

**WINSLOW’S POINT
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of Winslow’s Point Community Development District was held on March 6, 2025, immediately following the adjournment of the Landowners’ Meeting, scheduled to commence at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844.

Present:

Shelley Kaercher
Robyn Bronson
Roger Van Auker
John Nowotny

Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Jamie Sanchez
Chris Conti
Jere Earlywine
Marc Stehli (via telephone)
Cynthia Wilhelm (via telephone)
Alex Madison
Winslow Stevens
Judith Stevens

District Manager
Wrathell, Hunt and Associates, LLC
Wrathell, Hunt and Associates, LLC
District Counsel
District Engineer
Bond Counsel
Forestar
Public
Public

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:07 a.m. Supervisors-Elect Shelley Kaercher, Robyn Bronson, Roger Van Auker, and John Nowotny were present. Supervisor-Elect Chris Tyree was not present.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Judith Stevens, a member of the public, expressed concern about wetland preservation. She wants the trees to be kept. She suggested use of dark sky lighting as it directs lighting downward.

It was noted that dark sky lighting will be researched and that Forestar does not object to it, as long as the utility providers offer it.

Mr. Winslow Stevens, a member of the public, expressed concern about preserving the water quality and way of life around the lake. He is concerned about wetland preservation and that a future resident-controlled CDD Board might not focus on preservation. Ms. Cerbone noted that the CDD will have various maintenance providers and the District Engineer who understand the importance of preservation.

PART 1: GENERAL DISTRICT ITEMS**GENERAL DISTRICT ITEMS****THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)

Mr. Conti, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Shelley Kaercher, Robyn Bronson, Roger Van Auker, and John Nowotny. All are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligations and Responsibilities**
- C. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

Mr. Conti read Form 8B, as follows, as it pertains to the Board Members:

"I am a member of the Board of Supervisors of the Winslow's Point Community Development District created under Chapter 190, Florida Statutes, and I am a principal, employee, and/or business associate, or relative, of a landowner in the District. Decisions potentially affecting the landowner may come before the Board from time to time. Pursuant to Sections 112.3143(3)(b) and 190.007(1), Florida Statutes, I understand that I do not have a conflict of interest when voting on such matters, and that I am not prohibited from voting on such matters. That said, I am filing this disclosure of voting conflict in an abundance of caution, and to follow the procedures required by s. 112.3143, Florida Statutes, and for the duration of my term and any subsequent terms."

The Board Members will complete and execute Form 8B, which will be held by District Management and attached to meeting minutes, if necessary, should a conflict arise.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting; Providing a Severability Clause; and Providing an Effective Date

Ms. Sanchez presented Resolution 2025-01.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Ms. Sanchez presented Resolution 2025-02. The Landowners' Election results, which will be inserted into Sections 1 and 2 of the Resolution, were as follows:

Seat 1	Chris Tyree	243 votes	4-year Term
Seat 2	Shelley Kaercher	243 votes	4-year Term
Seat 3	Robyn Bronson	242 votes	2-year Term
Seat 4	Roger Van Auker	242 votes	2-year Term
Seat 5	John Nowotny	242 votes	2-year Term

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Electing Certain Officers of the District, and Providing for an Effective Date

Ms. Sanchez presented Resolution 2025-03. Ms. Kaercher nominated the following:

Chair	Shelley Kaercher
Vice Chair	Chris Tyree
Secretary	Craig Wrathell
Assistant Secretary	Robyn Bronson
Assistant Secretary	Roger Van Auker
Assistant Secretary	John Nowotny
Assistant Secretary	Jamie Sanchez
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-03, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

SEVENTH ORDER OF BUSINESS

**Consideration of the Following Consent
Agenda Organizational Items**

- A. Resolution 2025-04, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**
 - Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**
- B. Resolution 2025-05, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date**
 - Fee Agreement: Kutak Rock LLP**
- C. Resolution 2025-06, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date**
- D. Resolution 2025-07, Appointing an Interim District Engineer for Winslow's Point Community Development District, Authorizing Its Compensation and Providing for an Effective Date**

- **Interim Engineering Services Agreement: Poulos & Bennett**
- E. **Authorization of Request for Qualifications (RFQ) for Engineering Services**
- F. **Board Member Compensation: 190.006 (8), F.S.**

The Board Members declined compensation.
- G. **Resolution 2025-08, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**
- H. **Resolution 2025-09, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date**
 - **Authorization to Obtain General Liability and Public Officers' Insurance**
- I. **Resolution 2025-10, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**
- J. **Resolution 2025-11, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**
- K. **Resolution 2025-12, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**
- L. **Resolution 2025-13, Ratifying, Confirming and Approving the Recording of the Notice of Establishment for the District; and Providing for an Effective Date**
- M. **Authorization of Request for Proposals (RFP) for Annual Audit Services**
 - **Designation of Board of Supervisors as Audit Committee**
- N. **Strange Zone, Inc., Quotation #M25-007 for District Website Design, Maintenance and Domain Web-Site Design Agreement**
- O. **ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**
- P. **Resolution 2025-14, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

- Q. Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**
- R. E-Verify Memorandum with MOU**

BANKING ITEMS

EIGHTH ORDER OF BUSINESS

**Consideration of the following Consent
Agenda Banking Items**

- A. Resolution 2025-15, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**
- B. Resolution 2025-16, Authorizing the District Manager or Treasurer to Execute the Public Depositor Report; Authorizing the Execution of Any Other Financial Reports as Required by Law; Providing for an Effective Date**

BUDGETARY ITEMS

NINTH ORDER OF BUSINESS

**Consideration of the following Consent
Agenda Budgetary Items**

- A. Fiscal Year 2024/2025 Budget Funding Agreement**
- B. Fiscal Year 2025/2026 Budget Funding Agreement**
- C. Resolution 2025-17, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes**
- D. Resolution 2025-18, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**
- E. Resolution 2025-19, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**
- F. Resolution 2025-20, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

- G. Resolution 2025-21, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the Consent Agenda Items listed in the Seventh, Eighth and Ninth Orders of Business, were approved and/or ratified and/or accepted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items

- A. Resolution 2025-22, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

- B. Resolution 2025-23, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices of Rule Development and Rulemaking

Ms. Sanchez presented Resolution 2025-23 and the accompanying Exhibits.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-23, to Designate May 13, 2025 at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

- C. Resolution 2025-24, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

This item was deferred.

BANKING ITEMS

**Consideration of the Following Non-
Consent Agenda Banking Item**

- A. Resolution 2025-25, Designating a Public Depository for Funds of the District and Providing an Effective Date**

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-25, Designating Truist Bank as a Public Depository for Funds of the District and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

TWELFTH ORDER OF BUSINESS

**Consideration of the following Non-
Consent Agenda Budgetary Items:**

- A. Resolution 2025-26, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-26 and the proposed Fiscal Year 2025 budget.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-26, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on May 13, 2025 at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844; Addressing Severability; and Providing for an Effective Date, was adopted.

- B. Resolution 2025-27, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-27 and the proposed Fiscal Year 2026 budget.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-27, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law on May 13, 2025 at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844; Addressing Severability; and Providing for an Effective Date, was adopted.

- C. Resolution 2025-28, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Mr. Earlywine stated this item will not be addressed as it is not necessary.

PART 4: BOND FINANCING & PROJECT RELATED MATTERS

FINANCING RELATED MATTERS

THIRTEENTH ORDER OF BUSINESS

Consideration of the following Bond Financing Related Items:

- A. Bond Financing Team Funding Agreement

Mr. Earlywine presented the Bond Financing Team Funding Agreement.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, the Bond Financing Team Funding Agreement, in substantial form, was approved.

- B. Engagement of Bond Financing Professionals

Ms. Sanchez and Mr. Earlywine presented the following:

- I. Underwriter/Investment Banker: FMSbonds, Inc
- II. Bond Counsel: Nabors Giblin & Nickerson P.A.
- III. Trustee, Paying Agent and Registrar: US Bank Trust Company, N.A.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, the FMSbonds, Inc, Agreement for Underwriter Services and Rule G-17 Disclosure Letter; Nabors Giblin & Nickerson P.A. Engagement Letter for Bond Counsel Services; and US Bank Trust Company, N.A., Engagement Letter to serve as Trustee, Paying Agent and Registrar, was approved.

C. Resolution 2025-29, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Ms. Sanchez presented Resolution 2025-29. This Resolution enables placement of the assessments on the tax bill utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Ms. Kaercher and seconded by Ms. Bronson, with all in favor, Resolution 2025-29, Designating a Date, Time, and Location of May 13, 2025 at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844 for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

D. Presentation of Master Engineer's Report

Mr. Stehli presented the Master Engineer's Report dated March 2025 and noted the following:

- The District consists of approximately 242.24 acres.
- The Capital Improvement Plan (CIP) anticipates 533 units of various product types and sizes.
- The CIP infrastructure includes roadway improvements; stormwater management system; water, wastewater and reclaim utilities; perimeter and right-of-way hardscape, landscape, and Irrigation; streetlights/undergrounding of electrical utility lines; recreational amenities; environmental conservation; off-site improvements and professional services.
- The CIP Cost Estimate is \$26,206,675.98.
- The estimated cost to the CIP as set forth herein is reasonable based on prices currently being experienced in Polk County, Florida, and is not greater than the lesser of the actual cost of construction or the fair market value of such infrastructure.

Mr. Earlywine stated that the Report includes all the findings necessary to levy assessments, including that there is a benefit to the properties within the District from the CIP and that the project is feasible and able to be constructed.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the Master Engineer's Report dated March 2025, in substantial form and for the purposes of bond validation and for the assessment notices, was approved.

E. Presentation of Master Special Assessment Methodology Report

Ms. Sanchez presented the Master Special Assessment Methodology Report dated March 6, 2025 and noted that the version in the agenda package is not the most up to date version, as there were some updates. Some wording related to the Amenity Center was changed and that will be removed because the Amenity will be private. Mr. Earlywine stated that he will change the language as necessary. The amenities will either be privately owned and, if so, will be subject to assessments, or they will be owned by the CDD.

There was no other discussion of the Methodology Report.

On MOTION by Mr. Van Auker and seconded by Ms. Kaercher, with all in favor, the Master Special Assessment Methodology Report, in substantial form and for the purposes of bond validation and for the assessment notices, was approved.

F. Resolution 2025-30, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid by Assessments, and the Manner and Timing in Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing For An Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date

Ms. Sanchez presented Resolution 2025-30 and read the title.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, Resolution 2025-30, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid by Assessments, and the Manner

and Timing in Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing For An Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings on May 13, 2025 at 11:00 a.m., at the Oakland Neighborhood Center, 915 Ave. E, Haines City, Florida 33844; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

- G. Resolution 2025-31, Authorizing the Issuance of Not to Exceed \$36,185,000 Winslow's Point Community Development District Capital Improvement Revenue Bonds, in One or More Series; Approving the Form of a Master Trust Indenture; Appointing a Trustee, Registrar and Paying Agent; Approving a Capital Improvement Program; Authorizing the Commencement of Validation Proceedings Relating to the Bonds; and Providing an Effective Date**

Ms. Wilhelm presented Resolution 2025-31, known as the Bond Validation Resolution, which accomplishes the following:

- Approves the form of the Master Trust Indenture.
- Appoints U.S. Bank Trust Company, NA as the Trustee, Registrar and Paying Agent.
- Approves the CIP set forth in the Engineer's Report.
- Authorizes District Counsel to file the bond validation petition.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, Resolution 2025-31, Authorizing the Issuance of Not to Exceed \$36,185,000 Winslow's Point Community Development District Capital Improvement Revenue Bonds, in One or More Series; Approving the Form of a Master Trust Indenture; Appointing a Trustee, Registrar and Paying Agent; Approving a Capital Improvement Program; Authorizing the Commencement of Validation Proceedings Relating to the Bonds; and Providing an Effective Date, was adopted.

PROJECT RELATED ITEMS

FOURTEENTH ORDER OF BUSINESS

Consideration of the following Project Related Items:

A. Temporary Construction Easement

Mr. Earlywine presented the Temporary Construction Easement. This terminates upon platting.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the Temporary Construction Easement, in substantial form, was approved.

B. Acquisition Agreement

Mr. Earlywine presented the Acquisition Agreement, which is standard in form.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the Acquisition Agreement, in substantial form, was approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that he will attempt to file for bond validation next week, which could potentially enable bond issuance as early as August.

B. District Engineer (Interim): Poulos & Bennett

There was no report.

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

The next meeting will be held on May 13, 2025 at 11:00 a.m.

It was determined that all funding requests should be transmitted to Ms. Kaercher.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the meeting adjourned at 11:43 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair