

**MINUTES OF MEETING  
WINDWARD PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Windward Preserve Community Development District held a Public Hearing and Regular Meeting on June 24, 2025 at 11:00 a.m., at the Brevard County Government Center (Atlantic Room, Third Floor), 2725 Judge Fran Jamieson Way, Viera, Florida 32940.

**Present:**

Susan Kane  
Nora Schuster  
Tyler Harding

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Andrew Kantarzhi  
Jere Earlywine (via telephone)  
David Stokes (via telephone)  
Andrea Fidler (via telephone)

District Manager  
District Counsel  
Interim District Engineer  
Taylor Morrison

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 11:02 a.m. Supervisors Kane, Schuster and Harding were present. Supervisors LaRue and Nesov were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Kevin LaRue  
[Seat 4]**

<p><b>On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the resignation of Kevin LaRue from Seat 4, was accepted.</b></p>
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**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Andrea Fidler to  
Fill Unexpired Term of Seat 4; Term Expires  
November 2026**

Ms. Schuster nominated Andrea Fidler to fill Seat 4. No other nominations were made.

**On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the appointment of Andrea Fidler to fill Seat 4, was approved.**

- **Administration of Oath of Office to Andrea Fidler (the following to be provided under separate cover)**

The Oath of Office will be administered to Andrea Fidler at or before the next meeting.

**A. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

**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**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-07, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2025-07. Ms. Kane nominated the following:

Nora Schuster	Chair
Susan Kane	Vice Chair
Tyler Harding	Assistant Secretary
George Nesov	Assistant Secretary
Andrea Fidler	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Kevin LaRue	Assistant Secretary
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The following The following prior appointments by the Board remain unchanged by this Resolution:

Craig Wrathell	Secretary
Andrew Kantarzhi	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

**On MOTION by Mr. LaRue and seconded by Mr. Harding, with all in favor, Resolution 2025-07, Electing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-08, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Kantarzhi presented Resolution 2025-08. He reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. He noted that, since the last meeting, Insurance and Contingency/bank charges and EMMA software services line items were increased. This is a Landowner-contribution budget, with expenses being funded as they are incurred.

**On MOTION by Mr. Harding and seconded by Ms. Kane, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, Resolution 2025-08, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication**
- B. RFQ Package**

These items were included for informational purposes.

**C. Respondent(s): Madden, Moorhead & Stokes, LLC**

Mr. Kantarzhi stated that Madden, Moorhead & Stokes, LLC, the CDD’s current Interim District Engineer, was the sole respondent to the RFQ.

**D. Competitive Selection Criteria/Ranking**

Mr. Kantarzhi stated that, as the sole respondent, the Board can deem Madden, Moorhead & Stokes, LLC, as the most responsive, responsible respondent and rank them as the #1 ranked respondent or the Board can reject the response and seek others.

**On MOTION by Ms. Kane and seconded by Mr. Harding, with all in favor, deeming Madden, Moorhead & Stokes, LLC as the most responsive respondent to the RFQ for Engineering Services, and ranking Madden, Moorhead & Stokes, LLC, as the #1 ranked respondent to the RFQ for Engineering Services, was approved.**

**E. Award of Contract**

**On MOTION by Ms. Kane and seconded by Mr. Harding, with all in favor, awarding the Engineering Services Contract to Madden, Moorhead & Stokes, LLC, the #1 ranked respondent, and authorizing Staff to engage Madden, Moorhead & Stokes, LLC, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2025**

**On MOTION by Ms. Schuster and seconded by Mr. Harding, with all in favor, the Unaudited Financial Statements as of May 31, 2025, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of March 11, 2025 Regular Meeting Minutes**

**On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the March 11, 2025 Regular Meeting Minutes, as presented, were approved.**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Mr. Earlywine stated that the City asked for the CDD to finish its Public Facilities Report this month, if possible. An alternative to the Public Facilities Report is the Report submitted as part of the Development Approval submissions.

Mr. Earlywine asked if another phase of infrastructure is ready to be acquired. Mr. Stokes did not believe so; the next phase will likely be some of the utilities, with substantial completion within a month or two.

**B. District Engineer (Interim): Madden, Moorhead & Stokes, LLC**

There was no report.

Interim will be removed from future agendas.

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

- **0 Registered Voters in District as of April 15, 2025**
- **UPCOMING MEETINGS**
  - **July 8, 2025 at 10:00 AM**
  - **August 12, 2025 at 10:00 AM**
  - **September 9, 2025 at 10:00 AM**
  - **QUORUM CHECK**

Mr. Kantarzhi reminded the Board Members to file Form 1.

The July 8, 2025 meeting will be cancelled. The next meetings will be August 12, 2025 and September 9, 2025, unless cancelled.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Schuster and seconded by Mr. Harding, with all in favor, the meeting adjourned at 11:18 a.m.**



Secretary/Assistant Secretary



Chair/Vice Chair