

**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 Joint Regular Meeting on October 23, 2019 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
Sandra Varnum	Assistant Secretary
Phil Douglas	Assistant Secretary
Rollin Crawford (via telephone)	Assistant Secretary

Present for Brooks II CDD were:

Joseph Bartoletti	Chair
James Strecansky	Vice Chair
Ray Pierce	Assistant Secretary
Ken D. Gould	Assistant Secretary
Jack Meeker	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Dan H. Cox (via telephone)	District Counsel
Brent Burford	District Engineer
Chris Perkins	Irrigation Design Group
Mark Grimes	GulfScapes Representative
Blake Grimes	GulfScapes Representative
Joe Archazki	Commons Club General Manager
Barry Huck	Building Committee Chairman

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, Varnum and Douglas were present, in person. Supervisors Ward and

Crawford were attending via telephone. For Brooks of Bonita Springs II, Supervisors Bartoletti, Strecansky, Pierce, Gould and Meeker were present, in person.

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

SECOND ORDER OF BUSINESS Public Comments (*agenda items only*)

There being no public comments, the next item followed.

JOINT BOARD BUSINESS ITEMS

THIRD ORDER OF BUSINESS Landscape Report: GulfScapes

Referencing a handout, Mr. Grimes reviewed the Brooks CDD I and II Landscape Renovation Report and noted the recommendations to replace the small planter beds with sod, reshape the existing beds and replace Juniper, Blue Plumbago and Indian Hawthornes in all areas. The project should be completed in phases and a master plan should be in place prior to commencement. He responded to questions regarding costs, length of the project, ornamental grasses, Star Jasmine, Downy Jasmine, palm tree replacement and whether to engage a landscape architect. The Board's consensus was to proceed with the installation of low maintenance plants, with an emphasis on color, limit the use of pesticides and fertilizers and for GulfScapes to assess the property and size of the project and make recommendations at the next meeting. Mr. Grimes stated that he could present an assessment at the April meeting.

**FOURTH ORDER OF BUSINESS Discussion/Review: IDG Review of Water
USAGE YTD vs RCS Spreadsheet**

- **Analysis of Areas of Overage**

Mr. Chris Perkins, of Irrigation Design Group (IDG), stated that the Water Consumption Report was updated from the August/September Report and the Spring Run meter was reassigned, through RCS, and was no longer part of the Report. Mr. Bartoletti recalled that the Boards recently became aware that the CDDs were paying for a water meter that was providing irrigation to a specific area in Spring Run. The matter was rectified, Spring Run submitted an application to RCS to transfer the billing and IDG requested that RCS label all the water meters. Mrs. Adams stated that the CDDs received a 1,000,000 gallon credit from RCS. Discussion ensued regarding installing water sensors, water consumption, stuck valves, mainlines and total water usage in the Brooks. Mr. Perkins recommended repairing the four Controller 7 meters, at a total amount of \$18,634, which includes labor and valves. Discussion ensued regarding the existence and repairing of a leak in the system and performing monthly meter checks. Mr. Bartoletti asked that monthly water consumption reports, per controller, be emailed to GulfScapes and Board Members. A Board Member asked what the Districts would receive in exchange for the total project cost of \$18,634. Mr. Perkins stated the purchase of a master valve, which would depressurize the system and automatically eliminate continuous water flow and enable cost savings. Mr. Bartoletti voiced his opinion that, although the charts in the Water Consumption Report were satisfactory, a spreadsheet would provide a more concise look at the water meters. He requested a monthly spreadsheet instead, with variance to the budget, to assess gallon usage and dollars per gallon, going forward. Mr. Adams suggested focusing on the consumption on a per controller basis, setting a threshold and inputting the monthly data on an excel spreadsheet. Mr. Bartoletti stated that IDG would present its findings, in relation to water usage data, at the January meeting and email the Board Members in case anything abnormal occurred in November; GulfScapes would present final landscape renovation recommendations at the April meeting and an interim report in January.

FIFTH ORDER OF BUSINESS

**Consideration of GulfScapes R/R
Landscape Replacement Proposal**

The consensus was to proceed with one controller area at a time. GulfScapes was directed to prepare a master plan.

SIXTH ORDER OF BUSINESS

**Consideration of Flow Monitoring
Proposals**

This item was addressed during the Fourth Order of Business.

SEVENTH ORDER OF BUSINESS

**Discussion: The Commons Club Use of CDD
Areas for Access and Staging During Health
Club Renovations**

Mr. Joe Archazki, General Manager of The Commons Club, gave two presentations. The first presentation highlighted the following:

- Expansion and renovation of the current fitness center were in the planning stages; 5,500 square feet of new space would be added.
- Construction would commence in March or April, 2020.
- The concerns were safety of members, bicyclists and children accessing the rear of the building and possible paver damage at the entrance and driveway by concrete trucks and semis.
- A staging area would be set up to facilitate access to the back of the building for safety and preservation of the pavers, curbing and landscape already in place.
- No interruptions in pickleball or basketball activities were anticipated.
- Approval would be requested at the January meeting.

The second presentation, regarding parking, highlighted the following items:

- Once the current calculations are complete and the number of parking spaces approved, the parking space would be extended.
- The new parking area would have 28 spots, landscape, irrigation and one handicap spot.

Discussion ensued regarding the original Development Order (DO), holding workshops to discuss the parking proposal, variances to parking space requirements, the Village of Estero, future CDD expansions, adding three pickleball courts and a shared facilities agreement between the CDDs and The Commons Club. Mr. Archazki stated the CDDs and The Commons Club should approach the Village for a resolution on the parking issue. Mr. Adams stated, with the addition of 28 parking spots, there would be a requirement for an additional stormwater retention area because the CDDs have maxed out the pervious area, in relation to the impervious area. Through this conversation, the CDDs could probably handle the shared parking spot conversation with the Village. Mr. Meeker asked about the impact on the Executive Center that is not owned by the CDDs. Mr. Adams stated that there would be no impact, as the Executive Center was not planning any expansions and does not have the ability

to expand. The expansion was taking place by either The Commons Club, which is partially representing Brooks' residents, or the CDD property, which fully represents Brooks' residents. Discussion ensued regarding future expansion by the CDDs, retention areas, ponds, preventing runoff, a swale, parking requirements and the next steps. Mr. Ward suggested that a representative from each Board and Staff meet with the Village of Estero. Mr. Adams would contact Mr. Crawford about representing CDD I and Mr. Bartoletti would represent CDD II.

EIGHTH ORDER OF BUSINESS

Approval of Annual Report Form for Individual NPDES Permits

Mr. Burford presented the Annual Report Form. The Board and Staff discussed the Report, monitoring points, water quality, cost increases and budget adjustments.

On MOTION for Brooks of Bonita Springs by Mr. Douglas and seconded by Ms. Varnum, with all in favor, the Annual Report Form for Individual NPDES Permits, was approved.

On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by Mr. Strecansky, with all in favor, the Annual Report Form for Individual NPDES Permits, was approved.

NINTH ORDER OF BUSINESS

Update: Hurricane Irma Recovery – FEMA Reimbursement

There was no update.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2019

Mr. Bartoletti presented the Unaudited Financial Statements as of September 30, 2019. The financials were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of August 28, 2019 Joint Public Hearing and Regular Meeting Minutes

Mr. Bartoletti presented the August 28, 2019 Joint Public Hearing and Regular Meeting Minutes.

On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Mr. Douglas, with all in favor, the August 28, 2019 Joint Public Hearing and Regular Meeting Minutes, as presented, were approved.

On MOTION for Brooks of Bonita Springs II by Mr. Strecansky and seconded by Mr. Pierce, with all in favor, the August 28, 2019 Joint Public Hearing and Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Dan Cox, Esquire*

Mr. Cox stated he provided BrightView with all the data that Mrs. Adams forwarded to prove that they are not entitled to any relief from the Districts. Any new developments would be reported at the next meeting. Regarding an unpaid bill from an entity that owes the District, Mr. Cox would confer with Mr. Adams and give an update at the next meeting.

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

There being no report, the next item followed.

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

There being no report, the next item followed.

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

i. Landscape Maintenance Activities

Mrs. Adams presented the October 23, 2019 Field Operations Status Report, as follows:

- Holiday lighting was scheduled to commence the week of November 25th.
- Culvert and pipe cleaning were completed on Friday, October 18th.
- The Conservation Tract C5 project was fully completed.
- Flower rotation would occur in November.
- Pressure cleaning was underway.

ii. Lake Maintenance Activities

Mr. Olson gave the following update:

- Irrigation repairs on the west side of Three Oaks Parkway were completed.
- Vehicle damage repairs on Three Oaks Parkway should be completed during the week.

- **NEXT MEETING DATE: January 22, 2020 at 1:00 P.M.**

- **QUORUM CHECK – BROOKS OF BONITA SPRINGS**

○ **QUORUM CHECK – BROOKS OF BONITA SPRINGS II**

All Supervisors confirmed their attendance for the January 22, 2020 meeting.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Douglas asked if the contractor was responsible for damages while repairing the gas line on Coconut Road. Mrs. Adams stated they are not responsible for damages made while performing repairs in the right-of-way (ROW); however, the contractor has been working with GulfScapes, who was able to flag all CDD irrigation.

Mr. Bartoletti asked if the flowerbeds would be nourished prior to replanting. Mrs. Adams replied affirmatively.

Mr. Pierce asked about shared costs with The Commons Club. Mr. Adams stated that he would follow up with The Commons Club as to why Management did not receive receipts.

On a resident's behalf, Mr. Merritt requested a variance for a lanai and provided Staff with the resident's address.

Mr. Bartoletti asked if the ad valorem tax documents would be received at the January meeting. Mr. Adams stated the tax information was in the back of the recently-adopted budget.

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. Douglas and seconded by Mr. Merritt, with all in favor, the meeting adjourned at 4:13 p.m.

On MOTION for Brooks of Bonita Springs II by Mr. Meeker and seconded by Mr. Strecansky, with all in favor, the meeting adjourned at 4:13 p.m.

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

October 23, 2019


Secretary/Assistant Secretary


Chair/Vice Chair

FOR BROOKS OF BONITA SPRINGS II:


Secretary/Assistant Secretary


Chair/Vice Chair