

**MINUTES OF MEETING
WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Waterford Landing Community Development District's Board of Supervisors was held on **Wednesday, April 26, 2017 at 10:00 a.m.**, at the offices of **Barraco and Associates, 2271 McGregor Boulevard, Suite 100, Fort Myers, Florida 33901.**

Present were:

James Reinders	Chair
Mark Taylor	Vice Chair
Kenneth Bloom	Assistant Secretary
Brian O'Donnell	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Carl Barraco	District Engineer
John Vericker (<i>via telephone</i>)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:04 a.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Brian O'Donnell [Seat 1] and Mark Taylor [Seat 2] (*the following to be provided in a separate package*)

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. O'Donnell and Mr. Taylor. Ms. Cerbone provided the following documents:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - i. Form 1: Statement of Financial Interests**
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. Form 1F: Final Statement of Financial Interests**
- D. Form 8B, Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2017-1, Canvassing and Certifying the Results of the Landowners' Election

Ms. Cerbone presented Resolution 2017-1. The results of the Landowners' Election were as follows:

Seat 1	<u>Brian O'Donnell</u>	313 votes	four (4)-year term
Seat 2	<u>Mark Taylor</u>	313 votes	four (4)-year term
Seat 3	<u>no nominations</u>	N/A	two (2)-year term

On MOTION by Mr. Reinders and seconded by Mr. Bloom, with all in favor, Resolution 2017-1, Canvassing and Certifying the Results of the Landowners' Election, was adopted.

FIFTH ORDER OF BUSINESS

Consider Appointment to Seat 3; *Term Expires November 2018*

This item was tabled.

Mr. Wrathell the next scheduled election will be in November, 2018, at which two Seats will transition to the General Election.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2017-2, Electing Officers to the District

Ms. Cerbone presented Resolution 2017-2. The Board chose to maintain the existing slate of officers as prior to the election, with the addition of Mr. Jeff Pinder, as Assistant Treasurer. Ms. Cerbone explained that Mr. Pinder would have authority to sign checks and speak with the bank, on the District's behalf, in the absence of the Mr. Wrathell.

The slate of officers was as follows:

Chair	Jim Reinders
Vice Chair	Mark Taylor
Secretary	Craig Wrathell
Assistant Secretary	Brian O'Donnell
Assistant Secretary	Ken Bloom
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

On MOTION by Mr. Taylor and seconded by Mr. Bloom, with all in favor, Resolution 2017-2, Electing Officers of the District, as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2017-3, Designating the Authorized Signatories for the District's Operating Bank Account(s)

Ms. Cerbone presented Resolution 2017-3. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District's operating account. Mr. Wrathell stated that he must countersign all checks.

On MOTION by Mr. Reinders and seconded by Mr. Taylor, with all in favor, Resolution 2017-3, Designating the Authorized Signatories for the District's Operating Bank Account(s), was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2017-4, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law

Ms. Cerbone presented the Resolution 2017-4. Ms. Cerbone referred to Tab 8, agenda book, "Exhibit A", Page 1, "General Fund Budget, Fiscal Year 2018". The proposed Fiscal Year 2018 budget showed little change from Fiscal Year 2017. "Management & accounting" increased from \$48,000 to \$48,960, "Audit" increased from \$5,500 to \$5,800 and "Insurance

increased from \$5,665 to \$5,815. On Page 6, “Projected Assessments – General Fund and Debt Service Fund – On-Roll and Off-Roll Payments” reflected the known number of on-roll lots. A Board Member stated that lots would sell; approximately five close each week. Mr. Wrathell stated that the Property Appraiser updates would be reviewed prior to finalizing the rolls. At a Board Member’s suggestion, the District Engineer would double check the unit count to ensure that the unit count matches the rolls. Discussion ensued regarding the “Debt Service Schedule – Coupon (rate change)”, on Page 4.

The proposed Public Hearing date was Wednesday, August 23, 2017 at 10:00 a.m. Due to potential quorum issues, the Public Hearing and Regular Meeting was changed to Wednesday, July 26, 2017 at 10:00 a.m., at this location.

On MOTION by Mr. Reinders and seconded by Mr. Taylor, with all in favor, Resolution 2017-4, Approving the District’s Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 26, 2017 at 10:00 a.m., at this location, as amended, was adopted.

NINTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2016, Prepared by Grau & Associates

Ms. Cerbone stated that there were no findings or recommendations. On Page 9, the “Balance Sheet, Governmental Funds”, as of September 30, 2016, “General” fund, “Debt Service” fund, and “Capital Projects” fund reflected \$5,000, remaining. Ms. Cerbone recommended that she contact the Trustee to discuss what to do with those funds; most likely, the funds would go to prepayment of outstanding bond debt.

Discussion ensued regarding what to do with the remaining funds.

Mr. Wrathell explained the process of certifying the project complete, which confirms for the bondholders that the project was completed.

Ms. Cerbone reviewed the remainder of the audit. The “Internal Control Over Financial Reporting and On Compliance and Other Matters”, on Pages 23 and 24, the “Independent Auditor’s Report on Compliance with the Requirements of Section 218,415, on Page 25, and the remaining reports had no findings, instances of noncompliance or other matters required to be reported.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2017-5, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016

Ms. Cerbone presented Resolution 2017-5.

On MOTION by Mr. Reinders and seconded by Mr. O'Donnell, with all in favor, Resolution 2017-5, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016, was adopted.

ELEVENTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of March 31, 2017

Ms. Cerbone presented the Unaudited Financial Statements as of March 31, 2017. On-roll assessment revenue collections were at 91% and off-roll collections were at 69%. Expenditures were 42%. In response to a question, Ms. Cerbone stated that Fund Balance was \$5,330.

On MOTION by Mr. Bloom and seconded by Mr. Reinders, with all in favor, the Unaudited Financial Statements as of March 31, 2017, were approved.

TWELFTH ORDER OF BUSINESS

Approval of Minutes

- A. September 14, 2016 Public Hearing and Regular Meeting**
- B. November 16, 2016 Landowners' Meeting**

Ms. Cerbone presented the September 14, 2016 Public Hearing and Regular Meeting and the November 16, 2016 Landowners' Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Taylor and seconded by Mr. Reinders, with all in favor, the September 14, 2016 Public Hearing and Regular Meeting and the November 16, 2016 Landowners' Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS Other Business

There being no other business, the next item followed.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

Mr. Barraco would complete the following:

1. Prepare the final pay requisition for \$5,330 (additional CDD funded items expected)
2. Conduct final unit count upon the plats formed, to date, and provide District Manager with a count of the single-family homes and the townhome units
3. Begin work for turning over utilities to the City of Fort Myers, which will be the eventual operation maintenance entity

Mr. Barraco stated that City of Fort Myers does not accept utilities in new developments until a majority of the vertical construction is complete, or nearing completion. Some areas could begin turning the utilities over to the City, for operation and maintenance (O&M). As not all of the utilities were funded by the District, Mr. Barraco asked District Counsel if, in an abundance of caution, a bill of sale should be processed for all of the utilities, prior to dedicating them to the City.

Mr. Wrathell recommended that, although the District did not fund all the utilities, since they were contemplated in the Engineer's Report and the assessment hearings were completed, based upon the higher amount, all of the utilities be purchased and then conveyed.

Mr. Vericker asked how much was in the account. Mr. Wrathell stated "\$5,000 and Mr. Barraco, would prepare a final requisition.

Mr. Vericker did not think it mattered if it came through the District and thought that a bill of sale would be better. Mr. Wrathell concurred and asked Mr. Vericker to prepare the bill of sale.

Mr. Reinders asked if it was possible to break this up into phases or if the City would require the District to do it in phases. Mr. Barraco replied affirmatively. Phase I was completed; each phase would be completed once the vertical was completed and the bill of sale would be

done at one time. Now, a bill of sale for all of the completed utilities could be completed. Some were funded by the District and some were not.

Mr. Wrathell believed that Mr. Reinders was correct that three phases and three bills of sales would be neater.

C. District Manager

i. 380 Registered Voters in District as of April 15, 2017

There were 380 registered voters residing within the boundaries of the District as of April 15, 2017.

ii. NEXT MEETING DATE: July 26, 2017 at 10:00 A.M.

The next meeting will be held July 26, 2017 at 10:00 a.m., at this location.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Requests

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

SIXTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

SEVENTEENTH ORDER OF BUSINESS


Adjournment

There being no further business to discuss, the meeting adjourned.

**On MOTION by Mr. Bloom and seconded by Mr. O'Donnell,
with all in favor, the meeting adjourned at 10:41 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair