

**MINUTES OF MEETING
PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Parklands West Community Development District's Board of Supervisors was held on **Thursday, May 10, 2012 at 1:00 p.m.**, at **The Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135.**

Present and constituting a quorum were:

Francis Percuoco	Chair
Robert Wyant	Vice Chair
John Patterson	Assistant Secretary
William Kaufman	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Michelle Blackstock (via telephone)	Grau & Associates

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 1:00 p.m., and noted, for the record, that Supervisors Kaufman, Percuoco, Wyant and Patterson were present, in person. One (1) seat remains vacant.

SECOND ORDER OF BUSINESS

Consideration of Potential Candidate, Jerry Baum, to Fill Unexpired Term of Office (SEAT 5); *Term Expires November, 2012*

Mr. Adams announced that Mr. Jerry Baum requested to be considered as a candidate to fill the unexpired term of Seat 5, which expires November, 2012. Mr. Adams confirmed that, although Mr. Baum is on vacation, the Board may appoint him today and he can be sworn in at the September meeting.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, appointment of Mr. Jerry Baum, to Seat 5, term expires November, 2012, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor *(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**
- **Consideration of Resolution 2012-2, Electing Officers of the District**
 Administration of the Oath of Office and consideration of Resolution 2012-2, Electing Officers of the District will be deferred to the next meeting.

THIRD ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2011, Prepared by Grau & Associates

Ms. Michelle Blackstock, of Grau & Associates, presented the Audited Financial Report for Fiscal Year Ended September 30, 2011. She stated that the Independent Auditor’s Report indicates that this is a qualified or clean opinion. The Balance Sheet, on Page 8, reflects total assets of \$1,304,527, which exceeded liabilities by \$13,190, leaving the District with a total year-end fund balance of \$1,291,337. The Statement of Revenues, Expenditures, and Changes in Fund Balances, on Page 10, shows that the District had total revenues of approximately \$986,000, which is slightly less than its total expenditures of \$990,481. Ms. Blackstock explained the Report on Internal Control, on Page 22. She stated that there were no deficiencies that need to be brought to the Board’s attention.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2012-3, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2011

Mr. Adams asked if there were any questions for the auditor and stated the District continues to be financially stable.

On MOTION by Mr. Percuoco and seconded by Mr. Patterson, with all in favor, Resolution 2012-3, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2011, was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2012-4, Approving the District's Proposed Budget for Fiscal Year 2013 and Setting a Public Hearing Thereon Pursuant to Florida Law**

Mr. Adams presented Resolution 2012-4, approving the proposed budget for Fiscal Year 2013. He reported that there is little change in the budget, with the exception of an increase in Water Management, Contractual Services. Referring to Page 3, Mr. Adams explained that aquascaping increased \$15,000 and lake bank erosion was reduced by \$5,000, equating to a net increase of \$10,000 from the previous year, for these particular services. These expenses are shared with Parklands Lee, based on the number of units in each community.

The reason for the adjustments in lake maintenance is to obtain better service in the aeration system, which often is not operating well. The District will implement a quarterly preventative maintenance program to increase equipment reliability. In the past, the Board expressed an interest in a more aggressive aquascaping program. Mr. Adams explained that, as the aquascaping program is funded, resulting in more lake bank planting, the District will spend less money addressing lake bank erosion. Mr. Adams indicated that the net result of the adjustments in the operating budget equates to a 10 cents per unit, reduction in the operating assessment.

In response to Supervisor Kaufman's inquiry, Mr. Adams explained that LakeMasters performs all water management functions, except aquascaping. Management obtains a better price by bidding out the work over multiple Districts.

Regarding the Debt Service Budget Fund, Mr. Adams explained that the figures reflect the new numbers related to the refinanced 2012 Bonds. As a result, there is also a new amortization schedule with the revised principal and interest. The table on Page 6 illustrates assessments on a per product type for both debt service and O&M assessments and the total assessment column is the amount that appears on the property tax bill. A comparison of the savings can be appreciated by a contrast of both tables.

Mr. Adams indicated that the proposed budget is approved by Resolution 2012-4 and sets the public hearing for September 13, 2012, at this location. The Resolution authorizes Staff to advertise the public hearing date and to distribute the proposed budget to the local municipalities as required, by Florida Law.

In response to Mr. Kaufman’s question, Mr. Adams stated that a fund balance of \$144,000, against an annual budget of \$155,000, is a very strong fund balance. Mr. Adams reminded the Board that he prefers to maintain a minimum of 25% of the annual budget as a fund balance. This District is at almost 100%, even after utilizing \$21,000 of the fund balance to keep annual assessments just below the prior fiscal year.

Mr. Wyant suggested investing more money to improve the condition of the lake banks. Conversation ensued on bank conditions in different areas of the community. Mr. Adams suggested increasing the aquascaping budget to \$100,000, a cost that will be shared by Parklands Lee, and explained that with proper management by the contractor in treating only noxious weeds and not overspraying the beneficial plants, the system will naturally multiply and fill in, over several years.

On MOTION by Mr. Wyant and seconded by Mr. Patterson, with all in favor, Resolution 2012-4, Approving the District’s Proposed Budget for Fiscal Year 2013, as amended to increase aquascaping to \$100,000, utilizing fund balance, and Setting a Public Hearing for September 13, 2012, Pursuant to Florida Law, was adopted.

SIXTH ORDER OF BUSINESS

Notice of General Election - November 6, 2012 [Seats 3, 4 & 5]

- **Candidate Qualifying Dates**
 - **Noon, Monday, June 4, 2012 through Noon, Friday, June 8, 2012**
 - **Pre-Qualifying Begins on May 21, 2012**
- **Consideration of Resolution 2012-5, Placing Special District Candidates on General Election Ballot**

Mr. Adams announced that the general election will be held on November 6, 2012, for Seats 3, 4 and 5, held by Supervisors Wyant and Patterson, respectively, with Seat 5 currently vacant. The District is making a public disclosure of the election, at this meeting, and will place

a legal advertisement in advance of the qualifying period, in compliance with CDD and Florida Election Laws. In response to Mr. Kaufman's inquiry, Mr. Adams advised that he holds Seat 1 and Mr. Percuoco's is Seat 2. Their terms will expire in 2014.

On MOTION by Mr. Percuoco and seconded by Mr. Kaufman, with all in favor, Resolution 2012-5, Placing Special District Candidates on General Election Ballot, was adopted.

SEVENTH ORDER OF BUSINESS

Approval of Minutes

- **January 12, 2012 Regular Meeting**

Mr. Adams presented the January 12, 2012 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Percuoco and seconded by Mr. Patterson, with all in favor, the January 12, 2012 Regular Meeting Minutes, as presented, were approved.

- **February 8, 2012 Special Meeting**

Mr. Adams presented the February 8, 2012 Special Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the February 8, 2012 Special Meeting Minutes, as presented, were approved.

- **February 23, 2012 Continued Meeting**

Mr. Adams presented the February 23, 2012 Continued Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Percuoco and seconded by Mr. Kaufman, with all in favor, the February 23, 2012, Continued Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

a. Attorney

There being nothing to report the next item followed.

b. Engineer

There being nothing to report the next item followed.

c. Manager

i. Unaudited Financial Statements as of March 31, 2012

Mr. Adams presented the Unaudited Financial Statements as of March 31, 2012 and reported that on-roll assessment collections were at 96%, as of the date of the report, and expenditures were at 61%. Regarding debt service, Mr. Adams reported that the first payment for the 2012 bonds is November, 2012.

ii. 440 Registered Voters in District as of April 15, 2012

Mr. Adams indicated that there were 440 registered voters residing within the boundaries of the District as of April 15, 2012.

iii. NEXT MEETING DATE: July 12, 2012 at 1:15 P.M.

The next meeting date is July, 2012. Mr. Adams indicated that the meeting may be cancelled if there is nothing to report.

TENTH ORDER OF BUSINESS

**Audience
Requests**

Comments/Supervisors'

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

ELEVENTH ORDER OF BUSINESS

Adjournment

The meeting adjourned at 1:25 p.m.

On MOTION by Mr. Percuoco and seconded by Mr. Patterson, with all in favor, the meeting adjourned at 1:25 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair