

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

The Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts' Boards of Supervisors held a Joint Regular Meeting on October 24, 2018 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 (via telephone)	Vice Chair
Rollin Crawford	Assistant Secretary
Sandra Varnum	Assistant Secretary
Phil Douglas	Assistant Secretary

**Present for Brooks II CDD were:**

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

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Dan H. Cox	District Counsel
Mallory Clancy	District Engineer
Bill Kurth	SOLitude Lake Management
Mark Grimes	GulfScapes - President
Blake Grimes	GulfScapes - Manager
Joseph Archazki	Commons Club – GM
Michael Perkins	Irrigation Design Group Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:03 p.m. For Brooks of Bonita Springs, Supervisors Merritt, Crawford, Varnum and Douglas were present, in person. Supervisor Ward was attending via telephone.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Douglas, with all in favor, authorizing Mr. Ward's attendance and full participation, via telephone, due to exceptional circumstances, was approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Pierce, with all in favor, authorizing Mr. Ward's attendance and full participation, via telephone, due to exceptional circumstances, was approved.**

For Brooks of Bonita Springs II, Supervisors Bartoletti, Davidson and Pierce were present, in person. Supervisors Strecansky and Meeker were not present at roll call.

Mr. Adams made the following adjustments to the agenda:

- Item 12B would be presented following the Third Order of Business. The Annual NPDES Report was distributed to accompany Ms. Clancy's presentation.
- Item 12D would be presented following the Fourth Order of Business.

**SECOND ORDER OF BUSINESS**

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

There being no public comments, the next item followed.

**JOINT BOARD ITEMS**

**THIRD ORDER OF BUSINESS**

**Consideration of Award of Contract for  
Landscape Maintenance**

Mrs. Adams stated that the current landscaping contract is set to expire at the end of October and called attention to her previously-submitted Memorandum, dated October 24, 2018, along with a Bid Analysis. She highlighted the following items:

- BrightView submitted a 14 % increase to their contract from two years ago.
- GulfScapes submitted a 7% increase from prior years.

- BrightView has been working under defective work notices since August.
- Staff had to hire/outsource for routine maintenance such as weed-pulling etc.
- Irrigation Design Group (IDG) was hired to conduct checks on the zones; they have found a lack of proper maintenance of the irrigation system.
- It takes BrightView one month to check zones, which is unacceptable.
- GulfScapes maintains two other properties managed by District Staff.
- Management recommends retaining GulfScapes for this contract, as they have ample experience working for the District.

In response to a question, Mr. Mark Grimes, President of GulfScapes, stated that GulfScapes has been in business since 2008. Mr. Davidson mentioned the need for full-time on-site personnel and asked if a full-time irrigation specialist will be assigned. Mrs. Adams stated that GulfScapes previously furnished Staff with an Organizational Chart and asked Mr. Grimes to provide an overview.

Mr. Grimes stated that an on-site crew of seven will maintain the community and perform daily chores, such as blowing and debris removal and an additional crew will be dispatched one day per week for trimming, weeding and mowing of the Enrichment Center. A Board Member asked if the seven-member crew will include an irrigation specialist. Mr. Grimes replied that the specialist will be an additional employee who would also work full-time, on site, five days per week, and Mr. Blake Grimes, of GulfScapes, will serve as Site Manager. Regarding outsourcing, Mr. Grimes stated that the trees, tree trimming and mulch would be outsourced, while fertilization, pest control and irrigation are performed in-house. Mr. Grimes, Staff and the Board conferred about the green area, sod replacement, zoysia grasses, weed control, drainage issues, flower maintenance, the importance of English-speaking crewmen, soil testing and the mowing schedule. In response to a question, Mr. Grimes stated that, in case there is a main line leak or other irrigation issue on a weekend, he and Mr. Blake Grimes should be contacted directly; their contact information would be provided. Ms. Varnum thought it important for the contractor's irrigation specialist to coordinate with the CDDs' Irrigation Management Team to gain familiarity with the system. Mr. Grimes would work with the Irrigation Management Company to identify areas that are overwatered to fine-tune and

improve them. In response to Mr. Ward's question regarding maintenance of the Coconut Road Park, Mr. Grimes stated GulfScapes has an estimating system which helps determine costs and he was confident of the amounts quoted to maintain the various areas. Further, every job is measured, including the turf and flower beds, and assigning a separate crew to Coconut Park is a very efficient way to maintain it, as opposed to doing it as an add-on.

**On MOTION for Brooks of Bonita Springs by Mr. Crawford and seconded by Mr. Douglas, with all in favor, accepting District Staff's recommendation and awarding the Contract for Landscape Maintenance to GulfScapes, was approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Davidson, with all in favor, accepting District Staff's recommendation and awarding the Contract for Landscape Maintenance to GulfScapes, was approved.**

▪ **Staff Reports - District Engineer: *Johnson Engineering, Inc.***

**This item, previously Item 12B, was presented out of order.**

Ms. Clancy reported the following and took questions from the Board:

- The Brooks CDD is a co-permittee to the Lee County National Pollutant Discharge Elimination System (NPDES) permit.
- The NPDES Report is completed and all of the required attachments are completed, including a Major Outfalls list and a Monitoring Summary.
- The Brooks' outfalls do not qualify as major outfalls by definition; Ms. Clancy reported that there are currently no major outfalls.
- The Monitoring Summary consists of Lee County Halfway Creek gauges, various graphs and analyses of the past ten years and the past year.
- This year, there was nothing of note and there were no areas of concern.

Regarding the location of the Halfway Creek gauges, Ms. Clancy stated they are located on the west side of US 41. A Board Member asked what would be the remedy, if there was an issue. Ms. Clancy stated that the Department of Environmental Protection (DEP) would bring

this to light and monitoring stations could be placed on the outfalls to show that the Brooks is cleaning up the water through its stormwater treatment system. The Boards and Staff discussed the NPDES program, drainage systems, stormwater retention, the budget, the assessment program, the South Florida Water Management District (SFWMD) in relation to the sheetflow, control structures, rainfall and the wetlands. Mr. Adams will provide Ms. Clancy with control elevation parameters regarding the SFWMD changing the operating policy for the emergency gate.

▪ **Staff Reports - Operations – Lake Maintenance Activities**

**This item, previously Item 12D, was presented out of order.**

Mr. Merritt stated that Mr. Kurth was invited to today's meeting because he would like information regarding what determines which lakes require aeration, of those that are not being aerated. The purpose is so the Boards can communicate to homeowners, as the lakes get treated, why they are being treated and how it benefits them. He asked Mr. Kurth to provide the parameters that he uses to determine what lakes will be aerated next, of those that have never been aerated, etc. Mr. Kurth stated several different parameters could be examined to make that determination. He discussed the following:

- His on-site visits have lessened; however, a very good team of people have been assembled to respond instantly to the Districts' needs.
- Typically, aeration is used to improve water quality, health and to mitigate the nutrients to keep the community from contributing to toxic water going downstream.
- The goal is to mitigate nitrogen and phosphorus and minimize algae growth and re-growth so that it is beneficial to the environment; it makes more sense to try to limit nutrients to prevent algae growth. Typically, the algae responds to excessive nutrients and that is what SOLitude is attacking.

The Boards and Staff discussed nitrogen testing, algae blooms, applying algaecides, pond inspections, factors that cause algae, Sonar treatments, aeration, littorals, exotics, conducting oxygen profiles and the cost of lake bank management. Mr. Bartoletti asked Staff to prepare a document that lists which lakes will be treated, in which communities, and when treatment will commence, to inform homeowners about aeration and lake bank erosion. Mr.

Adams stated he will circulate the schedules to the Boards. Mr. Kurth stated the Lakes #90, #91, #96, #97 and #74 need aeration.

**FOURTH ORDER OF BUSINESS**

**Irrigation Design Group Updates**

**A. Wireless Flow Meters**

IDG recommended that the CDDs invest in flow meters at a cost of \$80,000.

**B. Controller Surge Protectors**

IDG recommended installing a commercial grade surge protector, which prevents surging and is line-filtered and more efficient than consumer protectors. A proposal was presented and approved by the Boards.

Mr. Michael Perkins, of IDG, provided an overview of the irrigation system Site Report for The Brooks I & II and discussed the information highlighted in the report including, main line leaks, washouts, soil moisture measurements, broken sprinklers, overwatering, zone pressure readings, missing rain sensors and controllers. He mentioned poor maintenance on the part of BrightView and very little cooperation from BrightView when contacted and told to check the rain sensors, which save water. In the current month, 10% of water was saved over the previous year. Discussion ensued regarding the spike in water usage in June and July, bleeding flow meters and master valves and RCS overestimating its meter reading, main line leaks and repairs and the benefits of flow meters. As to the outcome of the meeting between Staff, RCS and BrightView, on September 6, Mrs. Adams stated that BrightView was asked to select a few zones in different areas of the property because IDG complained about water pressure and snail issues. BrightView representatives agreed to look into the issues and follow up with Staff but failed to do so. She concluded that there are no issues with water quality; the issues are with irrigation technicians and oversight. The Boards' consensus was to abide by IDG's opinion to bring the irrigation system under control. Mr. Perkins would forward the flow meter information to Mrs. Adams for circulation to the Boards. Mrs. Adams stated now that GulfScapes has been engaged, there will be a big difference in water consumption; as they do not neglect their clients and are doing excellent work for Management's other clients. As to how many defective work orders were issued to BrightView, Mrs. Adams stated several; she

would email copies of the defective work notices to the Boards. Mrs. Adams would coordinate with Mr. Grimes as to the best time to grant GulfScapes remote access to the Districts.

**The meeting recessed at 2:46 p.m.**

**The meeting reconvened at 2:52 p.m.**

**FIFTH ORDER OF BUSINESS**

**Discussion: Operational or Conveyance  
Options for Coconut Park**

Mr. Crawford recalled expressing, at the previous meeting, that the Boards should reach a consensus on two issues:

1. Reach an agreement regarding the pickleball operation; whether it fine as is or is in need of adjustments.
2. Consider completely divesting from the pickleball operation and the real estate connected to it.

Discussion ensued regarding divestiture, access to the interactive fountain, the playground, a basketball court, pickleball, the CDD's tax exempt status, conducting a feasibility study, ensuring that every owner in The Brooks has access to the property through some means or mechanism, if the Boards choose to divest and conveying the pickleball operations to The Commons Club or a third party. A Board Member suggested asking The Commons Club what it would take, financially or otherwise, for them to operate the pickleball courts and allow them to provide a proposal for the Boards' consideration. The Boards' consensus was to leave the pickleball program as is, for now, and schedule a Special Meeting on the topic. Mr. Adams would schedule a Special Session after the holidays.

- **Consideration of Resolutions Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018; and Providing for an Effective Date**

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

- A. **Resolution 2019-01, Brooks of Bonita Springs Community Development District**

Mr. Adams presented Resolution 2019-01.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Crawford, with all in favor, Resolution 2019-01, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018; and Providing for an Effective Date, was adopted.**

**B. Resolution 2019-01, Brooks of Bonita Springs II Community Development District**

**On MOTION for Brooks of Bonita Springs II by Mr. Strecansky and seconded by Mr. Pierce, with all in favor, Resolution 2019-01, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018; and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Review of Cost Sharing Splits  
Agreement/Analysis Between CDDs and  
Commons Club**

Mr. Cox provided the following update:

- He recently met with the attorneys for Lighthouse Bay (LHB) residents.
- It was a productive meeting; communication was mentioned in every conversation today.
- The Districts have been conducting an assessment program for lake bank maintenance for a period of time where lakes are being repaired in different communities but no work has been done in LHB; this is maybe because there was a mistake of fact.
- Regarding the current lake remediation schedule, only so many lakes can be treated in one year due to capital constraints and constraints related to staging materials.
- The lakes must be below elevation in the time period that the work can be done; if the Boards must facilitate the repairs, it is on that schedule or funds must be borrowed if the repairs must done immediately.
- From the email, there was a communication failure on Mr. Cox' part about the program itself and how the Boards came about deciding which lakes would be treated first.
- Mr. Cox was unaware that this is based on the age of the communities, which lakes were built first, etc.



- The lakes will be maintained under the current program.
- The confusion is there are lake banks but lake maintenance is nowhere in the aquatic management system; there are contractual services and other line items.
- Although progress was made, more progress is necessary.
- By January, a solution would be worked out.

In response to a Board Member's question, Mr. Cox confirmed that the co-sharing Splits Agreement/Analysis between the CDDs and Commons Club was extended to October 31<sup>st</sup> and would continue for another period of time. Since the Boards would not meet again until January, Mr. Cox recommended scheduling an Executive Session for further discussions at the January meeting and requested that Staff advertise for an Executive Session. Regarding the next meeting, Mr. Adams stated that the start time would be 1:00 p.m., for the Executive Session, followed by a public session; the First Order of Business would be any actions required stemming from the Executive Session and then regular business would be considered.

- **Update: Three Oaks Parkway and Coconut Road Community Lands Transfer to CDDs**  
**This item, previously Item 12Ai, was presented out of order.**

Mr. Cox stated that deeds from the Shadow Wood Country Club and Ginger Point were still pending. Regarding LHB, the Harbour Club Board's position, at that time, was that it would require a vote of the community to cede the land and there was interest in proceeding. Mr. Merritt would contact the Shadow Wood Country Club and Mr. Cox would contact Ginger Point.

- **Approval of August 22, 2018 Joint Public Hearing and Regular Meeting Minutes**  
**This item, previously the Eleventh Order of Business, was presented out of order.**

Mr. Adams presented the August 22, 2018 Joint Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections. The following change was made:

Line 257: Change "Remco" to "Ramco"

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Crawford with all in favor, the August 22, 2018 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Davidson, with all in favor, the August 22, 2018 Joint Public Hearing and Regular Meeting Minutes, as amended, were approved.**

A Board Member asked if a draft of the meeting minutes could be circulated to the Board Members at least 30 days after a meeting. Mr. Adams explained that the transcription schedules are set based upon the meeting schedule and are cued up a few weeks in advance of the next meeting to pull the audio files, transcribe the minutes and forward it to Staff for review and edit ten days in advance and then released and posted; however the actual audio files are available in mp3 format and requests for individual files can be made by contacting Management's Administrative office.

**SEVENTH ORDER OF BUSINESS**

**Revisit Long-Term Capital Reinvestment Plan**

This item was not addressed.

**EIGHTH ORDER OF BUSINESS**

**Discussion: CDD Communications Recommendations**

Ms. Varnum thanked Mr. Davidson and Mr. Bartoletti for providing her with a historical perspective of past Board projects and decisions and listed the recommendation outlined in the document that she developed with Mr. Davidson and Mr. Bartoletti's assistance. The recommendations included:

- A resident of the Brooks pointed out that the CDDs were communicating poorly with the community and she concurred.
- The Boards have a responsibility to disseminate information.
- She put together the information that the Districts need to communicate to people and she is open to hearing any suggestions.
- A brief, paragraph long summary of the meetings should be created and circulated after each meeting.
- Residents should be made aware of on-going projects.

- She put together the different ways to do it.
- The website does not have sufficient information.
- She still feels that information that is relevant to residents should be on the website.
- The website is colorless and uninteresting.
- The first page of the website should contain important information that people are looking for, such as Supervisors' contact information and meeting schedules.
- She suggested having rotating pictures at the top of the different communities in the Brooks to make the website more attractive.
- Some things could be done immediately and others could be done over time but she thinks that the website should be enhanced.

As to who maintains the website, Mr. Adams stated that the CDDs are governmental entities and the website was recently condensed to be in compliance with the Americans with Disabilities Act (ADA) requirements for websites; therefore, there is a limit to what can be done to expand and enhance it. Unfortunately, it is just a document library listing essential information and containing required items, such as the meeting schedule, minutes and agendas. There is a lack of traffic on the website and information to residents must be provided via the Association's newsletter or through an e-blast and not the website.

The Boards and Staff discussed submitting articles to the newsletter, Spring Run's website "Club Connector", which includes the weekly activities, adding links to the CDDs' website, improving communications, Shadow Wood's website contents, e-blasts, community newsletters, publicizing election information, live-streaming Board meetings, bulk mailing, etc.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolutions Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018; and Providing for an Effective Date**

This item was presented following the Fifth Order of Business.

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of September 30, 2018**

This item was not addressed.

**ELEVENTH ORDER OF BUSINESS**

**Approval of August 22, 2018 Joint Public  
Hearing and Regular Meeting Minutes**

This item was presented following the Sixth Order of Business.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Dan Cox, Esquire***

- i. Update: Three Oaks Parkway and Coconut Road Community Lands Transfer to CDDs**

This item was addressed following the Sixth Order of Business.

**B. District Engineer: *Johnson Engineering, Inc.***

This item was presented following the Third Order of Business.

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

- i. NEXT MEETING DATE: January 30, 2019 at 1:00 P.M.**

The next meeting will be held on January 30, 2019 at 1:00 p.m.

**D. Operations: *Wrathell, Hunt and Associates, LLC***

- i. Landscape Maintenance Activities**

There being no report, the next item followed.

- ii. Lake Maintenance Activities**

This item was presented following the Third Order of Business.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being no Supervisors' requests, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

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

There being no public comments, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Douglas, with all in favor, the meeting adjourned at 4:24 p.m.**

**On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Strecansky, with all in favor, the meeting adjourned at 4:24 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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

**October 24, 2018**

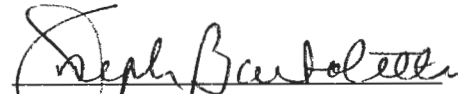
**FOR BROOKS OF BONITA SPRINGS:**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair

**FOR BROOKS OF BONITA SPRINGS II:**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair