

**MINUTES OF MEETING  
BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II  
COMMUNITY DEVELOPMENT DISTRICTS**

The Boards of Supervisors of the Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts held a Regular Meeting on **Wednesday, April 26, 2017 at 1:00 p.m.**, at **The Commons Club at The Brooks Enrichment Center, 9930 Coconut Road, Bonita Springs, Florida 34135.**

**Present for Brooks CDD were:**

James Merritt	Chair
Jim Ward	Vice Chair
Phil Douglas	Assistant Secretary
Rollin Crawford	Assistant Secretary
Sandra Varnum	Assistant Secretary

**Present for Brooks II CDD were:**

Joseph Bartoletti	Chair
James Strecansky	Vice Chair
Jack Meeker	Assistant Secretary
Gary Davidson	Assistant Secretary
Ray Pierce	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Dave Robson	District Engineer
Dan Cox	District Counsel
Tony Grau ( <i>via telephone</i> )	Grau & Associates
Ralph "Joe" Shannon	Resident
Joe Archazki	Manager, The Commons Club

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:30 p.m. All Supervisors were present, in person, for Brooks of Bonita Springs and Brooks of Bonita Springs II.

**SECOND ORDER OF BUSINESS**

**Public Comments (*agenda items only*)**

There being no public comments, the next item followed.

**BROOKS OF BONITA SPRINGS ITEMS**

**THIRD ORDER OF BUSINESS**

**Presentation of Brooks of Bonita Springs  
Community Development District's  
Audited Financial Report for Fiscal Year  
Ended September 30, 2016, Prepared by  
Grau & Associates.**

Mr. Grau stated that this was a clean opinion. On Page 9, the "Balance Sheet" for the "Governmental Funds" reflected "Total fund balance" of \$1,057,588; \$134,116 and \$368,099 in the "Debt Service" funds and \$555,373 in the "General" fund. On Page 20, under "Note 6 – Long Term Liabilities", "Long-term Debt activity" for "Governmental activities" reflected a total reduction of \$1,056,515. There were no findings or instances of noncompliance in the "Independent Auditor's Report On Internal Control Over Financial Reporting and on Compliance and Other Matters", on Pages 24 and 25, the Independent Auditor's Report on Compliance with the Requirements of Section 218,415, Florida Statutes", on Page 26, the "Management Letter", on Page 27, or the "Report to Management", on Page 28.

- **Presentation of Brooks of Bonita Springs II Community Development District's Audited Financial Report for Fiscal Year Ended September 30, 2016, Prepared by Grau & Associates**

***\*\*\*This item, previously the Sixth Order of Business, was presented out of order.\*\*\****

Mr. Grau stated that this was a clean opinion. On Page 9, the "Balance Sheet" for the "Governmental Funds" reflected "Total fund balance" of \$1,090,490; \$148,333 and \$557,250 in the "Debt Service" funds and \$384,907 in the "General" fund. On Page 20, under "Note 6 – Long Term Liabilities", "Long-term Debt activity" for "Governmental activities" reflected a total reduction of \$628,401. There were no findings or instances of noncompliance in the "Independent Auditor's Report On Internal Control Over Financial Reporting and on Compliance and Other Matters", on Pages 24 and 25, the Independent Auditor's Report on Compliance with the Requirements of Section 218,415, Florida Statutes", on Page 26, the "Management Letter", on Page 27, or the "Report to Management", on Page 28.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-6,  
Accepting the Audited Financial Report  
for the Fiscal Year Ended September 30,  
2016.**

Mr. Adams presented Resolution 2017-6.

**On MOTION for Brooks of Bonita Springs by Mr. Crawford and seconded by Mr. Douglas, with all in favor, Resolution 2017-6, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016, was adopted.**

- **Consideration of Resolution 2017-8, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016**

*\*\*\*This item, previously the Seventh Order of Business, was presented out of order.\*\*\**

Mr. Adams presented Resolution 2017-8.

**On MOTION for Brooks of Bonita Springs II by Mr. Strecansky and seconded by Mr. Bartoletti, with all in favor, Resolution 2017-8, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion: District Manager's Revised Operating Procedures**

**A. Consideration of Resolution 2017-7, Electing Officers of the District**

Mr. Adams presented Resolution 2017-7. Mr. Jeff Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers, as Assistant Treasurer. This would enable Mr. Pinder to interact with the bank, on the District's behalf, whenever Mr. Wrathell was unavailable. The remaining slate of officers was unchanged. The slate of officers was as follows:

Chair	<u>James Merritt</u>
Vice Chair	<u>Jim Ward</u>
Secretary	<u>Chuck Adams</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Treasurer	<u>Jeff Pinder</u>
Assistant Secretary	<u>Rollin Crawford</u>
Assistant Secretary	<u>Phil Douglas</u>
Assistant Secretary	<u>Sandra Varnum</u>
Assistant Secretary	<u>Craig Wrathell</u>

**On MOTION for Brooks of Bonita Springs by Mr. Crawford and seconded by Mr. Ward, with all in favor, Resolution 2017-7, Electing Officers of the District, as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.**

**B. Consideration of Resolution 2017-8, Designating the Authorized Signatories for the District's Operating Bank Account(s)**

Mr. Adams presented Resolution 2017-8. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District's operating account, and Mr. Wrathell must countersign all checks and warrants.

**On MOTION for Brooks of Bonita Springs by Mr. Crawford and seconded by Mr. Ward, with all in favor, Resolution 2017-8, Designating the Authorized Signatories for the District's Operating Bank Account(s), was adopted.**

**BROOKS OF BONITA SPRINGS II ITEMS**

**SIXTH ORDER OF BUSINESS**

**Presentation of Brooks of Bonita Springs II Community Development District's Audited Financial Report for Fiscal Year Ended September 30, 2016, Prepared by Grau & Associates**

This item was presented following the Third Order of Business.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-8, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016**

This item was presented following the Fourth Order of Business.

**EIGHTH ORDER OF BUSINESS**

**Discussion: District Manager's Revised Operating Procedures**

**A. Consideration of Resolution 2017-9, Electing Officers of the District**

Mr. Adams presented Resolution 2017-9. Mr. Jeff Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers, as Assistant

Treasurer. This would enable Mr. Pinder to interact with the bank, on the District's behalf, whenever Mr. Wrathell was unavailable. The remaining slate of officers was unchanged. The slate of officers was as follows:

Chair	<u>Joseph Bartoletti</u>
Vice Chair	<u>James Strecansky</u>
Secretary	<u>Chuck Adams</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Treasurer	<u>Jeff Pinder</u>
Assistant Secretary	<u>Jack Meeker</u>
Assistant Secretary	<u>Gary Davidson</u>
Assistant Secretary	<u>Ray Pierce</u>
Assistant Secretary	<u>Craig Wrathell</u>

**On MOTION for Brooks of Bonita Springs II by Mr. Davidson and seconded by Mr. Bartoletti, with all in favor, Resolution 2017-9, Electing Officers of the District, as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.**

**B. Consideration of Resolution 2017-10, Designating the Authorized Signatories for the District's Operating Bank Account(s)**

Mr. Adams presented Resolution 2017-10. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District's operating account, and Mr. Wrathell must countersign all checks and warrants.

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Strecansky, with all in favor, Resolution 2017-10, Designating the Authorized Signatories for the District's Operating Bank Account(s), was adopted.**

***\*\*\*Mr. Crawford left the meeting.\*\*\****

**JOINT BOARD ITEMS**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolutions Approving  
the Districts' Proposed Budgets for Fiscal  
Year 2017/2018 and Setting a Public  
Hearing Thereon Pursuant to Florida  
Law**

Mr. Adams presented Resolutions 2017-9 and 2017-11. Discussion ensued regarding adjustments to the proposed Fiscal Year 2018 budget including, traffic signals and bids from approved contractors, adjustments to costs, depletion of reserve balances, lake bank erosion repair costs, fund balances and a strategy for possibly obtaining a line of credit.

The Board agreed that another meeting, prior to July 26, was necessary to further review the proposed Fiscal Year 2018 budget. Prior to the added meeting, Mr. Adams would work with Mr. Ward to develop a strategy or proposal for a line of credit. Mr. Merritt stated that a line of credit was deemed as a viable option, rather than using fund balance for unexpected repairs or maintenance. Mr. Adams suggested a secured credit line of \$250,000, in lieu of using surplus funds. The line of credit would be utilized for specific projects only.

Mr. Meeker was concerned about a \$25 assessment increase and felt that more budget discussions were needed. Too many ongoing projects were taking funds from the reserves. Without knowing the actual costs for these projects or repairs, the District could not properly prepare the Fiscal Year 2018 budget. Assessments should be pinpointed for the next six to ten years. It was time for actual numbers and an action plan to determine normal expenses versus replacement costs, maintenance or projects.

- **Resolution 2017-9, *Brooks of Bonita Springs Community Development District***

<p><b>On MOTION for Brooks of Bonita Springs by Mr. Douglas and seconded by Mr. Ward, with all in favor, Resolution 2017-9, Approving the Districts' Proposed Budgets for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2017 at 1:00 p.m., at this location, was adopted.</b></p>
---

- **Resolution 2017-11, *Brooks of Bonita Springs II Community Development District***

**On MOTION for Brooks of Bonita Springs II by Mr. Meeker and seconded by Mr. Bartoletti, with all in favor, Resolution 2017-11, Approving the Districts' Proposed Budgets for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2017 at 1:00 p.m., at this location, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolutions Approving Amended Budget for Fiscal Year 2016/2017**

- **Resolution 2017-10, *Brooks of Bonita Springs Community Development District***  
Mr. Adams presented Resolution 2017-10.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Ward, with all in favor, Resolution 2017-10, Approving Amended Budget for Fiscal Year 2016/2017, was adopted.**

- **Resolution 2017-12, *Brooks of Bonita Springs II Community Development District***  
Mr. Adams presented Resolution 2017-12.

**On MOTION for Brooks of Bonita Springs II by Mr. Strecansky and seconded by Mr. Bartoletti, with all in favor, Resolution 2017-12, Approving Amended Budget for Fiscal Year 2016/2017, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Discussion: Lake 38 Aeration Equipment Install/Consideration of Relocating**

Mrs. Adams stated that, at a prior meeting, Mr. Joe Shannon, a resident, requested relocation of the Lake 38 aeration system, to the end of the street, due to the loudness of the system. Mrs. Adams stated that a proposal to relocate the aeration equipment 440' from the resident's home was \$12,000. The initial installation of the system was approximately \$8,900. A total of \$95,000 was spent on that system, to date. A proposal for \$4,000 to relocate the equipment 200' was also obtained. Those are the two proposals for consideration.

Discussion ensued regarding obtaining quotes for covers. In response to the question of whether he noticed any change in the noise level, after recent silencers were added to the aeration equipment, Mr. Shannon replied that it was more tolerable but not acceptable.

Mrs. Adams would obtain proposals for covers and suggested that additional trees or shrubs, along with a cover, might block the noise.

Mr. Merritt suggested purchasing the covers, if the price was reasonable.

**TWELFTH ORDER OF BUSINESS**

**Update: Lake Bank Erosion Repairs**

Mr. Adams stated that residents and the Association want to install underground drainage pipes. The pipes would not create any issues and would help control erosion.

**THIRTEENTH ORDER OF BUSINESS**

**Update: Controlled Access/Active  
Surveillance Initiative with The  
Commons Club**

Mr. Adams spoke with Mr. Archazki about meeting with Management of The Commons Club to discuss Envera's technology. Mr. Archazki did not need any information but the Sheriff's Office would need the information. Additional steps must be taken so that the surveillance cameras reveal tag information.

Mr. Merritt stated that, according to the Sheriff's Office, in order to issue a trespass, an authorized representative must be present at the time of the incident, with a law enforcement officer. The Sheriff's Office would respond to any request but it would not be a priority, in terms of response time. Mr. Adams previously indicated that surveillance cameras only help if someone knows the person. A camera should be located whereby the tag could be photographed to identify the vehicle's owner. Because of the judicial interpretation of the law, the Sheriff's Office would not respond to a trespass on public property. Mr. Merritt was not prepared to consider a surveillance system until the policies are determined. The Commons Club would have a person on site, until 1:00 a.m., for the next several months. This was another option but additional costs would be incurred, with that type of security.

Mr. Bartoletti was recently approached regarding the open bathrooms and the possibility of homeless people sleeping there, at night. Mr. Adams stated that there is no coverage during the weekends. Mr. Bartoletti stated that security at the restrooms must be addressed.



Mr. Ward stated that, during The Commons' Club meeting, installation of a gate was discussed as a possible solution. Mr. Archazki was researching the costs. The gate would only be operational in the evening.

Mr. Merritt stated, from a legal perspective, further consideration was needed. Residents who use The Commons' Club conveyed that, if The Club made it difficult to enter, homeless people would go elsewhere.

Mr. Adams stated that a key fob system might be helpful for the gate, bathrooms and The Club.

Mr. Merritt suggested discussion at a future meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Update: Design/Permitting Phase 2  
Pickleball Courts**

Mr. Adams presented the updated design. The reason it was not lined up, perfectly, was due to a major intake drainage structure, which would significantly increase the project costs, if the drainage were relocated. Based on the design drawings, Mr. Adams was confident that approval would be received.

Mr. Davidson asked if anyone discussed parking with Mr. Archazki. Mr. Merritt was not aware of any parking issues. Mr. Adams stated that, in the mornings, during the in season, it could become busy and 400 to 600 people attend the evening concerts and other events.

Mr. Meeker asked if it was necessary to expand the pickleball courts and if people were turned away due to crowded courts. Mr. Adams stated that 160 regular players use the facilities, all day and into the evening. Further information would be presented at the next meeting.

**FIFTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of March 31, 2017**

Mr. Adams presented the Unaudited Financial Statements as of March 31, 2017.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and  
seconded by Mr. Ward, with all in favor, the Unaudited  
Financial Statements as of March 31, 2017, were approved.**

**On MOTION Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Strecansky, with all in favor, the Unaudited Financial Statements as of March 31, 2017, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. October 26, 2016 Joint Public Hearing and Regular Meeting**

Mr. Bartoletti presented the October 26, 2016 Joint Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 15: Change “Roland” to “Rollin”

Lines 34 and throughout: Change “Barnum” to “Varnum”

Line 266: Insert “Copper Leaf had also transferred their property.” after “Wood.”

Mr. Merritt asked if the deeds were transferred and if the Shadow Wood Community Association remained outstanding. Mr. Adams replied affirmatively; the village returned the deeds for changes. It was approved. Transfers were still missing and the Shadow Wood Community Association was working on parcels.

**On MOTION for Brooks of Bonita Springs by Ms. Varnum and seconded by Mr. Merritt, with all in favor, the October 26, 2016 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Douglas and seconded by Mr. Bartoletti, with all in favor, the October 26, 2016 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**B. January 26, 2017 Joint Public Hearing and Regular Meeting**

Mr. Bartoletti presented the January 26, 2017 Joint Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 276: Change “Dor Smith” to “Dore-Smith”

Line 299: Insert “Rain Bird had been retained to evaluate and recommend changes to the system.” after “system.”

In response to a question, Mr. Adams stated that Rain Bird was already retained to evaluate and recommend changes to the system. An initial review of the system was conducted so the system could operate properly. A reduction in usage occurred, since then.

**On MOTION for Brooks of Bonita Springs by Ms. Varnum and seconded by Mr. Ward, with all in favor, the January 26, 2017 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**On MOTION for Brooks of Bonita Springs by Mr. Bartoletti and seconded by Mr. Pierce, with all in favor, the January 26, 2017 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**C. March 21, 2017 Joint Special Meeting**

Mr. Bartoletti presented the March 21, 2017 Joint Special Meeting Minutes and asked for any additions, deletions or corrections. The following change was made:

Line 37 and throughout: Change “Becca” to “Nicca”

**On MOTION for Brooks of Bonita Springs by Mr. Ward and seconded by Ms. Varnum, with all in favor, the March 21, 2017 Joint Special Meeting Minutes, as amended, were approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Strecansky, with all in favor, the March 21, 2107 Joint Special Meeting Minutes, as amended, were approved.**

**SEVENTEENTH ORDER OF BUSINESS**

**Other Business**

Mr. Bartoletti referred to the “Copperleaf Fishing Area – Map” and discussed possible expansion of the fishing areas. If the Districts could give consent for changes to the map, people would know where they can and cannot fish. Fishing is not allowed behind residential lots. Mr.

Bartoletti suggested a map for the fishing area around the lake. Mr. Adams would make the changes and a GIS map would be available on the website.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Douglas, with all in favor, Approval of Modification in Fishing Areas for Copper Leaf, was approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Davidson and seconded by Mr. Strecansky, with all in favor, Approval of Modification in Fishing Areas for Copper Leaf, was approved.**

**EIGHTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Engineer**

There being no report, the next item followed.

**C. District Manager**

**i. Registered Voters in Districts as of April 15, 2017**

**o Brooks of Bonita Springs: 2,199**

Mr. Adams stated that there were 2,199 registered voters residing within the boundaries of Brooks of Bonita Springs District, as of April 15, 2017.

**o Brooks of Bonita Springs II: 1,545**

Mr. Adams stated that there were 1,545 registered voters residing within the boundaries of Brooks of Bonita Springs District II, as of April 15, 2017.

**ii. NEXT MEETING DATE: July 26, 2017 at 1:00 p.m.**

The next meeting will be held on July 26, 2017 at 1:00 p.m.

**D. Operations Report**

**i. Landscape Maintenance Activities**

Mrs. Adams discussed updating software of the systems, which would be controlled by the landscapers. Oversight would be necessary and Mr. Adams would be able to view the systems, from his computer, once the new software was in place. The new, updated controllers carry a one-year warranty for the equipment and a one-year maintenance warranty, unless a five-

year maintenance warranty is purchased. Mrs. Adams wanted the vendor to attend the next meeting to explain exactly what would be included in the update.

**ii. Lake Maintenance Activities**

Mrs. Adams stated that MRI recently completed culvert inspections for Lighthouse Bay and Spring Run. The report identified an abundance of areas that needed cleaning. The last cleaning was in 2012 and, a number of times, both she and Mr. Adams discovered broken irrigation heads. In Mrs. Adams' opinion, the full-time irrigation person was not on site enough for maintenance.

Mrs. Adams stated that the flowers were an issue. BrightView was not maintaining the flowers. A written report would be presented at the next meeting.

**NINETEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Adams would poll the Board to determine when a quorum would be available for another meeting, prior to the July meeting.

**TWENTIETH ORDER OF BUSINESS**

**Public Comments (*non-agenda items, only; four (4)-minute time limit*)**

There being no public comments, the next item followed.

**TWENTY-FIRST ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned at approximately 3:30 p.m.

**On MOTION for Brooks of Bonita Springs by Merritt and seconded by Mr. \_\_\_\_\_, with all in favor, the meeting adjourned at 3:30 p.m.**

**On MOTION for Brooks of Bonita Springs II by Mr. Davidson and seconded by Mr. Strecansky, with all in favor, the meeting adjourned at 3:30 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

**BROOKS OF BONITA SPRINGS &  
BROOKS OF BONITA SPRINGS II CDDS**

**April 26, 2017**

**FOR BROOKS OF BONITA SPRINGS:**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair

**FOR BROOKS OF BONITA SPRINGS II:**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair