

# Windward at Lakewood Ranch Community Development District

12051 Corporate Boulevard, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

[www.windwardatlakewoodranchcdd.com](http://www.windwardatlakewoodranchcdd.com)

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The following is the agenda for the Board of Supervisors Meeting for the **Windward at Lakewood Ranch Community Development District** scheduled to be held **Wednesday, December 9, 2020 at 12:15 p.m. at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240**. The following is the proposed agenda for this meeting.

**Call in number: 1-844-621-3956 (New)**

**Passcode: 790 562 990 # (New)**

## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

### **Business Matters**

1. Consideration of the Minutes of the November 11, 2020 Board of Supervisors' Meeting
2. Consideration of Resolution 2021-03, Ratification of Revised Adopted Budget for Fiscal Year 2020
3. Ratification of Funding Requests 2020-33 – 2020-34
4. Review of District Financial Statements

### **Other Business**

#### **Staff Reports**

District Counsel  
District Engineer  
District Manager

#### **Supervisor Requests and Audience Comments**

### **Adjournment**



**Windward at Lakewood Ranch  
Community Development District**

Consideration of the Minutes of the November 11,  
2020 Board of Supervisors' Meeting

**MINUTES OF MEETING**

**WINDWARD AT LAKEWOOD RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING MINUTES  
Wednesday, November 11, 2020 at 12:15 P.M.  
5800 Lakewood Ranch Blvd,  
Sarasota, FL 34240**

Board Members in attendance or via speaker phone:

Pete Williams	Chairperson	
Priscilla Heim	Vice Chairperson	(via phone)
Dale Weidemiller	Assistant Secretary	(via phone)
John Blakley	Assistant Secretary	
Sandy Foster	Assistant Secretary	

Also present or via speaker phone were:

Vivian Carvalho	District Manager-PFM Group Consulting, LLC	
Venessa Ripoll	Assistant District Manager-PFM Group Consulting, LLC (via phone)	
Ed Vogler	District Counsel- Vogler Ashton	(via phone)
Mike Kennedy	District Engineer- Stantec	(via phone)
Jim Schier	Neal Communities	
John Leinaweaver	Neal Communities	
Mark Evans	Neal Communities	
Pam Curran	Neal Communities	(via phone)
Misty Taylor	Bryant Miller Olive	(via phone)

**FIRST ORDER OF BUSINESS**

**Administrative Matters**

**Call to Order and Roll Call**

Ms. Carvalho called to order at 12:31 p.m. the meeting of the Board of Supervisors of the Windward at Lakewood Ranch Community Development District and proceeded with roll call. The persons in attendance are as outlined above.

**Public Comment Period**

There were no members of the public present.

**SECOND ORDER OF BUSINESS**

**Business Matters**

**Consideration of the Minutes of  
the October 14, 2020 Board of  
Supervisors' Meeting**

The Board reviewed the Minutes of the October 14, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Williams, seconded by Mr. Blakely, with all in favor, the Board approved the Minutes of the October 14, 2020 Board of Supervisors' Meeting.

### **Ratification of Bond Financing Team Funding Agreement**

Ms. Carvalho explained this is a standard agreement in anticipation of Issuance of Bonds for the District.

On MOTION by Mr. Williams, seconded by Ms. Foster, with all in favor, the Board approved the Bond Financing Team Funding Agreement.

### **Appointment of RFP Committee**

Mr. Kennedy stated the next phase of the development is out to bid now and there is typically two ways to solicit proposals. One is a low bid and the second way is to do an RFP where pricing is 50% of the scoring and there are other criteria such as schedule, personnel, etc. Typically when a District does that a Committee is appointed by the Board who will then meet at an advertised meeting in the Sunshine and talk about the different submittals they get and score them and after that Committee Meeting will come back to the Board with a recommendation as to who the Committee thinks should be awarded the Contract. It is ultimately the Board's decision. After talking with various people the recommendation for Committee Members would be Mr. Kennedy, Mr. Hediger, and Mr. Wilhoit.

Mr. Vogler stated there are criteria that will be applied by the Committee as they consider the applicants and also that will form their recommendation to the Board but if the Board Members had any comments they wanted to make to the Committee Members now is an opportunity to say what is important to the Board. Mr. Weidemiller asked if insurance limits is one of the criteria in which the District is considering. Mr. Kennedy confirmed, and Mr. Vogler stated the financial health of the company is also part of that analysis. Mr. Kennedy stated that all of these contractors are pre-qualified. This RFP is project specific.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved Mr. Kennedy's Recommendation to appoint the RFP Committee as presented and proceed with the advertisement.

The RFP Committee will coordinate with Mr. Vogler on advertising and setting up a location and date for their meeting. Mr. Vogler stated he would be happy to participate in

questions of timing but Ms. Ripoll and Ms. Carvalho manage the relationship with the newspaper for the advertisement.

### **Review & Consideration of 2020 Prequalified Contractors**

Mr. Kennedy stated there was one Contractor added. He requested the list of Contractors that is listed in the agenda package be approved by the Board.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the 2020 Prequalified Contractors, as presented to add Quality Enterprises USA, Inc.

### **Review & Consideration of Specific Authorization No. 4, Phase 2 Bidding and Limited Construction Phase Services**

Mr. Kennedy provided an overview of the proposal which is in the amount of \$21,000.00 which comes out of the Bond proceeds.

On MOTION by Mr. Williams, seconded by Ms. Foster, with all in favor, the Board approved the Specific Authorization No. 4, Phase 2 Bidding and Limited Construction Phase Services in the amount of \$21,000.00.

### **Ratification of Funding Requests 2020-30 – 2020-32**

The Board reviewed Funding Requests 2020-30 – 2020-32.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board ratified Funding Requests 2020-30 – 2020-32.

### **Review of District Financial Statements**

The Board reviewed the District Financial Statements through October 31, 2020.

On MOTION by Mr. Williams, seconded by Ms. Foster, with all in favor, the Board accepted the District Financial Statements.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – No Report

**District Engineer** – No Report

**District Manager** –

Ms. Carvalho stated District Management is working on the process of amending Budgets for Fiscal Year 2020 per Statute requirements. She requested a motion from the Board to authorize the District Chair and District Management to Amend the Budget for Fiscal Year 2020 (if necessary) and proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

Mr. Williams explained amending the Budget does not mean the District went over the total Budget, but the District must reallocate funds to balance the Budget. It is a requirement per Statute and review during the Audit process.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board authorized District Chair and District Management to amend the Budget for Fiscal Year 2020 (if necessary) and to proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

**Audience Comments and Supervisors Requests**

There were no Supervisor requests or Audience Comments.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There was no additional business to discuss. Ms. Carvalho requested a motion to adjourn the meeting.

On MOTION by Mr. Blakley, seconded by Mr. Williams, with all in favor, the November 11, 2020 Board of Supervisors Meeting of the Windward at Lakewood Ranch Community Development District was adjourned at 12:40 P.M.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice Chairperson

**Windward at Lakewood Ranch  
Community Development District**

Consideration of Resolution 2021-03, Ratification of  
Revised Adopted Budget for Fiscal Year 2020



**RESOLUTION 2021-03**

**THE REVISED ANNUAL APPROPRIATION RESOLUTION OF WINDWARD AT LAKEWOOD RANCH COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE REVISED ANNUAL APPROPRIATIONS AND ADOPTING THE REVISED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020**

**WHEREAS**, the Windward at Lakewood Ranch Community Development District Board of Supervisors (the “Board”) previously approved and adopted an annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Board now desires to revise the annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the each fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

**Section 1. Budget**

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budgets, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager’s Proposed Budgets, attached hereto as Exhibit “A,” are hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2019-2020.

- c. That the adopted budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as “The Revised Budget for the Windward at Lakewood Ranch Community Development District for the Fiscal Year Beginning October 1, 2019 and Ending September 30, 2020”, as adopted by the Board of Supervisors on August 12, 2020.

**Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Windward at Lakewood Ranch Community Development District, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sum of money to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

**Section 3. Supplemental Appropriations**

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 9<sup>th</sup> day of December 2020.

ATTEST:

**WINDWARD AT LAKEWOOD RANCH  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Windward at Lakewood Ranch CDD**  
Revised FY 2020 O&M Budget

	Year To Date			
	Actuals Through 09/30/2020	FY 2020 Adopted Budget	Revised FY 2020 Budget	Increase / (Decrease)
<b><u>Revenues</u></b>				
Developer Contributions	\$ 82,832.86	\$ 123,375.00	\$ 123,375.00	\$ -
<b>Net Revenues</b>	<b>\$ 82,832.86</b>	<b>\$ 123,375.00</b>	<b>\$ 123,375.00</b>	<b>\$ -</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$ 10,800.00	\$ 12,000.00	\$ 12,000.00	\$ -
Public Officials' Insurance	1,683.00	2,475.00	2,475.00	-
Trustee Services	-	6,000.00	6,000.00	-
Management	15,000.02	45,000.00	20,000.00	(25,000.00)
Engineering	12,957.10	15,000.00	15,000.00	-
Dissemination Agent	-	5,000.00	5,000.00	-
District Counsel	16,871.00	20,000.00	20,000.00	-
Audit	-	6,000.00	6,000.00	-
Travel and Per Diem	-	500.00	500.00	-
Telephone	-	200.00	200.00	-
Postage & Shipping	51.95	300.00	300.00	-
Copies	-	500.00	500.00	-
Legal Advertising	12,911.52	1,000.00	12,911.52	11,911.52
Miscellaneous	38.99	500.00	3,218.27	2,718.27
Web Site Maintenance	3,975.00	5,700.00	5,700.00	-
Dues, Licenses, and Fees	150.00	175.00	175.00	-
Wetland Upland Maintenance	2,750.00	-	2,750.00	2,750.00
Wetlands Monitoring	6,750.00	-	6,750.00	6,750.00
General Insurance	2,057.00	3,025.00	3,025.00	-
Irrigation Parts	870.21	-	870.21	870.21
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 86,865.79</b>	<b>\$ 123,375.00</b>	<b>\$ 123,375.00</b>	<b>\$ 0.00</b>
<b>Total Expenses</b>	<b>\$ 86,865.79</b>	<b>\$ 123,375.00</b>	<b>\$ 123,375.00</b>	<b>\$ 0.00</b>
<b>Net Income (Loss)</b>	<b>\$ (4,032.93)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Windward at Lakewood Ranch  
Community Development District**

Ratification of Funding Requests 2020-33 – 2020-34

**WINDWARD AT LAKEWOOD RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**Funding Request 2020-33 - 2020-34**

<b>FR #</b>	<b>Description</b>	<b>Amount</b>	<b>Total</b>
<b>2020-33</b>	<b>PFM Group Consulting</b>	<b>\$88.92</b>	
	<b>Sarasota County Public Utilities Department</b>	<b>\$ 93.32</b>	
		<b>\$ 62.07</b>	
	<b>Sarasota Herald Tribune</b>	<b>\$170.50</b>	
	<b>Stantec</b>	<b>\$1,205.00</b>	
			<b>\$1,619.81</b>
<b>2020-34</b>	<b>PFM Group Consulting</b>	<b>\$ 143.91</b>	
		<b>\$ 1,666.67</b>	
	<b>Sarasota County Public Utilities Department</b>	<b>\$ 83.78</b>	
		<b>\$ 80.16</b>	
	<b>Solitude Lake Management</b>	<b>\$695.00</b>	
			<b>\$2,669.52</b>

**WINDWARD AT LAKEWOOD RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**Funding Request No. 033**

11/6/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>PFM Group Consulting</b> Legal Advertising Reimbursement	112171	\$ 88.92	FY 2021
2	<b>Sarasota County Public Utilities Department</b> 2674 Butterfly Jasmine Trl Flush Mtr ; Service 10/02/2020 - 11/03/2020 2554 Paradise Plum Dr ; Service 10/02/2020 - 11/03/2020	-- --	\$ 93.32 \$ 62.07	FY 2021 FY 2021
3	<b>Sarasota Herald Tribune</b> Legal Advertising on 10/07/2020	SC55G0S5A3	\$ 170.50	FY 2021
4	<b>Stantec</b> Engineering Services Through 10/30/2020	1721193	\$ 1,205.00	FY 2021
			<b>\$1,619.81</b>	
			-	FY 2020
			1,619.81	FY 2021

*Vivian Carvalho*  
Secretary / Assistant Secretary

  
Board Member

Please Return To:  
Windward at Lakewood Ranch CDD  
c/o PFM Group Consulting  
12051 Corporate Boulevard  
Orlando, FL 32817  
(407) 723-5900 // LaneA@pfm.com

**RECEIVED**  
By Amanda Lane at 10:14 am, Nov 09, 2020

**WINDWARD AT LAKEWOOD RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**Funding Request No. 034**  
11/13/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>PFM Group Consulting</b> Legal Advertising Reimbursement DM Fee: November 2020	112315	\$ 143.91	FY 2021
		DM-11-2020-0042	\$ 1,666.67	FY 2021
2	<b>Sarasota County Public Utilities Department</b> 2657 Star Apple Way ; Service 10/02/2020 - 11/03/2020 2770 Butterfly Jasmine Trl Flush Mtr ; Service 10/02/2020 - 11/03/2020	--	\$ 83.78	FY 2021
		--	\$ 80.16	FY 2021
3	<b>Solitude Lake Management</b> November Lake & Pond Management	PI-A00503882	\$ 695.00	FY 2021
			<b>\$2,669.52</b>	
				-
				FY 2020
				2,669.52
				FY 2021

*Vivian Carvalho*  
Secretary / Assistant Secretary

  
Board Member

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Orlando, FL 32817  
(407) 723-5900 // LaneA@pfm.com

**RECEIVED**

By Amanda Lane at 9:48 am, Nov 16, 2020



**Windward at Lakewood Ranch  
Community Development District**

Review of District Financial Statements  
(under separate cover)