

**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, **March 8, 2023** at 1:30 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, Kilinski   Van Wyk, PLLC
Clayton Smith	Field Manager, 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**

**Organizational Matters**

**A. Acceptance of Resignation from Wendy Kerr**

Ms. Burns presented the letter of resignation submitted from Wendy Kerr and asked for a motion to approve her resignation.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Accepting the Resignation from Wendy Kerr, was approved.
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**B. Appointment to Fill the Vacant Board Seat #4**

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Mr. Elliott nominated Karen Ritchie to fill Seat #4.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Nomination of Karen Ritchie to Fill Vacant Board Seat #4, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns noted that Ms. Ritchie was not in attendance, adding that she would administer the oath to her at a later time.

**D. Consideration of Resolution 2023-08 Appointing Assistant Secretary**

Ms. Burns recommended that the Board appoint Ms. Ritchie as Assistant Secretary and asked for a motion to approve.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-08 Appointing Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 8, 2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the February 8, 2023 Board of Supervisors meeting and asked if there were any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Minutes of the February 8, 2023 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection & Enforcement of Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns noted that the public hearing had been advertised in the newspaper and asked for a motion to open the public hearing.

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

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Ms. Burns stated there were no members of the public present and asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2023-09 Expressing the District’s Intent to Utilize the Uniform Method of Collection**

Ms. Burns noted that the resolution would allow the District to collect their assessments on the Polk County Tax Bill when the District was ready to do so for the boundary amendment parcel. She added that they had already gone through the process for the parcels that were in the original District. She asked for a motion to approve.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-09 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved as amended.

**B. Public Hearing on the Adoption of Amenity Policies and Rates for the District**

Ms. Burns noted that the public hearing had been advertised in the newspaper and asked for a motion to open the public hearing.

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

Ms. Burns stated there were no members of the public present and asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2023-10 Adopting Amenity Policies and Rates for the District**

Ms. Burns presented the resolution, noting that it was included in the agenda package for review. She added that the policies had not changed since the prior meeting. The only change that the Board had was to change the terminology “access cards” to “key fobs”, as well as that residents

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could buy a replacement key fob for \$30 and were limited to a total of 2. She reviewed the rules and asked for a motion to approve.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-10 Adopting Amenity Policies and Rates for the District, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-11  
Direct Purchase Resolution**

Ms. Burns presented the resolution, noting that it would find that the District has some savings to directly purchase construction materials and outlines the process by which purchase orders would be issued, as well as that it designated the District Manager, Engineer, or purchasing agent.

Ms. Gentry noted that Exhibit B laid out the procedures for a tax-exempt direct purchase.

Ms. Burns asked for a motion to approve.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-11 Direct Purchase Resolution, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Direct Purchase Documents**

Ms. Gentry noted that this was not needed, and just an example.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated that they were still working on the assignment that was authorized at the last meeting. She added that in the event that they did go through with the assignment, it had been proposed that it may be a solution for the developer to put up a demand note in lieu of the contractor's bonds. She asked for the Board's approval for the demand note.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, the Demand Note in Lieu of the Contractor's Bonds, was approved.

**B. Engineer**

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There being none, the next item followed.

### **C. Field Manager's Report**

Mr. Smith reviewed the Field Manager's report, noting that he did an amenity walk, but that it had not been completed yet, therefore he would have to do a re-walk after it was completed. He added that they had put up "No Trespassing" and "Amenity Closed" signs around the amenity as well. He also noted that he had several quotes he would be presenting to the Board.

As far as the Amenity update, he noted that they still did not have internet service in the area, adding that there were some residents that were told that there were spots in the community with no service. Mr. Elliott added that he had talked to one of the internet service providers and was told that they could not find the cable, however he noted that the issue was being worked on.

Mr. Smith also noted that contractor services were going well, but that there was some conflict with the irrigation areas due to zone faults. He added that the issue was in the process of being fixed as well.

#### **i. Amenity Conveyance Review Report**

Mr. Smith stated that they wanted to wait to open the amenity until the amenity access system was installed, and the appropriate signage was put up. He noted that items that still needed to be completed were minor cosmetic items such as painting and door trims. He also noted that the dog park corral was in the process of being completed and that the valve pole was fixed.

#### **ii. Consideration of Quotes for Amenity Access System from Current Demands a) CDVI Option**

Mr. Smith reviewed the quote for the amenity access system, noting that the system did not have a backup and that all data was locally stored on the hardware that was there. He added that they did keep files of the data as backup, but that if the hardware was fried somehow, they would have to reinput all of the data.

#### **b) INCEPTION Option**

Mr. Smith noted that the INCEPTION option allowed them to store everything on a cloud and updated the hardware at a later time. He also noted that the option was cheaper than the prior one, and the only downside was that it had prongs that cost about \$30.

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Ms. Burns asked if it would be better to go back to the policies and rules and changing the key fob policy back to only having one key fob per resident. The Board agreed and noted that if they wanted, residents could purchase an additional key fob for \$30. She asked for a motion to approve the INCEPTION option and a separate one to ratify the policies and procedures.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Quote for Amenity Access System from Current Demands with the INCEPTION Option, was approved.

**iii. Consideration of Quote for Amenity Trash Cans and Dog Stations**

Mr. Smith presented the quote for various trash cans and 2 dog stations in the CDD. He noted that there would be 1 dog station in each dog park, as well as an amenity trashcan in each dog station and at each mail kiosk.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Quote for Amenity Trash Cans and Dog Stations, was approved.

Mr. Elliott asked Mr. Smith what type of lifts they would be using for the pool, and Mr. Smith noted that it was a hydraulic lift that ran with a water line. He added that the battery-operated ones were not a good idea due to the maintenance that they require and the staff hours and price it would take to fix it when broken. He also added that the hydraulic ones were more sturdy as well and would age better.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register to the Board. She stated that she would be happy to answer any questions. She noted that the total amount was \$421,572.62 through January 31<sup>st</sup>.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

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Ms. Burns presented the financials to the Board stating that they were through the end of January.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Brent Elliott*

Chairman/Vice Chairman