

**MINUTES OF MEETING  
WIND MEADOWS SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Wind Meadows South Community Development District was held Wednesday, **January 11, 2023** at 1:39 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairman
Timothy Todd	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KE Law
Bryan Hunter	District Engineer, Hunter Engineering
Clayton Smith	Field Manger, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that there were no members of the public present in person or attending via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 9,  
2022 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the November 9, 2022 Board of Supervisors meeting and asked if there were any questions, comments, or corrections. The Board had no changes to the minutes.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the November 9, 2022 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Authorization of Issuance of Request for Qualifications for Construction Manager at Risk Services for District Capital Improvement Plan**

Ms. Burns presented this item to the Board. Ms. Gentry stated that this gives the District a little bit more flexibility over their typical RFP project. She explained that in the construction manager at risk scenario, they go through an RFQ process. She further explained that they were selecting someone who was going to essentially be their construction manager for the entire project responsible for holding all the people performing the work to their schedules and to their guaranteed prices. She added that they would oversee the entire project. She noted that it was different from a design build because they did not have to have all the specific qualifications of the Florida law. She also noted that they did not have to bid the individual piece of work that was being done. She explained that there was an example RFQ ad for a construction manager at risk for Phase 2 of the project, which would basically solicit qualifications for firms interested in providing that service. She stated that they would want it on the street given the complexity of the project for about 30 days before they get bids. She added that if the Board was interested in proceeding with this process, they could get approval for this in substantial form. She also recommended that they appoint one Board member to continue working with them as they narrow down the scope of what qualifications they were looking for to get this published and on the street. She stated that she would be happy to answer any questions.

Mr. Elliott stated that this would allow someone to be that construction manager at risk to oversee all. He stated that this was the mechanism to facilitate doing that and that way they wouldn't have to put out for bids every single subcontractor because they were breaking it up and not paying just one contractor. He further explained that they would bid out the main contract, which would be the at-risk construction manager, and then they would have the authority to hire all the subs. Ms. Gentry stated that once they review the qualifications, they would review the firms at a future meeting and then select the one that was most qualified. She added that they would then go back to them to negotiate, in the designer phase, a fee as a percent of the cost. She explained that in the construction phase, they negotiate a guaranteed maximum price, which would be the

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price that they use to select all the contractors who are actually doing the work. She further explained that it was a multi-step process, but once they get that construction manager at risk in place through the RFQ process, they don't have to go back and bid the individual construction components.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Authorizing the Issuance of Request for Qualifications for Construction Manager at Risk Services for District Capital Improvement Plan and Authorizing Brent Elliott to Sign Off on the Final Form and Work with Staff, was approved in substantial form.

Ms. Gentry noted that on page 14 of the agenda package, they had the evaluation criteria that they would suggest, but if they would like to change any of those at this time, they could. The Board had no changes to the criteria at this time.

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

#### **Presentation and Approval of Amended and Restated Master Assessment Methodology dated January 11, 2023**

Ms. Burns stated that this assessment report was substantially similar to the one they saw when they did the assessment process over Phase 1, but they only levied assessments over that existing part of the District. She explained that this report had the components for both phases and the only changes to the legal description was for an area for Phase 2. She further explained that this did not impact the existing bonds on Phase 1. She added that this was what they would use to levy their master assessments for Phase 2.

Ms. Burns reviewed the tables that were attached. Table 1 showed the development program, which had 416 units in Phase 1 and 419 units in Phase 2, totaling 835 units within the expanded District. She explained that the Phase 2 cost estimate was \$8,770,285 and the total cost estimate with both Phases was \$22,246,951. She explained that the estimated bond sizing for Phase 2 was \$11,500,000 and the total for the District would be \$29,000,000. Table 4 breaks down the improvement cost per unit, which showed for Phase 2 the single family 50' as \$20,931 per unit. Table 5 showed the par per unit, which was \$27,446 per unit for Phase 2 single family 50'. Mr. Elliott asked about the \$8,770,285 for Phase 2 on Table 2. Ms. Gentry explained that this was using the original engineer's report because that was what they used for validation and to calculate

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the bond amounts. She further explained that they were not tied to that amount, but this was the construction proceeds that would be generated from the bond issuance. Ms. Burns noted that if they didn't go over the par debt per unit, which was \$27,446, then they would be okay. Ms. Burns noted that Table 6 showed the net annual gross debt assessment per unit. She explained that the gross annual debt assessment for the Phase 2 lot would be \$2,144 and would be collected annually on the Polk County tax bill. Table 7 showed the preliminary assessment roll and Phase 2 had one landowner, Wind Meadows South 2, LLC. It was noted that the landowner change needed to be updated before they send the notice.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Amended and Restated Master Assessment Methodology Dated January 11, 2023, was approved as amended.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-01 Declaring Special Assessments on Boundary Amendment Parcels**

Ms. Burns stated that they would go through the same process that they did when they levied assessments on Phase 1 now that these areas were within the boundaries of the District. She also noted that they would set the public hearing at which time they would impose the special assessments on those Boundary Amendment Parcels.

Ms. Burns presented Resolution 2023-01 stating that there were several findings in this resolution that the District was finding as well. She stated that she would be happy to answer any questions. Hearing none,

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, the Resolution 2023-01 Declaring Special Assessments on Boundary Amendment Parcels, was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-02 Setting a Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

Ms. Burns presented Resolution 2023-02 stating that they suggested the March 8, 2023 meeting at 1:30 p.m., which was their regular March meeting.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-02 Setting a Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels for March 8, 2023 at 1:30 p.m., was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03 Setting a Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns presented Resolution 2023-03 stating that this was the process that would allow them to collect their assessments on the tax bill for that area when they were ready to do so. She suggested the March 8, 2023 meeting at 1:30 p.m.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-03 Setting a Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments on Boundary Amendment Parcels for March 8, 2023 at 1:30 p.m., was approved.

**NINTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County Property Appraiser**

Ms. Burns presented the Contract Agreement with Polk County Property Appraiser to the Board.

**TENTH ORDER OF BUSINESS**

**Ratification of 2023 Data Sharing and Usage Agreement with Polk County**

Ms. Burns presented the 2023 Data Sharing and Usage Agreement with Polk County to the Board.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County, were ratified.

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**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated that the boundary amendment was successful.

**B. Engineer**

Mr. Hunter stated that Phase 2 construction was beginning and they were scheduling a preconstruction meeting with the City of Bartow for next week. He noted he didn't have it firmly set, but it was coming up. He also noted that the contractor had been selected and they were fixing to start on Phase 2.

**C. Field Manager's Report**

Mr. Smith stated that as far as the landscape goes, it was all in good condition and most of Phase 1 was in place now. He noted that the amenity was moving along. Mr. Elliot asked what the date was for the pool to be complete. Ms. Burn responded in March. Ms. Gentry noted that if they thought that the pool was nearing completion, they could go ahead and set a hearing on amenity rules, policies and rates for their March 8<sup>th</sup> meeting at 1:30 p.m. She added that they could go ahead and advertise for that. She suggested that the rate be the standard \$2,500 and \$30 for card replacements. Mr. Smith stated that the playground, dog park, etc. could be opened as soon as it was done, but he suggested that they wait to open the pool around March. Mr. Smith added that another item that they had done out there was all the irrigation, which was set back and was now set to run two times a week.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Setting Amenity Rules and Rates Public Hearing for March 8, 2023 at 1:30 p.m., was approved.

**D. District Manager's Report**

Ms. Burns had nothing further to report.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

*Brent Elliott*

Chairman/Vice Chairman