

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT
DISTRICT**

BOARD OF SUPERVISORS

May 8, 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

May 1, 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 May 8, 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. Acceptance of Unaudited Financial Statements as of March 31, 2024
4. Approval of April 10, 2024 Regular Meeting Minutes
5. 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: June 12, 2024 at 11:00 AM

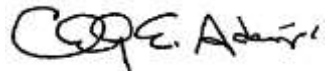
○ QUORUM CHECK

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

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

**UNAUDITED
FINANCIAL
STATEMENTS**

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2024**

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2024**

	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	\$ 553,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 553,742
Investments							
Reserve	-	-	88,879	396,250	-	-	485,129
Prepayment	-	-	475,159	9,835	-	-	484,994
Revenue	-	-	485,512	592,379	-	-	1,077,891
Construction	-	-	-	-	1,480,590	2,849,537	4,330,127
Due from Developer	16,359	-	51,953	12,269	-	-	80,581
Due from general fund	-	-	2,877	254	-	-	3,131
Due from debt service fund 2022	-	-	4,116	-	-	3,803	7,919
Due from other	575	-	-	-	-	-	575
Deposits	225	-	-	-	-	-	225
Total assets	<u>\$ 570,901</u>	<u>\$ -</u>	<u>\$ 1,108,496</u>	<u>\$ 1,010,987</u>	<u>\$ 1,480,590</u>	<u>\$ 2,853,340</u>	<u>\$ 7,024,314</u>
LIABILITIES							
Liabilities:							
Contracts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,967	\$ 1,967
Retainage payable	-	-	-	-	625,762	65,195	690,957
Due to Developer	-	118,978	-	-	-	-	118,978
Due to debt service fund 2020	2,877	-	-	4,116	-	-	6,993
Due to debt service fund 2022	254	-	-	-	-	-	254
Due to capital projects fund 2022	-	-	-	3,803	-	-	3,803
Developer advance	6,000	-	-	-	-	-	6,000
Total liabilities	<u>9,131</u>	<u>118,978</u>	<u>-</u>	<u>7,919</u>	<u>625,762</u>	<u>67,162</u>	<u>828,952</u>
DEFERRED INFLOWS OF RESOURCES							
Deferred receipts	16,359	-	51,953	12,269	-	-	80,581
Unearned revenue	10,813	-	-	-	-	-	10,813
Total deferred inflows of resources	<u>27,172</u>	<u>-</u>	<u>51,953</u>	<u>12,269</u>	<u>-</u>	<u>-</u>	<u>91,394</u>
FUND BALANCES							
Committed							
Restricted for:							
Debt service	-	-	1,056,543	990,799	-	-	2,047,342
Capital projects	-	-	-	-	854,828	2,786,178	3,641,006
Assigned							
Three months working capital	146,418	-	-	-	-	-	146,418
Unassigned	388,180	(118,978)	-	-	-	-	269,202
Total fund balances	<u>534,598</u>	<u>(118,978)</u>	<u>1,056,543</u>	<u>990,799</u>	<u>854,828</u>	<u>2,786,178</u>	<u>6,103,968</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 570,901</u>	<u>\$ -</u>	<u>\$ 1,108,496</u>	<u>\$ 1,010,987</u>	<u>\$ 1,480,590</u>	<u>\$ 2,853,340</u>	<u>\$ 7,024,314</u>

**WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 1,551	\$ 211,774	\$ 507,962	42%
Assessment levy: off-roll	672	244,087	60,709	402%
Lot closing	-	6,723	-	N/A
Interest and miscellaneous	-	125	500	25%
Total revenues	<u>2,223</u>	<u>462,709</u>	<u>569,171</u>	81%
EXPENDITURES				
Professional & administrative				
Supervisors	1,000	5,000	12,800	39%
Management/accounting/recording	4,000	24,000	48,000	50%
Field management	833	5,000	10,000	50%
Debt service fund accounting	458	2,750	5,500	50%
Legal	-	1,955	20,000	10%
Engineering	585	3,780	20,000	19%
Audit	-	-	5,000	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	167	1,000	2,000	50%
Trustee	-	4,031	6,000	67%
Telephone	16	100	200	50%
Postage	46	260	500	52%
Legal advertising	173	173	2,000	9%
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	23	3,166	10,583	30%
Total professional & administrative	<u>7,301</u>	<u>56,980</u>	<u>151,173</u>	38%
Field Operations				
Well pump maintenance	-	-	5,000	0%
Wetland monitoring contract	3,025	10,650	125,000	9%
Pond maintenance contract	2,387	28,566	50,000	57%
Pond maintenance	-	-	5,000	0%
Irrigation system maintenance	5,352	30,406	125,000	24%
Irrigation PS maintenance	233	233	5,000	5%
Irrigation pump maintenance	-	-	10,000	0%
Streetlights	1,540	7,676	18,000	43%
Curb replacement	-	-	5,000	0%
Effluent water supply	7,723	45,646	20,000	228%
Fruitville road cleanup	-	-	30,000	0%
Waterline flushing	-	-	20,000	0%
Total field operations	<u>20,260</u>	<u>123,177</u>	<u>418,000</u>	29%
Total expenditures	<u>27,561</u>	<u>180,157</u>	<u>569,173</u>	32%
Excess/(deficiency) of revenues over/(under) expenditures	(25,338)	282,552	(2)	
Fund balances - beginning	559,936	252,046	241,778	
Assigned				
Three months working capital	146,418	146,418	146,418	
Unassigned	388,180	388,180	95,358	
Fund balances - ending	<u>\$ 534,598</u>	<u>\$ 534,598</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 MARCH 31, 2024**

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

**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 MARCH 31, 2024**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 1,833	\$ 250,260	\$ 366,984	68%
Assessment levy: off-roll	126,798	206,944	363,255	57%
Assessment prepayments	81,424	1,416,402	-	N/A
Interest	2,970	32,328	-	N/A
Total revenues	<u>213,025</u>	<u>1,905,934</u>	<u>730,239</u>	261%
EXPENDITURES				
Debt service				
Principal - S2020A1	-	-	120,000	0%
Principal prepayment - S2020A-2	-	2,005,000	-	N/A
Principal prepayment - S2020A-3	-	205,000	-	N/A
Interest - S2020A-1	-	118,657	237,315	50%
Interest - S2020A-2	-	101,145	196,900	51%
Interest - S2020A-3	-	85,421	166,355	51%
Total debt service	<u>-</u>	<u>2,515,223</u>	<u>720,570</u>	349%
Other fees & charges				
Tax collector	<u>27</u>	<u>3,742</u>	<u>7,646</u>	49%
Total other fees & charges	<u>27</u>	<u>3,742</u>	<u>7,646</u>	49%
Total expenditures	<u>27</u>	<u>2,518,965</u>	<u>728,216</u>	346%
Excess/(deficiency) of revenues over/(under) expenditures	212,998	(613,031)	2,023	
Fund balances - beginning	<u>843,545</u>	<u>1,669,574</u>	<u>515,880</u>	
Fund balances - ending	<u>\$ 1,056,543</u>	<u>\$ 1,056,543</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 MARCH 31, 2024**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 258	\$ 35,204	\$ 553,606	6%
Assessment levy: off-roll	-	519,098	264,367	196%
Assessment prepayments	-	277,367	-	N/A
Lot closing	-	9,636	-	N/A
Interest / misc. income	3,760	40,530	-	N/A
Total revenues	<u>4,018</u>	<u>881,835</u>	<u>817,973</u>	108%
EXPENDITURES				
Debt service				
Principal	-	-	265,000	0%
Principal prepayment	-	1,130,000	-	N/A
Interest	-	279,673	555,513	50%
Total debt service	<u>-</u>	<u>1,409,673</u>	<u>820,513</u>	172%
Other fees & charges				
Tax collector	4	525	11,533	5%
Total other fees & charges	<u>4</u>	<u>525</u>	<u>11,533</u>	5%
Total expenditures	<u>4</u>	<u>1,410,198</u>	<u>832,046</u>	169%
Excess/(deficiency) of revenues over/(under) expenditures	4,014	(528,363)	(14,073)	
Fund balances - beginning	986,785	1,519,162	707,811	
Fund balances - ending	<u>\$ 990,799</u>	<u>\$ 990,799</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 MARCH 31, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 6,134	\$ 38,483
Total revenues	6,134	38,483
EXPENDITURES		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	6,134	38,483
Fund balances - beginning	848,694	816,345
Fund balances - ending	\$ 854,828	\$ 854,828

**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 MARCH 31, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 11,946	\$ 75,883
Total revenues	11,946	75,883
EXPENDITURES		
Capital outlay	9,278	77,067
Total expenditures	9,278	77,067
Excess/(deficiency) of revenues over/(under) expenditures	2,668	(1,184)
Fund balances - beginning	2,783,510	2,787,362
Fund balances - ending	\$ 2,786,178	\$ 2,786,178

**WINDWARD AT
LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
WINDWARD AT LAKEWOOD RANCH
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Windward at Lakewood Ranch Community Development District held a Regular Meeting on April 10, 2024 at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240.

Present were:

Pete Williams	Chair
Sandy Foster	Vice Chair
John Leinaweaver	Assistant Secretary
John Blakley	Assistant Secretary
Dale Weidemiller (via telephone)	Assistant Secretary

Also present:

Chuck Adams	District Manager
Mike Kennedy	District Engineer
John Noakes	Member of the Public

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 11:00 a.m.

Supervisors Williams, Foster, Blakley and Leinaweaver were present. Supervisor Weidemiller attended via telephone.

SECOND ORDER OF BUSINESS

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

Mr. John Noakes pointed out the “Effluent water supply” line item at 190% in the financials and commented that it is already nearly twice the budgeted amount. A Board Member explained that water usage increases in the winter months when almost all the residents are back in the community and usage drops off in the summer when many residents

37 are away. Mr. Adams stated, while water usage decreases in the rainy season, there will need
38 to be an adjustment to this line item in the Fiscal Year 2025 budget.

39

40 **THIRD ORDER OF BUSINESS** **Consideration of Frederick Derr &**
41 **Company, Inc. Change Order No. 1**
42 **[Windward @ LWR Phase 3]**
43

44 Mr. Adams presented Frederick Derr & Company, Inc. Change Order No. 1 related to
45 Phase 3. Mr. Kennedy stated this is an increase of \$60,769. The vast majority of the Change
46 Order is for the conduit and a few manhole changes. He noted that the contract remains
47 unchanged.

48

49 **On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor,**
50 **Frederick Derr & Company, Inc. Change Order No. 1 for Windward at Lakewood**
51 **Ranch Phase 3, was approved.**

52

53

54 **FOURTH ORDER OF BUSINESS** **Acceptance of the Unaudited Financial**
55 **Statements as of February 29, 2024**
56

57 Mr. Adams presented the Unaudited Financial Statements as of February 29, 2024.

58

59 **On MOTION by Mr. Leinaweaver and seconded by Mr. Williams, with all in**
60 **favor, the Unaudited Financial Statements as of February 29, 2024, were**
61 **accepted.**

62

63

64 **FIFTH ORDER OF BUSINESS** **Approval of March 13, 2024 Regular**
65 **Meeting Minutes**
66

67

68 **On MOTION by Mr. Blakley and seconded by Ms. Foster, with all in favor, the**
69 **March 13, 2024 Regular Meeting Minutes, as presented, were approved.**

70

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72 **SIXTH ORDER OF BUSINESS** **Staff Reports**

73

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

75 There was no report.

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

77 Mr. Kennedy stated that construction commenced in Phase 3. Substantial completion is
78 scheduled for December 13, 2024 and the bond was issued on January 12, 2024.

79 Mr. Kennedy responded to a question regarding traffic complaints.

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

- 81 • **NEXT MEETING DATE: May 8, 2024 at 11:00 AM [Presentation of Fiscal Year**
- 82 **2024/2025 Proposed Budget]**

- 83 ○ **QUORUM CHECK**

84 Ms. Foster stated she will not attend the May 8, 2024 meeting. The remainder of the
85 Board confirmed their attendance.

86

87 **SEVENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

88

89 There were no Board Members' comments or requests.

90

91 **EIGHTH ORDER OF BUSINESS**

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

92

93

94 Mr. Noakes asked for an update on a meeting in John Hamer Hall that was supposed to
95 occur in late March. A Board Member stated the meeting was postponed to late June or early
96 July.

97

98 **NINTH ORDER OF BUSINESS**

Adjournment

99

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101 **On MOTION by Ms. Foster seconded by Mr. Williams, with all in favor, the**
102 **meeting adjourned at 11:07 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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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