

**WATERFORD LANDING
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

April 25, 2018

Waterford Landing Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton Florida 33431

Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-Free: (877) 276-0889

April 18, 2018

Board of Supervisors
Waterford Landing Community Development District

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

A Regular Meeting of the Waterford Landing Community Development District's Board of Supervisors will be held on Wednesday, April 25, 2018 at 10:00 a.m., at the offices of Barraco and Associates, 2271 McGregor Boulevard, Suite 100, Fort Myers, Florida 33901. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2018-01, Approving the District's Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law
4. Notice of General Election: November 6, 2018
 - A. Official Candidate Qualifying Period: Noon, June 18, 2018 – Noon, June 22, 2018
 - i. Candidates May Pre-Qualify Beginning June 4, 2018 at 10:00 A.M.
 - B. Consideration of Resolution 2018-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Lee County Supervisor of Elections Begin Conducting the District's General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date
5. Consideration of Resolution 2018-03, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date
6. Approval of Unaudited Financial Statements as of March 31, 2018
7. Approval of July 26, 2017 Public Hearing and Regular Meeting Minutes
8. Other Business

9. Staff Reports
 - A. District Counsel: *Straley & Robin*
 - B. District Engineer: *Barraco and Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - i. 578 Registered Voters in District as of April 15, 2018
 - ii. NEXT MEETING DATE: July 25, 2018 at 10:00 A.M.
10. Supervisors' Requests
11. Public Comments
12. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 561-346-5294

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL IN NUMBER: 1-888-354-0094
CONFERENCE ID: 8518503

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

3

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Waterford Landing Community Development District (the "Board") prior to June 15, 2018, a proposed operating budget for Fiscal Year 2018/2019; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT:

1. The operating budget proposed by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: July 25, 2018

HOUR: 10:00 A.M.

**LOCATION: Barraco and Associates
2271 McGregor Boulevard, Suite 100
Fort Myers, Florida 33901**

3. The District Manager is hereby directed to submit a copy of the proposed budget to City of Fort Myers and Lee County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and said budget shall remain on the District's website for at least forty-five (45) days.

5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ___ day of _____, 2018.

ATTEST:

**BOARD OF SUPERVISORS,
WATERFORD LANDING
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

EXHIBIT A

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2019
PREPARED APRIL 13, 2018**

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

Description	Page Number(s)
General Fund Budget	1
Definitions of General Fund Expenditures	2
Debt Service Fund Budget - Series 2014 Bonds	3
Debt Service Fund - Amortization Schedule - Series 2014 Bonds	4 - 5
Projected Assessments	6

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2019**

	Fiscal Year 2018			Total Revenue and Expenditures	Proposed Budget FY 2019
	Adopted Budget FY 2018	Actual through 3/31/2018	Projected through 9/30/2018		
REVENUES					
Assessment levy: on-roll	\$ 62,693				\$ 71,604
Allowable discount (4%)	(2,508)				(2,864)
Assessment levy - net	60,185	\$ 60,195	\$ -	\$ 60,195	68,740
Assessment levy: off-roll	27,297	20,473	6,824	27,297	31,285
Interest and miscellaneous	6	175	175	350	6
Total Revenues	<u>87,488</u>	<u>80,843</u>	<u>6,999</u>	<u>87,842</u>	<u>100,031</u>
EXPENDITURES					
Professional & administrative					
Supervisors	\$ 4,308	-	4,308	4,308	4,308
Management & accounting	48,960	24,480	24,480	48,960	48,960
Audit	5,800	1,500	4,300	5,800	5,800
Dissemination agent	1,000	500	500	1,000	1,000
Arbitrage rebate calculation	1,200	-	1,200	1,200	1,200
Trustee	6,500	4,327	2,173	6,500	6,500
Legal	6,500	759	5,741	6,500	6,500
Engineering	1,500	180	1,320	1,500	1,500
Engineering - public status report	-	-	-	-	12,000
Postage	750	23	727	750	750
Insurance	5,850	5,778	-	5,778	6,356
Printing & reproduction	500	250	250	500	500
Legal advertising	1,500	235	1,265	1,500	1,500
Other current charges	500	-	500	500	500
Annual district filing fee	175	175	-	175	175
Telephone	200	100	100	200	200
Website	615	616	-	616	650
Total professional & administrative	<u>85,858</u>	<u>38,923</u>	<u>46,864</u>	<u>85,787</u>	<u>98,399</u>
Other fees and charges					
Tax collector	650	-	-	-	650
Property appraiser	975	923	52	975	975
Total other fees & charges	<u>1,625</u>	<u>923</u>	<u>52</u>	<u>975</u>	<u>1,625</u>
Total expenditures	<u>87,483</u>	<u>39,846</u>	<u>46,916</u>	<u>86,762</u>	<u>100,024</u>
Net increase/(decrease) of fund balance	5	40,997	(39,917)	1,080	7
Fund balance - beginning (unaudited)	48,262	61,007	102,004	61,007	62,087
Fund balance - ending (projected)	<u>\$ 48,267</u>	<u>\$ 102,004</u>	<u>\$ 62,087</u>	<u>\$ 62,087</u>	<u>\$ 62,094</u>

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Supervisors	\$ 4,308
Statutorily set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. Currently the District anticipates four meetings for the fiscal year.	
Management & accounting	48,960
Wrathell, Hunt and Associates, LLC , specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, oversee the issuance of tax exempt bonds, and operate and maintain the assets of the community.	
Audit	5,800
The District is required to complete annual, independent examinations of its accounting records and procedures. This audit is conducted pursuant to Florida Law and the Rules of the Auditor General.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934.	
Arbitrage	1,200
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate arbitrage rebate liability.	
Trustee	6,500
Annual fees paid for services provided as trustee, paying agent and registrar.	
Legal	6,500
Fees for on-going general counsel and legal representation on behalf of the District. The firm of Straley Robin & Williams serves as the District's general counsel.	
Engineering	1,500
Barraco and Associates, Inc., provides an array of engineering and consulting services to the District, in addition to offering advice on bids for yearly contracts, operating policy and compliance with regulatory permits.	
Engineering - public status report	12,000
Postage	750
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Insurance	6,356
The District carries Public Officials and General Liability Insurance with policies. The limit of liability is set at \$2,000,000.	
Printing & reproduction	500
Envelopes, copies, etc.	
Legal advertising	1,500
The District advertises in The Fort Meyers News Press for monthly meetings, special meetings, public hearings, bidding, etc. This estimate is based on prior fiscal year's advertising expense.	
Other current charges	500
Bank charges and other miscellaneous expenses incurred throughout the year.	
Annual district filing fee	175
Annual fee paid to the Department of Economic Opportunity.	
Telephone	200
Website	650
Other fees & charges	
Tax collector	650
Fees are \$1.00 per parcel on which the assessment is levied.	
Property appraiser	975
Fees are \$1.50 per parcel on which the assessment is levied.	
Total expenditures	<u><u>\$ 100,0242</u></u>

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2014
FISCAL YEAR 2019**

	Fiscal Year 2018			Total Revenue and Expenditures	Proposed Budget FY 2019
	Adopted Budget FY 2018	Actual through 3/31/2018	Projected through 9/30/2018		
REVENUES					
Assessment levy: on-roll - gross	\$ 515,379				\$ 515,379
Allowable discounts (4%)	(20,615)				(20,615)
Assessment levy: on-roll - net	494,764	487,015	7,749	494,764	494,764
Assessment levy: off-roll	230,636	-	230,636	230,636	230,636
Interest and miscellaneous	-	1,884	-	-	-
Total revenues	<u>725,400</u>	<u>488,899</u>	<u>238,385</u>	<u>725,400</u>	<u>725,400</u>
EXPENDITURES					
Principal	165,000	-	165,000	165,000	175,000
Interest	563,763	281,881	281,882	563,763	554,688
Total expenditures	<u>728,763</u>	<u>281,881</u>	<u>446,882</u>	<u>728,763</u>	<u>729,688</u>
Net change in fund balances	(3,363)	207,018	(208,497)	(3,363)	(4,288)
Beginning fund balance (unaudited)	659,167	653,982	861,000	653,982	659,167
Ending fund balance (projected)	<u>\$655,804</u>	<u>\$ 861,000</u>	<u>\$ 652,503</u>	<u>\$ 650,619</u>	<u>\$ 654,879</u>
Use of fund balance					
Debt service reserve account balance (required)					(362,700)
Interest expense - November 1, 2019					(272,531)
Projected fund balance surplus/(deficit) as of September 30, 2019					<u>\$ 19,648</u>

WATERFORD LANDING

Community Development District

Series 2014

\$9,835,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i
11/01/2018	-		277,343.75	277,343.75
05/01/2019	175,000.00	5.500%	277,343.75	452,343.75
11/01/2019	-		272,531.25	272,531.25
05/01/2020	185,000.00	5.500%	272,531.25	457,531.25
11/01/2020	-		267,443.75	267,443.75
05/01/2021	195,000.00	5.500%	267,443.75	462,443.75
11/01/2021	-		262,081.25	262,081.25
05/01/2022	205,000.00	5.500%	262,081.25	467,081.25
11/01/2022	-		256,443.75	256,443.75
05/01/2023	215,000.00	5.500%	256,443.75	471,443.75
11/01/2023	-		250,531.25	250,531.25
05/01/2024	230,000.00	5.500%	250,531.25	480,531.25
11/01/2024	-		244,206.25	244,206.25
05/01/2025	240,000.00	5.500%	244,206.25	484,206.25
11/01/2025	-		237,606.25	237,606.25
05/01/2026	255,000.00	5.500%	237,606.25	492,606.25
11/01/2026	-		230,593.75	230,593.75
05/01/2027	270,000.00	5.500%	230,593.75	500,593.75
11/01/2027	-		223,168.75	223,168.75
05/01/2028	285,000.00	5.500%	223,168.75	508,168.75
11/01/2028	-		215,331.25	215,331.25
05/01/2029	300,000.00	5.500%	215,331.25	515,331.25
11/01/2029	-		207,081.25	207,081.25
05/01/2030	315,000.00	5.500%	207,081.25	522,081.25
11/01/2030	-		198,418.75	198,418.75
05/01/2031	335,000.00	5.500%	198,418.75	533,418.75
11/01/2031	-		189,206.25	189,206.25
05/01/2032	355,000.00	5.500%	189,206.25	544,206.25
11/01/2032	-		179,443.75	179,443.75
05/01/2033	375,000.00	5.500%	179,443.75	554,443.75
11/01/2033	-		169,131.25	169,131.25
05/01/2034	395,000.00	5.500%	169,131.25	564,131.25
11/01/2034	-		158,268.75	158,268.75
05/01/2035	420,000.00	5.750%	158,268.75	578,268.75
11/01/2035	-		146,193.75	146,193.75
05/01/2036	445,000.00	5.750%	146,193.75	591,193.75

WATERFORD LANDING

Community Development District

Series 2014

\$9,835,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2036	-		133,400.00	133,400.00
05/01/2037	470,000.00	5.750%	133,400.00	603,400.00
11/01/2037	-		119,887.50	119,887.50
05/01/2038	500,000.00	5.750%	119,887.50	619,887.50
11/01/2038	-		105,512.50	105,512.50
05/01/2039	525,000.00	5.750%	105,512.50	630,512.50
11/01/2039	-		90,418.75	90,418.75
05/01/2040	560,000.00	5.750%	90,418.75	650,418.75
11/01/2040	-		74,318.75	74,318.75
05/01/2041	590,000.00	5.750%	74,318.75	664,318.75
11/01/2041	-		57,356.25	57,356.25
05/01/2042	625,000.00	5.750%	57,356.25	682,356.25
11/01/2042	-		39,387.50	39,387.50
05/01/2043	665,000.00	5.750%	39,387.50	704,387.50
11/01/2043	-		20,268.75	20,268.75
05/01/2044	705,000.00	5.750%	20,268.75	725,268.75
Total	\$9,835,000.00	-	\$9,251,150.00	\$19,086,150.00

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
PROJECTED ASSESSMENTS
GENERAL FUND AND DEBT SERVICE FUND**

On-Roll Payment*

Number of Units	Unit Type	Projected Fiscal Year 2019			FY 18 Assessment
		GF	DSF	GF & DSF	
0	35' SDA	\$ 110.16	\$ 792.89	\$ 903.05	\$ 889.34
70	40' SFA	110.16	792.89	903.05	889.34
317	50' SFD	110.16	792.89	903.05	889.34
83	60' SFD	110.16	792.89	903.05	889.34
180	TH	110.16	792.89	903.05	889.34
<u>650</u>					

*Includes property appraiser, tax collector fees and 4% discount.

Off-Roll Payment

Number of Units	Unit Type	Projected Fiscal Year 2019			FY 18 Assessment
		GF	DSF	GF & DSF	
160	35' SDA	\$ 103.25	\$ 761.17	\$ 864.42	\$ 851.26
12	40' SFA	103.25	761.17	864.42	851.26
28	50' SFD	103.25	761.17	864.42	851.26
47	60' SFD	103.25	761.17	864.42	851.26
56	TH	103.25	761.17	864.42	851.26
<u>303</u>					

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

4B

RESOLUTION 2018-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES, AND INSTRUCTING THE LEE COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT’S GENERAL ELECTION

WHEREAS, the Waterford Landing Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lee County, Florida; and

WHEREAS, the Board of Supervisors of Waterford Landing Community Development District (hereinafter the “Board”) seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Lee County Supervisor of Elections to conduct the District’s General Elections.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Board is currently comprised of the following individuals: Brian O’Donnell, Mark Taylor, Kenneth E. Bloom and James M. Reinders.

Section 2. The term of office for each member of the Board is as follows:

<u>Seat</u>	<u>Supervisor</u>	<u>Term (Including Expiration Date)</u>
Seat 1	Brian O’Donnell	11/16/2016 - 11/2020
Seat 2	Mark Taylor	11/16/2016 - 11/2020
Seat 3	VACANT	11/16/2016 - 11/2018
Seat 4	Kenneth E. Bloom	11/26/2014 - 11/2018
Seat 5	James M. Reinders	11/26/2014 - 11/2018

Section 3. Seat 3, currently vacant and Seat 4, currently held by Kenneth E. Bloom, are scheduled for the General Election in November 2018.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2018 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor of Elections to conduct the District’s General Elections on the ballot of the 2018 General Election. The District understands

that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2018.

**WATERFORD LANDING
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIR/VICE CHAIR

ATTEST:

SECRETARY/ASSISTANT SECRETARY

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

5

RESOLUTION 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Waterford Landing Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lee County, Florida; and

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the effective date of Ordinance 3319 creating the District was the 6th day of March, 2006; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT:

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect one (1) supervisor of the District, shall be held on the 28th day of November, 2018, at 10:00 a.m., at the offices of Barraco and Associates, 2271 McGregor Boulevard, Suite 100, Fort Myers, Florida 33901.

Section 2. The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its April 25, 2018 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Wrathell, Hunt & Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2018.

WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT

ATTEST:

CHAIR/VICE CHAIR

SECRETARY/ASSTISTANT SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Waterford Landing Community Development District (the "District") in Lee County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 28, 2018
TIME: 10:00 A.M.
PLACE: Barraco and Associates
2271 McGregor Boulevard
Suite 100
Fort Myers, Florida 33901

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (877) 276-0889, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF A SUPERVISOR**

DATE OF LANDOWNERS' MEETING: **Wednesday, November 28, 2018**

TIME: **10:00 A.M.**

LOCATION: **Barraco and Associates
2271 McGregor Boulevard, Suite 100
Fort Myers, Florida 33901**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election by landowners. The candidate receiving the highest number of votes shall be elected for a term of four (4) years. The term of office for the successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT
LEE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 28, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Waterford Landing Community Development District to be held at Barraco and Associates, 2271 McGregor Boulevard, Suite 100, Fort Myers, Florida 33901, on November 28, 2018, at 10:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above, the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2015), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT

**WATERFORD LANDING COMMUNITY DEVELOPMENT DISTRICT
LEE COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER 28, 2018**

For Election (1 Supervisor): The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Waterford Landing Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE

NUMBER OF VOTES

Date: _____

Signed: _____

Printed Name: _____

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

6

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2018**

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2018**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 118,341	\$ -	\$ -	\$ 118,341
Investments				
Construction	-	-	5,365	5,365
Revenue 2001	-	5,773	-	5,773
Revenue 2014	-	486,286	-	486,286
Reserve	-	362,700	-	362,700
Interest	-	1	-	1
Due from general fund	-	6,240	-	6,240
Total assets	<u>\$ 118,341</u>	<u>\$ 861,000</u>	<u>\$ 5,365</u>	<u>\$ 984,706</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Developer advance	\$ 2,500	\$ -	\$ -	\$ 2,500
Due to debt service	6,240	-	-	6,240
Due to developer	7,597	-	-	7,597
Total liabilities	<u>16,337</u>	<u>-</u>	<u>-</u>	<u>16,337</u>
Fund balances				
Assigned:				
Debt service	-	861,000	-	861,000
Capital outlay	-	-	5,365	5,365
Unassigned	102,004	-	-	102,004
Total fund balances	<u>102,004</u>	<u>861,000</u>	<u>5,365</u>	<u>968,369</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 118,341</u>	<u>\$ 861,000</u>	<u>\$ 5,365</u>	<u>\$ 984,706</u>

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED MARCH 31, 2018**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ 287	\$ 60,195	\$ 60,185	100%
Assessment levy: off-roll	-	20,473	27,297	75%
Interest and miscellaneous	11	175	6	2917%
Total revenues	<u>298</u>	<u>80,843</u>	<u>87,488</u>	92%
EXPENDITURES				
Professional				
Supervisor's fees	-	-	4,308	0%
Management	4,080	24,480	48,960	50%
Audit fees	-	1,500	5,800	26%
Dissemination agent fees	83	500	1,000	50%
Trustee fees	-	4,327	6,500	67%
Arbitrage rebate calculation	-	-	1,200	0%
Legal	-	759	6,500	12%
Telephone	17	100	200	50%
Engineering	180	180	1,500	12%
Postage	-	23	750	3%
Insurance	-	5,778	5,850	99%
Printing and reproduction	42	250	500	50%
Legal advertising	-	235	1,500	16%
Other current charges	-	-	500	0%
Annual district filing fee	-	175	175	100%
Website	-	616	615	100%
Total professional	<u>4,402</u>	<u>38,923</u>	<u>85,858</u>	45%
Other fees & charges				
Property appraiser	-	-	975	0%
Tax collector	-	923	650	142%
Total other fees & charges	<u>-</u>	<u>923</u>	<u>1,625</u>	57%
Total expenditures	<u>4,402</u>	<u>39,846</u>	<u>87,483</u>	46%
Excess/(deficiency) of revenues over/(under) expenditures	(4,104)	40,997	5	
Fund balances - beginning	<u>106,108</u>	<u>61,007</u>	<u>48,262</u>	
Fund balances - ending	<u>\$ 102,004</u>	<u>\$ 102,004</u>	<u>\$ 48,267</u>	

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2014
FOR THE PERIOD ENDED MARCH 31, 2018**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Special assessment - on roll	\$ 2,355	\$ 487,015	\$ 494,764	98%
Special assessment: off-roll	-	-	230,636	0%
Interest	605	1,884	-	N/A
Total revenues	<u>2,960</u>	<u>488,899</u>	<u>725,400</u>	67%
EXPENDITURES				
Debt service				
Principal	-	-	165,000	0%
Interest	-	281,881	563,763	50%
Total debt service	<u>-</u>	<u>281,881</u>	<u>728,763</u>	39%
Net change in fund balances	2,960	207,018	(3,363)	
Fund balances - beginning	<u>858,040</u>	<u>653,982</u>	<u>659,167</u>	
Fund balances - ending	<u>\$ 861,000</u>	<u>\$ 861,000</u>	<u>\$ 655,804</u>	

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2014
FOR THE PERIOD ENDED MARCH 31, 2018**

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES		
Interest	\$ 4	\$ 20
Total revenues	<u>4</u>	<u>20</u>
EXPENDITURES		
Total expenditures	<u>-</u>	<u>-</u>
Net change in fund balances	4	20
Fund balances - beginning	5,361	5,345
Fund balances - ending	<u>\$ 5,365</u>	<u>\$ 5,365</u>

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

7

1 **MINUTES OF MEETING**
2 **WATERFORD LANDING**
3 **COMMUNITY DEVELOPMENT DISTRICT**

4
5 A Public Hearing and Regular Meeting of the Waterford Landing Community
6 Development District's Board of Supervisors were held on Wednesday, July 26, 2017 at 10:00
7 a.m., at the offices of Barraco and Associates, 2271 McGregor Boulevard, Suite 100, Fort Myers,
8 Florida 33901.

9
10 **Present were:**

11 James Reinders	Chair
12 Mark Taylor	Vice Chair
13 Kenneth Bloom	Assistant Secretary
14 Brian O'Donnell	Assistant Secretary

15
16
17 **Also present were:**

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

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24 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

25 Ms. Cerbone called the meeting to order at 10:02 a.m. All Supervisors were present, in
26 person. One seat was vacant.
27

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29 **SECOND ORDER OF BUSINESS**

Public Comments

30 There being no public comments, the next item followed.
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33 **THIRD ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
Objections on Adoption of Fiscal Year
2017/2018 Budget**

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37 **A. Affidavit of Publication**

38 Ms. Cerbone presented the proof of publication for today's Public Hearing and Regular
39 Meeting.

40 **B. Consideration of Resolution 2017-6, Relating to the Annual Appropriations and**
41 **Adopting the Budget for the Fiscal Year Beginning October 1, 2017, and Ending**

42 **September 30, 2018; Authorizing Budget Amendments; and Providing an Effective**
43 **Date**

44 Ms. Cerbone presented Resolution 2017-6. No changes were made since the last
45 meeting; however, when verifying the tax collector’s website, there were slight variations with
46 the off-roll to on-roll counts. This variance does not require another updated budget, as a clause
47 in the Resolution allows the District Manager to amend the Assessment Roll before the final
48 billings are sent by the Tax Collector. The District’s records indicated 650 on-roll units and, as
49 of July 25, 2017, the County’s records indicated 706 units, which reduced the off-roll number
50 from 303 to 247. Ms. Cerbone stated the County’s rolls will be verified a few days before the
51 information is due to the Tax Collector’s Office.

52 ***** Ms. Cerbone opened the public hearing.*****

53 No members of the public spoke.

54 ***** Ms. Cerbone closed the public hearing.*****

55
56 **On MOTION by Mr. Reinders and seconded by Mr. Bloom,**
57 **with all in favor, Resolution 2017-6, Relating to the Annual**
58 **Appropriations and Adopting the Budget for the Fiscal Year**
59 **Beginning October 1, 2017, and Ending September 30, 2018;**
60 **Authorizing Budget Amendments; and Providing an Effective**
61 **Date, was adopted.**

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64 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2017-7,
Imposing Special Assessments and
Certifying an Assessment Roll; Providing
a Severability Clause; and Providing an
Effective Date

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70 Ms. Cerbone presented Resolution 2017-7. Section 5, “Assessment Roll Amendment”,
71 relates to allowing the District Manager to update the Assessment Roll using the most recent
72 counts from the County.

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74 **On MOTION by Mr. Reinders and seconded by Mr. Taylor,**
75 **with all in favor, Resolution 2017-7, Imposing Special**
76 **Assessments and Certifying an Assessment Roll; Providing a**
77 **Severability Clause; and Providing an Effective Date, was**
78 **adopted.**

80 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-8,
Adopting the Annual Meeting Schedule
for Fiscal Year 2017/2018**

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Ms. Cerbone presented Resolution 2017-8. A meeting was scheduled for Wednesday, April 25, 2018 at 10:00 a.m., at this location, to approve the Fiscal Year 2019 proposed budget, and on Wednesday, July 25, 2018 at 10:00 a.m., for the public hearing and adoption of the Fiscal Year 2019 Final Budget.

On MOTION by Mr. Reinders and seconded by Mr. O'Donnell, with all in favor, Resolution 2017-8, Adopting the Annual Meeting Schedule for Fiscal Year 2017/2018, was adopted.

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95 **SIXTH ORDER OF BUSINESS**

Consider Appointment to Seat 3; Term Expires November 2018

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Ms. Cerbone stated, with the possibility of two vacant seats on the Board, the three remaining Board Members would be required to attend the April 25, 2018 meeting, in person, in order to have a quorum. She suggested nominating two candidates, at the next meeting, instead of only one, and, if the individuals are appointed and in attendance, the Oath of Office could be administered, which would enable them to fully participate as Board Members.

104 **SEVENTH ORDER OF BUSINESS**

Approval of Unaudited Financial Statements as of June 30, 2017

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Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2017. The “General Fund” on-roll assessment revenue collections were at 102% and off-roll collections were at 100%. Expenditures were at 71% and, as reported in the last meeting, other than “Engineering” running higher than originally budgeted, due to ongoing projects, all other line items were expected to be at or below budget. The “Capital Projects” fund’s remaining balance was \$5,337.

On MOTION by Mr. Bloom and seconded by Mr. Taylor, with all in favor, the Unaudited Financial Statements as of June 30, 2017, were approved.

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118 **EIGHTH ORDER OF BUSINESS**

Approval of April 26, 2017 Regular Meeting Minutes

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Ms. Cerbone presented the April 26, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Reinders and seconded by Mr. O'Donnell, with all in favor, the April 26, 2017 Regular Meeting Minutes, as presented, were approved.

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129 **NINTH ORDER OF BUSINESS**

Other Business

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There being no other business, the next item followed.

133 **TENTH ORDER OF BUSINESS**

Staff Reports

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A. District Counsel

District Counsel asked Mr. Barraco if he was working on a list of things that he needs to prepare a Bill of Sale for. Mr. Barraco stated that he completed them for the utility turnovers.

138 **B. District Engineer**

Mr. Barraco stated a little over \$5,000 remained in the construction account. He was preparing Requisition #3 for \$5,325, which will be the final requisition. District Counsel suggested motioning to authorize the District Engineer to process the final pay requisition.

142

On MOTION by Mr. Reinders and seconded by Mr. Taylor, with all in favor, authorizing the Chair or Vice Chair to approve Requisition #3, for construction related costs, based on applicable expenditures, as certified by the District Engineer, was approved.

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Discussions ensued regarding when the Public Facilities Report was due to the State and whether it was incorporated into the budget. Ms. Cerbone stated that those costs would be reflected in the Fiscal Year 2019 Proposed Budget, which will be presented, at the next meeting.

Mr. Reinders asked about the utility turnover for Phase 1. Mr. Barraco stated that he was working on the turnovers, as quickly as possible, given the City's policy of not accepting utility turnovers until the majority of the vertical construction is completed.

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156 **C. District Manager**

157 There being no report, the next item followed.

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159 **ELEVENTH ORDER OF BUSINESS Supervisors' Requests**

160

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

162

163 **TWELVETH ORDER OF BUSINESS Public Comments**

164

165 There being no public comments, the next item followed.

166

167 **THIRTEENTH ORDER OF BUSINESS Adjournment**

168

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

170

171 **On MOTION by Mr. Taylor and seconded by Mr. Bloom, with**
172 **all in favor, the meeting adjourned at 10:18 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT

**WATERFORD LANDING
COMMUNITY DEVELOPMENT DISTRICT**

9Ci

WRATHELL, HUNT & ASSOCIATES LLC.

2300 GLADES RD, #410W
BOCA RATON FL 33431

Lee County FL – Community Development Districts

04/15/2018

2018 PRECINCT	NAME OF CDD	# REG VOTERS
	Babcock Ranch	0
40, 124	Bayside Improvement	2,662
40	Bay Creek	803
	Beach Road Golf Estates	0
	Bonita Landing	0
125	Brooks I of Bonita Springs	2,239
125	Brooks II of Bonita Springs	1,618
	East Bonita Beach	0
80	Mediterra North	412
66	Miromar Lakes South	0
64	Moody River Estates	1,065
25	Parklands Lee	473
25	Parklands West	510
5	River Hall	805
123	River Ridge	1,408
60	Stoneybrook	1,671
5	Verandah East	525
5	Verandah West	844
60	University Square	0
9, 32	Waterford Landing	578
	WildBlue	

Send to: Daphne Gillyard gillyardd@whassociates.com Phone: 561-571-0010

Tammy Lipa – Voice: 239-533-6329

Email: tlipa@lee.vote