1. Description of Work

Work includes

- See Attachment A

2. Definition of Work Products

- Contract Documents

3. Schedule

- See Attachment B

4. Fee Proposal

- See Attachment C

Accepted this _____ day of _____, 2024.

Pete Williams, Chairman
Windward at Lakewood Ranch Community Development District
c/o Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

ATTACHMENT A – SA-12
Phase 3 Bidding and Limited Construction Phase Services

Task 210 - Bidding Services

Stantec will prepare contract documents and technical specifications and conduct a public bid for Windward Phase 3. Construction plans and technical specifications for this project were prepared by Morris Engineering. The public bid process will include advertisement of the bid; a pre-bid meeting; issuing bid addenda; conduct a public bid opening; tabulate the bids; bid evaluation; notice of award; preparation of final contract documents; coordination of contract execution and issuing of Notice to Proceed.

Task 250 – Limited Construction Phase Services

Attend a pre-construction meeting, provide input to contractor's requests for payment, and conduct final observation of construction. Scope and fee are based a single construction phase for Phase 3.

Task 950 - Project Expenses

Expenses and labor costs for copying and transmittal of electronic files, blueprinting, reproduction services, color graphics, local deliveries, and overnight express delivery services shall be payable under this task.

SA No. 12 to General Provisions
Attached to Agreement for Services
Between Owner and Engineer
Dated January 3, 2024

ATTACHMENT B – SA-12

SCHEDULE

| <u>Task</u> | <u>Service</u> | <u>Start</u> | <u>Finish</u> |
|--------------------|-------------------------------------|---------------------|----------------------|
| 210 | Bidding Services | As required | As required |
| 250 | Limited Construction Phase Services | As required | As required |

NOTE: Start dates schedule to be determined by the Client.

ATTACHMENT C – SA-12

| Task | Service | Fee Type | Fee Amount |
|--------------|-------------------------------------|-----------------|-------------------|
| 210 | Bidding Services | T/M* | (est.) \$ 15,000 |
| 250 | Limited Construction Phase Services | T/M* | (est.) \$ 15,000 |
| 950 | Project Expenses | T/M* | (est.) \$ 1,000 |
| Total | | | \$ 31,000 |

* Time and Material (T/M) estimates are based upon past experience but the actual fee may be more or less due to factors outside of Stantec's control. Fees are not to be exceeded without prior consent from the Client.

Unless otherwise specified, charges for SERVICES are based on Stantec's hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time. At a minimum, effective each January 1 during the term of this Agreement, Stantec's charges for SERVICES shall escalate by either (a) the most current Consumer Price Index year over year percentage increase, not seasonally adjusted, for the preceding July, all items, as published by Statistics Canada (for Projects in Canada) plus 1.0%, or (b) the most current Consumer Price Index for All Urban Consumers (CPI-U) year over year percentage increase, not seasonally adjusted, for the preceding July, as published by the U.S. Bureau of Labor Statistics plus 1.0% (for all other projects).



SCHEDULE OF FEES

Effective January 1, 2024

| <u>Staff Level</u> | <u>Rate</u> |
|---------------------|-------------|
| Level 3 | \$ 117.00 |
| Level 4 | \$ 128.00 |
| Level 5 | \$ 146.00 |
| Level 6 | \$ 150.00 |
| Level 7 | \$ 160.00 |
| Level 8 | \$ 170.00 |
| Level 9 | \$ 176.00 |
| Level 10 | \$ 182.00 |
| Level 11 | \$ 198.00 |
| Level 12 | \$ 208.00 |
| Level 13 | \$ 219.00 |
| Level 14 | \$ 230.00 |
| Level 15 | \$ 244.00 |
| Level 16 | \$ 269.00 |
| Level 17 | \$ 278.00 |
| Level 18 | \$ 284.00 |
| Level 19 | \$ 295.00 |
| Level 20 | \$ 306.00 |
| Level 21 | \$ 324.00 |
| 1 Person Field Crew | \$ 145.00 |
| 2 Person Field Crew | \$ 200.00 |
| 3 Person Field Crew | \$ 255.00 |
| 4 Person Field Crew | \$ 310.00 |

Unit billings, such as printing and survey materials, will be billed at standard rates. All other out-of-pocket expenses will be billed at cost +10%.

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2023**

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2023**

| | General Fund | Special Revenue Fund - Fruitville | Debt Service Fund Series 2020 | Debt Service Fund Series 2022 | Capital Projects Fund Series 2020 | Capital Projects Fund Series 2022 | Total Governmental Funds |
|---|-------------------|--|--|--|--|--|--------------------------------|
| ASSETS | | | | | | | |
| Cash | \$ 322,689 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 322,689 |
| Investments | | | | | | | |
| Reserve | - | - | 88,879 | 396,250 | - | - | 485,129 |
| Prepayment | - | - | 675,147 | 1,131,462 | - | - | 1,806,609 |
| Revenue | - | - | 86,845 | 383,971 | - | - | 470,816 |
| Construction | - | - | - | - | 1,455,025 | 2,874,875 | 4,329,900 |
| Due from Developer | - | - | 51,150 | - | - | - | 51,150 |
| Due from general fund | - | - | 58,721 | 7,935 | - | 3,803 | 70,459 |
| Due from debt service fund | - | - | 4,116 | - | - | - | 4,116 |
| Due from other | 575 | - | - | - | - | - | 575 |
| Deposits | 225 | - | - | - | - | - | 225 |
| Undeposited funds | 169,485 | - | 106,173 | - | - | - | 275,658 |
| Total assets | <u>\$ 492,974</u> | <u>\$ -</u> | <u>\$ 1,071,031</u> | <u>\$ 1,919,618</u> | <u>\$ 1,455,025</u> | <u>\$ 2,878,678</u> | <u>\$ 7,817,326</u> |
| LIABILITIES | | | | | | | |
| Liabilities: | | | | | | | |
| Accounts payable | \$ 6,517 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,517 |
| Contracts payable | - | - | - | - | - | 2,529 | 2,529 |
| Retainage payable | - | - | - | - | 625,762 | 65,195 | 690,957 |
| Due to Developer | - | 118,978 | - | - | - | - | 118,978 |
| Due to debt service fund 2020 | 58,721 | - | - | 4,116 | - | - | 62,837 |
| Due to debt service fund 2022 | 7,935 | - | - | - | - | - | 7,935 |
| Due to capital projects fund 2022 | - | - | - | 3,803 | - | - | 3,803 |
| Developer advance | 6,000 | - | - | - | - | - | 6,000 |
| Total liabilities | <u>79,173</u> | <u>118,978</u> | <u>-</u> | <u>7,919</u> | <u>625,762</u> | <u>67,724</u> | <u>899,556</u> |
| DEFERRED INFLOWS OF RESOURCES | | | | | | | |
| Deferred receipts | - | - | 51,150 | - | - | - | 51,150 |
| Unearned revenue | 169,485 | - | 53,431 | 346,066 | - | - | 568,982 |
| Total deferred inflows of resources | <u>169,485</u> | <u>-</u> | <u>104,581</u> | <u>346,066</u> | <u>-</u> | <u>-</u> | <u>620,132</u> |
| FUND BALANCES | | | | | | | |
| Committed | | | | | | | |
| Restricted for: | | | | | | | |
| Debt service | - | - | 966,450 | 1,565,633 | - | - | 2,532,083 |
| Capital projects | - | - | - | - | 829,263 | 2,810,954 | 3,640,217 |
| Assigned | | | | | | | |
| Three months working capital | 146,418 | - | - | - | - | - | 146,418 |
| Unassigned | 97,898 | (118,978) | - | - | - | - | (21,080) |
| Total fund balances | <u>244,316</u> | <u>(118,978)</u> | <u>966,450</u> | <u>1,565,633</u> | <u>829,263</u> | <u>2,810,954</u> | <u>6,297,638</u> |
| Total liabilities, deferred inflows of resources and fund balances | <u>\$ 492,974</u> | <u>\$ -</u> | <u>\$ 1,071,031</u> | <u>\$ 1,919,618</u> | <u>\$ 1,455,025</u> | <u>\$ 2,878,678</u> | <u>\$ 7,817,326</u> |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | Current Month | Year to Date | Budget | % of Budget |
|--|-------------------|-------------------|-------------------|----------------|
| REVENUES | | | | |
| Assessment levy | \$ 51,046 | \$ 51,046 | \$ 507,962 | 10% |
| Assessment levy: off-roll | - | - | 60,709 | 0% |
| Interest and miscellaneous | - | - | 500 | 0% |
| Total revenues | <u>51,046</u> | <u>51,046</u> | <u>569,171</u> | 9% |
| EXPENDITURES | | | | |
| Professional & administrative | | | | |
| Supervisors | 1,000 | 2,000 | 12,800 | 16% |
| Management/accounting/recording | 4,000 | 8,000 | 48,000 | 17% |
| Field management | 833 | 1,667 | 10,000 | 17% |
| Debt service fund accounting | 458 | 917 | 5,500 | 17% |
| Legal | - | - | 20,000 | 0% |
| Engineering | 1,990 | 1,990 | 20,000 | 10% |
| Audit | - | - | 5,000 | 0% |
| Arbitrage rebate calculation | - | - | 750 | 0% |
| Dissemination agent | 167 | 333 | 2,000 | 17% |
| Trustee | 4,031 | 4,031 | 6,000 | 67% |
| Telephone | 16 | 33 | 200 | 17% |
| Postage | 51 | 67 | 500 | 13% |
| Legal advertising | - | - | 2,000 | 0% |
| Annual special district fee | - | 175 | 175 | 100% |
| Insurance | - | 5,590 | 5,500 | 102% |
| Contingencies/bank charges | - | - | 750 | 0% |
| Miscellaneous | - | - | 500 | 0% |
| Website | - | - | 705 | 0% |
| ADA website compliance | - | - | 210 | 0% |
| Property appraiser & tax collector | 766 | 766 | 10,583 | 7% |
| Total professional & administrative | <u>13,312</u> | <u>25,569</u> | <u>151,173</u> | 17% |
| Field Operations | | | | |
| Well pump maintenance | - | - | 5,000 | 0% |
| Wetland monitoring contract | 3,025 | 3,025 | 125,000 | 2% |
| Pond maintenance contract | 2,386 | 2,519 | 50,000 | 5% |
| Pond maintenance | - | - | 5,000 | 0% |
| Irrigation system maintenance | 5,300 | 9,999 | 125,000 | 8% |
| Irrigation PS maintenance | - | - | 5,000 | 0% |
| Irrigation pump maintenance | - | - | 10,000 | 0% |
| Streetlights | 3,068 | 3,068 | 18,000 | 17% |
| Curb replacement | - | - | 5,000 | 0% |
| Effluent water supply | 9,546 | 14,596 | 20,000 | 73% |
| Fruitville road cleanup | - | - | 30,000 | 0% |
| Waterline flushing | - | - | 20,000 | 0% |
| Total field operations | <u>23,325</u> | <u>33,207</u> | <u>418,000</u> | 8% |
| Total expenditures | <u>36,637</u> | <u>58,776</u> | <u>569,173</u> | 10% |
| Excess/(deficiency) of revenues over/(under) expenditures | 14,409 | (7,730) | (2) | |
| Fund balances - beginning | 229,907 | 252,046 | 241,778 | |
| Assigned | | | | |
| Three months working capital | - | 146,418 | 146,418 | |
| Unassigned | 244,316 | 97,898 | 95,358 | |
| Fund balances - ending | <u>\$ 244,316</u> | <u>\$ 244,316</u> | <u>\$ 241,776</u> | |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL REVENUE FUND - FRUITVILLE
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | Current Month | Year to Date |
|--|------------------|-----------------|
| REVENUES | \$ - | \$ - |
| Total revenues | - | - |
| EXPENDITURES | | |
| Total expenditures | - | - |
| Excess/(deficiency) of revenues over/(under) expenditures | - | - |
| Fund balances - beginning | (118,978) | (118,978) |
| Fund balances - ending | \$ (118,978) | \$ (118,978) |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2020
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | Current Month | Year To Date | Budget | % of Budget |
|--|-------------------|-------------------|-------------------|----------------|
| REVENUES | | | | |
| Assessment levy | \$ 60,323 | \$ 60,323 | \$ 366,984 | 16% |
| Assessment levy: off-roll | - | - | 363,255 | 0% |
| Assessment prepayments | 299,488 | 676,516 | - | N/A |
| Interest | 8,195 | 14,407 | - | N/A |
| Total revenues | <u>368,006</u> | <u>751,246</u> | <u>730,239</u> | 103% |
| EXPENDITURES | | | | |
| Debt service | | | | |
| Principal - S2020A1 | - | - | 120,000 | 0% |
| Principal prepayment - S2020A-2 | 1,140,000 | 1,140,000 | - | N/A |
| Principal prepayment - S2020A-3 | 20,000 | 20,000 | - | N/A |
| Interest - S2020A-1 | 118,657 | 118,657 | 237,315 | 50% |
| Interest - S2020A-2 | 91,630 | 91,630 | 196,900 | 47% |
| Interest - S2020A-3 | 83,178 | 83,178 | 166,355 | 50% |
| Total debt service | <u>1,453,465</u> | <u>1,453,465</u> | <u>720,570</u> | 202% |
| Other fees & charges | | | | |
| Tax collector | 905 | 905 | 7,646 | 12% |
| Total other fees & charges | <u>905</u> | <u>905</u> | <u>7,646</u> | 12% |
| Total expenditures | <u>1,454,370</u> | <u>1,454,370</u> | <u>728,216</u> | 200% |
| Excess/(deficiency) of revenues over/(under) expenditures | (1,086,364) | (703,124) | 2,023 | |
| Fund balances - beginning | 2,052,814 | 1,669,574 | 515,880 | |
| Fund balances - ending | <u>\$ 966,450</u> | <u>\$ 966,450</u> | <u>\$ 517,903</u> | |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2022
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | Current Month | Year To Date | Budget | % of Budget |
|--|---------------------|---------------------|-------------------|----------------|
| REVENUES | | | | |
| Assessment levy | \$ 8,486 | \$ 8,486 | \$ 553,606 | 2% |
| Assessment levy: off-roll | - | - | 264,367 | 0% |
| Assessment prepayments | - | 277,367 | - | N/A |
| Lot closing | 16,359 | 16,359 | - | N/A |
| Interest / misc. income | 7,159 | 12,714 | - | N/A |
| Total revenues | <u>32,004</u> | <u>314,926</u> | <u>817,973</u> | 39% |
| EXPENDITURES | | | | |
| Debt service | | | | |
| Principal | - | - | 265,000 | 0% |
| Interest | 268,328 | 268,328 | 555,513 | 48% |
| Total debt service | <u>268,328</u> | <u>268,328</u> | <u>820,513</u> | 33% |
| Other fees & charges | | | | |
| Tax collector | 127 | 127 | 11,533 | 1% |
| Total other fees & charges | <u>127</u> | <u>127</u> | <u>11,533</u> | 1% |
| Total expenditures | <u>268,455</u> | <u>268,455</u> | <u>832,046</u> | 32% |
| Excess/(deficiency) of revenues over/(under) expenditures | (236,451) | 46,471 | (14,073) | |
| Fund balances - beginning | 1,802,084 | 1,519,162 | 707,811 | |
| Fund balances - ending | <u>\$ 1,565,633</u> | <u>\$ 1,565,633</u> | <u>\$ 693,738</u> | |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2020
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | <u>Current Month</u> | <u>Year To Date</u> |
|--|--------------------------|--------------------------|
| REVENUES | | |
| Interest | \$ 6,580 | \$ 12,918 |
| Total revenues | <u>6,580</u> | <u>12,918</u> |
| EXPENDITURES | - | - |
| Total expenditures | <u>-</u> | <u>-</u> |
| Excess/(deficiency) of revenues over/(under) expenditures | 6,580 | 12,918 |
| Fund balances - beginning | <u>822,683</u> | <u>816,345</u> |
| Fund balances - ending | <u><u>\$ 829,263</u></u> | <u><u>\$ 829,263</u></u> |

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2022
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

| | Current Month | Year To Date |
|--|------------------|-----------------|
| REVENUES | | |
| Interest | \$ 13,010 | \$ 25,559 |
| Total revenues | 13,010 | 25,559 |
| EXPENDITURES | | |
| Capital outlay | - | 1,967 |
| Total expenditures | - | 1,967 |
| Excess/(deficiency) of revenues over/(under) expenditures | 13,010 | 23,592 |
| Fund balances - beginning | 2,797,944 | 2,787,362 |
| Fund balances - ending | \$ 2,810,954 | \$ 2,810,954 |

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

1 **MINUTES OF MEETING**
2 **WINDWARD AT LAKEWOOD RANCH**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Board of Supervisors of the Windward at Lakewood Ranch Community
6 Development District held a Regular Meeting on November 8, 2023 at 11:00 a.m., at 5800
7 Lakewood Ranch Blvd, Sarasota, Florida 34240.

8 **Present were:**

| | | |
|----|------------------|---------------------|
| 9 | | |
| 10 | Pete Williams | Chair |
| 11 | Sandy Foster | Vice Chair |
| 12 | John Leinaweaver | Assistant Secretary |
| 13 | John Blakley | Assistant Secretary |
| 14 | Dale Weidemiller | Assistant Secretary |

15
16 **Also present, were:**

| | | |
|----|--------------|-------------------|
| 17 | | |
| 18 | Chuck Adams | District Manager |
| 19 | Mike Kennedy | District Engineer |

20
21
22 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

23
24 Mr. Adams called the meeting to order at 11:07 a.m. All Supervisors were present.
25

26 **SECOND ORDER OF BUSINESS**

Public Comments: Agenda Items (limited to 3 minutes per individual)

27
28
29 No members of the public spoke.
30

31 **THIRD ORDER OF BUSINESS**

Consideration of Resolution 2024-01, Accepting the Certification of the District Engineer that a Portion of the Series 2020 Project Relating to the Series 2020A Bonds is Complete; Declaring the Series 2020A Project Supporting the Series 2020A Bonds as Complete; Providing for Severability, Conflicts, and an Effective Date

1 Mr. Adams presented Resolution 2024-01. This item was deferred at the last meeting;
2 the Resolution now clarifies that the Series 2020A-1 and Series 2020A-2 Project have been
3 completed and the Series 2020A-3 portion is still active.

4

5 **On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor,**
6 **Resolution 2024-01, Accepting the Certification of the District Engineer that a**
7 **Portion of the Series 2020 Project Relating to the Series 2020A Bonds is**
8 **Complete; Declaring the Series 2020A Project Supporting the Series 2020A**
9 **Bonds as Complete; Providing for Severability, Conflicts, and an Effective Date,**
10 **was adopted.**

11

12

13 **FOURTH ORDER OF BUSINESS**

**Acceptance of the Unaudited Financial
Statements as of September 30, 2023**

14

15

16

17 **On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, the**
18 **Unaudited Financial Statements as of September 30, 2023, were accepted.**

19

20

21 **FIFTH ORDER OF BUSINESS**

**Approval of October 11, 2023 Regular
Meeting Minutes**

22

23

24 **On MOTION by Mr. Williams and seconded by Ms. Foster, with all in favor, the**
25 **October 11, 2023 Regular Meeting Minutes, as presented, were approved.**

26

27

28 **SIXTH ORDER OF BUSINESS**

Staff Reports

29

30 **A. District Counsel: Vogler Ashton, PLLC**

31 There was no report.

32 **B. District Engineer: Stantec Consulting Services, Inc.**

33 Mr. Kennedy stated he needs to correct a statement he made at the last meeting, when
34 Mr. John Noakes asked who owns Laceleaf Boulevard. While he had advised that it was owned
35 by the County, upon reviewing the plat, he found that the CDD owns it; the tracts for the right-
36 of-way are dedicated to the CDD. The CDD tried to convey the road to the County but the
37 County did not want it because it is such a short piece. It was given to the CDD rather than

1 being privately owned and maintained because of the access to Martinique and another
2 neighborhood.

3 Mr. Kennedy will personally inform Mr. Noakes about the correction.

4 **C. District Manager: Wrathell, Hunt and Associates, LLC**

5 There was no report.

- 6 • **NEXT MEETING DATE: December 13, 2023 at 11:00 AM**

- 7 ○ **QUORUM CHECK**

8

| | |
|------------------------------------|---|
| 9 SEVENTH ORDER OF BUSINESS | Board Members' Comments/Requests |
|------------------------------------|---|

10

11 There were no Board Members' comments or requests.

12

| | |
|------------------------------------|--|
| 13 EIGHTH ORDER OF BUSINESS | Public Comments: Non-Agenda Items (limited to 3 minutes per individual) |
|------------------------------------|--|

14

15

16 No members of the public spoke.

17

| | |
|-----------------------------------|--------------------|
| 18 NINTH ORDER OF BUSINESS | Adjournment |
|-----------------------------------|--------------------|

19

20

21 **On MOTION by Ms. Foster seconded by Mr. Leinaweaver, with all in favor, the**
 22 **meeting adjourned at 11:11 a.m.**

23

24

25

26

27

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

- 1
- 2
- 3
- 4
- 5
- 6

Secretary/Assistant Secretary

Chair/Vice Chair

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**

WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

5800 Lakewood Ranch Blvd, Sarasota, FL 34240

| DATE | POTENTIAL DISCUSSION/FOCUS | TIME |
|-----------------------------------|-----------------------------------|-----------------|
| October 11, 2023 | Regular Meeting | 11:00 AM |
| November 8, 2023 | Regular Meeting | 11:00 AM |
| December 13, 2023 CANCELED | Regular Meeting | 11:00 AM |
| January 10, 2024 | Regular Meeting | 11:00 AM |
| February 14, 2024 | Regular Meeting | 11:00 AM |
| March 13, 2024 | Regular Meeting | 11:00 AM |
| April 10, 2024 | Regular Meeting | 11:00 AM |
| May 8, 2024 | Regular Meeting | 11:00 AM |
| June 12, 2024 | Regular Meeting | 11:00 AM |
| July 10, 2024 | Regular Meeting | 11:00 AM |
| August 14, 2024 | Regular Meeting | 11:00 AM |
| September 11, 2024 | Regular Meeting | 11:00 AM |