

**PARKLANDS WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

January 12, 2012

Parklands West Community Development District
6131 Lyons Road, Suite 100 • Coconut Creek, Florida 33073
Phone: (954) 426-2105 • Fax: (954) 426-2147 • Toll-Free: (877) 276-0889

January 5, 2012

Board of Supervisors
Parklands West 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 Parklands West Community Development District's Board of Supervisors will be held on **Thursday, January 12, 2012** at **1:00 p.m.**, at **The Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135**. The agenda is as follows:

1. Call to Order/Roll Call
2. Administration of Oath of Office to Newly Appointed Supervisor Mike Perrone (*the following to be provided in separate package*)
 - Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - Membership, Obligations and Responsibilities
 - Form 1: Statement of Financial Interests
 - Form 1X: Amendment to Form 1, Statement of Financial Interests
 - Form 1F: Final Statement of Financial Interests
3. Approval of **September 8, 2012** Public Hearing and Regular Meeting Minutes
4. Other Business
5. Staff Reports
 - a. Attorney
 - b. Engineer
 - c. Manager
 - i. Unaudited Financial Statements as of November 30, 2011
6. Audience Comments/Supervisors' Requests
7. Adjournment

If you have any questions, please contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

CA:dg

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

1 **MINUTES OF MEETING**
2 **PARKLANDS WEST**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Public Hearing and Regular Meeting of the Parklands West Community Development
6 District's Board of Supervisors was held on **Thursday, September 8, 2011 at 1:00 p.m.**, at **The**
7 **Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135.**
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9 **Present and constituting a quorum were:**

10 Francis Percuoco Chair
11 Robert Wyant Vice Chair
12 John Patterson (via telephone) Assistant Secretary
13 William Kaufman Assistant Secretary
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16 **Also present were:**

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18 Chuck Adams District Manager
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21 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

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23 Mr. Adams called the meeting to order at 1:08 p.m., and noted, for the record, that
24 Supervisors Percuoco, Wyant, and Kaufman were present, in person. Supervisor Patterson was
25 attending via telephone. Supervisor Bloom was not present.
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27 **SECOND ORDER OF BUSINESS**

**Affidavit of Publication for September 8,
2011 Public Hearing and Regular
Meeting**

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31 Mr. Adams presented the affidavit of publication for today's Public Hearing and Regular
32 Meeting.
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34 **THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor
Ken Bloom**

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37 Mr. Adams presented Supervisor Ken Bloom's resignation letter for the Board's
38 consideration.
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On MOTION by Mr. Patterson and seconded by Mr. Percuoco with all in favor, the resignation of Supervisor Ken Bloom from Seat 5, term expiring November 2012, was accepted.

- **Consideration of Mike Perrone to Fill Unexpired Term of Office (SEAT 5); *Term Expires November, 2012***
Mr. Adams indicated Mr. Mike Perrone expressed interest in filling the unexpired term of Seat 5.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, appointment of Mr. Mike Perrone, to fill the unexpired term of Seat 5, term expiring November 2012, was approved.

- **Administration of Oath of Office (*the following to be provided in separate package*)**
 - **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - **Membership, Obligations and Responsibilities**
 - **Form 1: Statement of Financial Interests**
 - **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - **Form 1F: Final Statement of Financial Interests**

As Mr. Perrone was not in attendance, Mr. Adams indicated the oath will be administered at the beginning of the next meeting and the appropriate documents will be provided to him, at that time.

Mr. Adams explained, as a result of the appointment of new Supervisors today and at the last meeting, it is necessary for the Board to consider its officers. He indicated Mr. Percuoco currently serves as Chair, Mr. Wyant is Vice Chair, Mr. Patterson is an Assistant Secretary and Mr. Wrathell is Treasurer and an Assistant Secretary. Mr. Adams noted he serves as Secretary. The Board can choose to maintain the same slate of officers and identifying Mr. Kaufman and Mr. Perrone as Assistant Secretaries or they can reorganize the entire Board.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2011-4, Electing Officers of the District

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On MOTION by Mr. Wyant and seconded by Mr. Kaufman, with all in favor, Resolution 2011-4, Electing Officers of the District, maintaining the current slate of officers, with the addition of Mr. Kaufman and Mr. Perrone as Assistant Secretaries, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Consider Resolution 2011-5, Adopting the Final Budget for the Fiscal Year Beginning October 1, 2011 and Ending September 30, 2012, Pursuant to Florida Law

Mr. Adams presented Resolution 2011-5 and the final budget for Fiscal Year 2012 for the Board’s consideration.

Mr. Adams indicated the budget is status quo in terms of levels of service and funding requirements, with contractual services, under water management, being the main exception. That portion anticipates becoming more aggressive with the aquascaping program. Page 3 provides a detailed explanation of the water management program and breakdown of the costs. Page 6 reflects the O&M and debt service assessments, which will be slightly lower than in the current fiscal year.

In response to a question, Mr. Adams confirmed LakeMasters is currently performing the aquascaping within the District.

A Board Member questioned expenditures and revenues in the budget and the timing. Mr. Adams explained that some expenditures are front-end loaded, meaning they are one (1)-time expenses occurring at the beginning of the fiscal year.

*****Mr. Adams opened the Public Hearing.*****

No members of the public spoke.

*****Mr. Adams closed the Public Hearing.*****

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2011-5, Adopting the Final Budget for the Fiscal Year Beginning October 1, 2011 and Ending September 30, 2012, Pursuant to Florida Law, as presented, was adopted.

115 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2011-6,**
 116 **Levying a Non Ad Valorem Maintenance**
 117 **Assessment for the General Fund and a**
 118 **Non Ad Valorem Assessment for the Debt**
 119 **Service Fund for Fiscal Year 2012**
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121 Mr. Adams presented Resolution 2011-6 for the Board’s consideration. He explained
 122 this resolution recognizes the adopted budget, the assessment levels from the appropriation levels
 123 in the budget, directs Staff to finalize and certify the lien roll and transmit it to the county for
 124 placement of the assessments on the property tax bills.
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126 **On MOTION by Mr. Percuoco and seconded by Mr. Wyant,**
 127 **with all in favor, Resolution 2011-6, Levying a Non Ad**
 128 **Valorem Maintenance Assessment for the General Fund and a**
 129 **Non Ad Valorem Assessment for the Debt Service Fund for**
 130 **Fiscal Year 2012, was adopted.**

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 133 **SEVENTH ORDER OF BUSINESS** **Approval of May 12, 2011 Regular**
 134 **Meeting Minutes**
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136 Mr. Adams presented the May 12, 2011 Regular Meeting Minutes and asked for any
 137 additions, corrections or deletions.
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139 **On MOTION by Mr. Wyant and seconded by Mr. Patterson,**
 140 **with all in favor, the May 12, 2011 Regular Meeting Minutes,**
 141 **as presented, were approved.**

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 144 **EIGHTH ORDER OF BUSINESS** **Other Business**
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146 A Board Member asked if Mr. Adams could draft information about the planting program
 147 and place it on the District’s website or in a newsletter. Mr. Adams was agreeable but asked the
 148 Board to authorize Staff to prepare a newsletter and work with the Chair to finalize and post.
 149 The Board was in agreement.
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151 **NINTH ORDER OF BUSINESS** **Staff Reports**
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153 **a. Attorney**

154 There being no report, the next item followed.

155 **b. Engineer**

156 There being no report, the next item followed.

157 **c. Manager**

158 **i. Unaudited Financial Statements as of July 31, 2011**

159 Mr. Adams presented the Unaudited Financial Statements as of July 31, 2011. He
160 indicated collections were at 100%. Under water management, the other contractual line item is
161 at 47%, which appears low year-to-date; however, a large part of that expenditure relates to the
162 planting program, which is yet to be implemented and paid. Year-to-date expenses are below
163 budget.

164 **ii. Fiscal Year 2012 Proposed Meeting Schedule**

165 Mr. Adams presented the proposed Fiscal Year 2012 meeting schedule.
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**On MOTION by Mr. Percuoco and seconded by Mr. Wyant,
with all in favor, the Fiscal Year 2012 Proposed Meeting
Schedule and authorization of Staff to advertise, accordingly,
was approved.**

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173 **TENTH ORDER OF BUSINESS**

**Audience
Requests**

Comments/Supervisors'

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176 There being no audience comments or Supervisors' requests, the next item followed.
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178 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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There being no further business, the meeting adjourned at 1:23 p.m.
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**On MOTION by Mr. Wyant and seconded by Mr. Patterson,
with all in favor, the meeting adjourned at 1:23 p.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2011**

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2011**

	Major Funds		Total Governmental Funds
	General	Debt Service	
ASSETS			
Cash - SunTrust	\$243,853	\$ -	\$ 243,853
Investments			
Federated - treasury obligations	41,515	-	41,515
Revenue account	-	67,366	67,366
Reserve account	-	721,200	721,200
Redemption account	-	600	600
Due from other funds			
General fund	-	123,700	123,700
Due from other governments	380	-	380
Total assets	\$ 285,748	\$ 912,866	\$ 1,198,614
LIABILITIES & FUND BALANCES			
Liabilities:			
Accounts payable	\$ 21,232	\$ -	\$ 21,232
Due to other funds			
Debt service	123,700	-	123,700
Total liabilities	144,932	-	144,932
Fund balances:			
Reserved for debt service	-	912,866	912,866
Unreserved, undesignated	140,816	-	140,816
Total fund balances	140,816	912,866	1,053,682
Total liabilities and fund balances	\$ 285,748	\$ 912,866	\$ 1,198,614

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2011**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 23,932	\$ 23,932	\$ 156,003	15%
Interest & miscellaneous income	10	24	-	N/A
Total revenues	<u>23,942</u>	<u>23,956</u>	<u>156,003</u>	15%
EXPENDITURES				
Administrative				
Supervisors' fees	-	-	4,306	0%
Management fees	4,766	9,531	57,186	17%
Legal	-	-	500	0%
Engineering fees	-	-	500	0%
Audit	-	-	7,100	0%
Accounting services	400	800	4,797	17%
Assessment roll preparation	12,500	12,500	12,500	100%
Arbitrage rebate calculation	-	-	2,400	0%
Dissemination agent fees	-	-	1,000	0%
Trustee fees	-	5,749	6,000	96%
Telephone	42	83	500	17%
Postage	6	6	500	1%
Printing & binding	86	172	1,035	17%
Legal advertising	-	251	750	33%
Office supplies	-	-	200	0%
Annual district filing fee	175	175	175	100%
Insurance	-	5,500	6,050	91%
Contingencies	52	104	1,300	8%
Total administrative	<u>18,027</u>	<u>34,871</u>	<u>106,799</u>	33%
Water management services				
Other contractual	23,871	23,871	59,724	40%
Electricity	30	80	600	13%
Total water management services	<u>23,901</u>	<u>23,951</u>	<u>60,324</u>	40%
Other fees and charges				
Tax collector	342	342	768	45%
Property appraiser	-	-	512	0%
Total other fees and charges	<u>342</u>	<u>342</u>	<u>1,280</u>	27%
Total expenditures	<u>42,270</u>	<u>59,164</u>	<u>168,403</u>	35%
Excess/(deficiency) of revenues over/(under) expenditures	(18,328)	(35,208)	(12,400)	
Fund balance - beginning	159,144	176,024	141,521	
Fund balance - ending	<u>\$ 140,816</u>	<u>\$ 140,816</u>	<u>\$ 129,121</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2011**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy	\$ 123,570	\$ 123,570	\$ 817,035	15%
Total revenues	<u>123,570</u>	<u>123,570</u>	<u>817,035</u>	15%
EXPENDITURES				
Principal	-	-	195,000	0%
Principal prepayments	15,000	15,000	-	N/A
Interest	311,017	311,017	622,035	50%
Total expenditures	<u>326,017</u>	<u>326,017</u>	<u>817,035</u>	40%
Excess/(deficiency) of revenues over/(under) expenditures	(202,447)	(202,447)	-	
Fund balance - beginning	1,115,313	1,115,313	1,114,792	
Fund balance - ending	<u>\$ 912,866</u>	<u>\$ 912,866</u>	<u>\$ 1,114,792</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
AMORTIZATION SCHEDULE - SERIES 2001A
\$10,680,000**

Date	Principal	Interest Rate	Interest	Total Principal & Interest
11/01/2008	\$ -	6.900%	\$ 332,580.00	\$ 332,580.00
05/01/2009	165,000.00	6.900%	332,580.00	497,580.00
11/01/2009	-	6.900%	326,887.50	326,887.50
05/01/2010	175,000.00	6.900%	326,887.50	501,887.50
11/01/2010	-	6.900%	320,850.00	320,850.00
05/01/2011	190,000.00	6.900%	320,850.00	510,850.00
11/01/2011	-	6.900%	314,295.00	314,295.00
05/01/2012	205,000.00	6.900%	314,295.00	519,295.00
11/01/2012	-	6.900%	307,222.50	307,222.50
05/01/2013	215,000.00	6.900%	307,222.50	522,222.50
11/01/2013	-	6.900%	299,805.00	299,805.00
05/01/2014	230,000.00	6.900%	299,805.00	529,805.00
11/01/2014	-	6.900%	291,870.00	291,870.00
05/01/2015	250,000.00	6.900%	291,870.00	541,870.00
11/01/2015	-	6.900%	283,245.00	283,245.00
05/01/2016	265,000.00	6.900%	283,245.00	548,245.00
11/01/2016	-	6.900%	274,102.50	274,102.50
05/01/2017	285,000.00	6.900%	274,102.50	559,102.50
11/01/2017	-	6.900%	264,270.00	264,270.00
05/01/2018	305,000.00	6.900%	264,270.00	569,270.00
11/01/2018	-	6.900%	253,747.50	253,747.50
05/01/2019	330,000.00	6.900%	253,747.50	583,747.50
11/01/2019	-	6.900%	242,362.50	242,362.50
05/01/2020	350,000.00	6.900%	242,362.50	592,362.50
11/01/2020	-	6.900%	230,287.50	230,287.50
05/01/2021	375,000.00	6.900%	230,287.50	605,287.50
11/01/2021	-	6.900%	217,350.00	217,350.00
05/01/2022	395,000.00	6.900%	217,350.00	612,350.00
11/01/2022	-	6.900%	203,722.50	203,722.50
05/01/2023	420,000.00	6.900%	203,722.50	623,722.50
11/01/2023	-	6.900%	189,232.50	189,232.50
05/01/2024	455,000.00	6.900%	189,232.50	644,232.50
11/01/2024	-	6.900%	173,535.00	173,535.00
05/01/2025	485,000.00	6.900%	173,535.00	658,535.00
11/01/2025	-	6.900%	156,802.50	156,802.50
05/01/2026	520,000.00	6.900%	156,802.50	676,802.50
11/01/2026	-	6.900%	138,862.50	138,862.50
05/01/2027	560,000.00	6.900%	138,862.50	698,862.50
11/01/2027	-	6.900%	119,542.50	119,542.50
05/01/2028	600,000.00	6.900%	119,542.50	719,542.50

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
AMORTIZATION SCHEDULE - SERIES 2001A
\$10,680,000**

Date	Principal	Interest Rate	Interest	Total Principal & Interest
11/01/2028	-	6.900%	98,842.50	98,842.50
05/01/2029	645,000.00	6.900%	98,842.50	743,842.50
11/01/2029	-	6.900%	76,590.00	76,590.00
05/01/2030	690,000.00	6.900%	76,590.00	766,590.00
11/01/2030	-	6.900%	52,785.00	52,785.00
05/01/2031	740,000.00	6.900%	52,785.00	792,785.00
11/01/2031	-	6.900%	27,255.00	27,255.00
05/01/2032	790,000.00	6.900%	27,255.00	817,255.00
	<u>\$ 9,640,000.00</u>		<u>\$ 10,392,090.00</u>	<u>\$ 20,032,090.00</u>