

**PARKLANDS LEE
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

January 8, 2015

Parklands Lee 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

December 30, 2014

<p><u>ATTENDEES:</u> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>

Board of Supervisors
Parklands Lee Community Development District

Dear Board Members:

A Regular Meeting of the Parklands Lee Community Development District's Board of Supervisors will be held on **Thursday, January 8, 2015 at 1:15 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 Elected Supervisors: Incumbents **Ben Potter, SEAT 2** and **Russell Rupp, SEAT 5** (*the following to be provided in a separate package*)
 - 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
3. Consideration of **Resolution 2015-1**, Electing Officers
4. Approval of **July 10, 2014** Public Hearing and Regular Meeting Minutes
5. Other Business
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - i. Approval of Unaudited Financial Statements as of November 30, 2014
 - ii. **NEXT MEETING DATE: May 14, 2015 at 1:15 P.M.**
7. Audience Comments/Supervisors' Requests

8. Adjournment

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

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

RESOLUTION 2015-1

**A RESOLUTION ELECTING THE OFFICERS OF THE
PARKLANDS LEE COMMUNITY DEVELOPMENT
DISTRICT, LEE COUNTY, FLORIDA**

WHEREAS, the Board of Supervisors of the Parklands Lee Community Development District was notified of the General Election results held on November 4, 2014 for Seats 2 and 5; and

WHEREAS, the Board of Supervisors of the Parklands Lee Community Development District desires to elect the below recited person(s) to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	<u>Chuck Adams</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>Craig Wrathell</u>

PASSED AND ADOPTED this 8th day of January, 2015.

Chair/Vice Chair

Secretary/Assistant Secretary

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

5 A Public Hearing and Regular Meeting of the Parklands Lee Community Development
6 District's Board of Supervisors was held on **Thursday, July 10, 2014 at 1:15 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:**

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11 John Gainey Vice Chair
12 Emmett "Ben" Potter Assistant Secretary
13 Harvey Fontaine Assistant Secretary
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15 **Also present were:**

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17 Chuck Adams District Manager
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20 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

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22 Mr. Adams called the meeting to order at 1:20 p.m., and noted, for the record, that
23 Supervisors Gainey, Potter and Fontaine were present, in person. Supervisors Rupp and
24 Schwartz were not present.
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26 **SECOND ORDER OF BUSINESS**

Affidavit of Publication

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28 Mr. Adams presented the affidavit of publication for today's public hearing and regular
29 meeting.
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31 **THIRD ORDER OF BUSINESS**

**Public Hearing to Consider Resolution
2014-5, Adopting the Final Budget for the
Fiscal Year Beginning October 1, 2014
and Ending September 30, 2015,
Pursuant to Florida Law**

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37 Mr. Adams presented Resolution 2014-5 for the Board's consideration. He indicated that
38 the proposed budget is included as an exhibit to the resolution. Mr. Adams reported that there
39 were no significant changes to the proposed budget since it was last reviewed. He noted a slight
40 increase of approximately \$2,400 for "Professional & admin" expenditures and a \$7,500

41 deduction for “Water management”, “Contractual services” expenditures related to the reduction
42 in the aquascaping program. With that cost reduction and by rolling forward fund balance, the
43 proposed assessments are slightly lower than the prior year; thus, there is no mailed notice
44 requirement.

45 Mr. Adams indicated that the budget takes into consideration the reduction of 13
46 equivalent residential units (ERUs) from Parklands West CDD and recalled that the units were
47 assignable to the Renaissance Center facility. He noted that the club leased the property to the
48 association and the association filed for common element status; therefore, the 13 ERUs were
49 removed from the assessable unit base. As a result, assessments increased on the remaining
50 units.

51 Mr. Adams advised that the “Debt Service Fund”, on Page 5, reflects payment of
52 principal and interest, each year, as dictated by the “Amortization Schedule”, on Page 7. He
53 advised that no assessment prepayments were received through the end of May.

54 Mr. Adams explained that Page 8 contains a breakdown of the Fiscal Year 2015
55 assessments. The chart is helpful in determining the annual debt service assessment in
56 comparison to the annual Operation and Maintenance (O&M) assessment. Mr. Adams indicated
57 that the amounts in the “Total Assessment” column are reflected on the ad valorem section of the
58 property tax bill; the tax collector does not provide a breakdown of the two components, in the
59 ad valorem portion. He advised that the second chart, on Page 8, reflects the Fiscal Year 2012-
60 2013 assessments and noted significant reductions, year-over-year, across all product types, as a
61 result of the refinancing of the Debt Service Fund.

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

63 Mr. Adams noted, for the record, that no members of the public were present.

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

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**On MOTION by Mr. Gainey and seconded by Mr. Potter, with
all in favor, Resolution 2014-5, Adopting the Final Budget for
the Fiscal Year Beginning October 1, 2014 and Ending
September 30, 2015, was adopted.**

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72 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-6,
Imposing Special Assessments and
Certifying an Assessment Roll**

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76 Mr. Adams presented Resolution 2014-6 for the Board’s consideration. He indicated that
77 this is the final step in the budget process. Mr. Adams explained that the resolution takes into
78 consideration the budget that the Board adopted, the appropriation and assessment levels, directs
79 and authorizes Staff to finalize and certify the assessment roll and transmit it to the Lee County
80 Tax Collector for placement on the tax bill.

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On MOTION by Mr. Fontaine and seconded by Mr. Gainey, with all in favor, Resolution 2014-6, Imposing Special Assessments and Certifying an Assessment Roll, was adopted.

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87 **FIFTH ORDER OF BUSINESS**

Discussion/Consideration of Fiscal Year 2015 Meeting Calendar

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90 Mr. Adams presented the proposed Fiscal Year 2015 meeting schedule for the Board’s
91 consideration. He indicated that the schedule remained virtually the same as the current year’s
92 schedule; meetings will be held on the second Thursday of January, May, July and September.

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On MOTION by Mr. Potter and seconded by Mr. Gainey, with all in favor, the Fiscal Year 2015 Proposed Meeting Schedule, as presented, and directing Staff to advertise, accordingly, were approved.

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100 **SIXTH ORDER OF BUSINESS**

Update: Qualified Candidates for November 4, 2014 General Election

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103 **A. Seat 2: Ben Potter [Uncontested Incumbent]**

104 **B. Seat 5: Russell Rupp [Uncontested Incumbent]**

105 Mr. Adams informed the Board that Mr. Potter and Rupp qualified, unopposed, for Seats
106 2 and 5, respectively. They will commence their four-year terms, subsequent to the November
107 election, and will be sworn in at the January meeting.

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109 **SEVENTH ORDER OF BUSINESS**

Approval of May 8, 2014 Regular Meeting Minutes

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112 Mr. Adams presented the May 8, 2014 Regular Meeting Minutes and asked for any
113 additions, deletions or corrections.

114 **On MOTION by Mr. Fontaine and seconded by Mr. Gainey,**
 115 **with all in favor, the May 8, 2014 Regular Meeting Minutes, as**
 116 **presented, were approved.**

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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 no report, the next item followed.

B. Engineer

There being no report, the next item followed.

C. Manager

i. Approval of Unaudited Financial Statements as of May 31, 2014

Mr. Adams presented the Unaudited Financial Statements as of May 31, 2014. He highlighted that assessment collections were at 100%. The District was within budget, from an operational expense perspective.

Mr. Adams reported that cleaning and replacement of the lighting fixture globes, outside of the gates, was completed, bahia sod was installed on several lake banks and the erosion repair project was completed in the Novella neighborhoods.

Mr. Adams pointed out that some expenditures have not “hit” the budget; however, he anticipated that the District will remain within budget.

TENTH ORDER OF BUSINESS **Audience** **Comments/Supervisors’**
Requests

Mr. Fontaine asked if Management has knowledge of Terra Cap Management Corporation’s (Terra Cap) intent for the parcel that D.R. Horton “has waived off on”. Mr. Adams advised that he has not received information regarding this matter and noted that the District is not involved in the transaction; therefore, Management will not receive additional information.

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Secretary/Assistant Secretary

Chair/Vice Chair

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2014**

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2014**

	<u>General</u>	<u>Debt Service Series 2013</u>	<u>Total Governmental Funds</u>
ASSETS			
SunTrust - operating account	\$165,390	\$ -	\$ 165,390
SunTrust - Palmira easement	969	-	969
Federated - treasury obligations	42,528	-	42,528
Revenue	-	21,441	21,441
Reserve A1	-	135,262	135,262
Reserve A2	-	8,338	8,338
Prepayment A	-	1,342	1,342
Due from other funds			
General fund	-	58,136	58,136
Undeposited funds	3	-	3
Total assets	<u>\$ 208,890</u>	<u>\$ 224,519</u>	<u>\$ 433,409</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Debt service	<u>\$ 58,136</u>	<u>\$ -</u>	<u>\$ 58,136</u>
Total liabilities	<u>58,136</u>	<u>-</u>	<u>58,136</u>
Fund Balances:			
Reserved for:			
Debt service	-	224,519	-
Unreserved reported in:			
Unassigned	<u>150,754</u>	<u>-</u>	<u>150,754</u>
Total fund balances	<u>150,754</u>	<u>224,519</u>	<u>375,273</u>
Total Liabilities and Fund Balances	<u>\$ 208,890</u>	<u>\$ 224,519</u>	<u>\$ 433,409</u>

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2014**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 30,905	\$ 30,905	\$ 156,358	20%
Interest & miscellaneous	6	12	500	2%
Total revenues	<u>30,911</u>	<u>30,917</u>	<u>156,858</u>	20%
EXPENDITURES				
Administrative				
Supervisors	-	-	4,306	0%
Management	4,861	9,722	58,330	17%
Legal	-	-	950	0%
Engineering	-	-	500	0%
Audit	-	-	7,100	0%
Accounting services	400	800	4,797	17%
Assessment roll preparation	-	-	12,500	0%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	83	167	1,000	17%
Trustee	-	-	6,000	0%
Telephone	42	83	500	17%
Postage	3	3	324	1%
Printing & binding	86	173	1,035	17%
Legal advertising	-	248	750	33%
Office supplies	-	-	105	0%
Annual district filing fee	-	175	175	100%
Insurance	-	6,695	7,000	96%
Contingencies	66	129	2,000	6%
Capital outlay	-	5,074	-	N/A
Total administrative	<u>5,541</u>	<u>23,269</u>	<u>108,572</u>	21%
Water management				
Contractual services	3,309	3,309	82,828	4%
Total water management	<u>3,309</u>	<u>3,309</u>	<u>82,828</u>	4%
Other fees and charges				
Property appraiser	-	-	521	0%
Tax collector	254	254	782	32%
Total other fees and charges	<u>254</u>	<u>254</u>	<u>1,303</u>	19%
Total expenditures	<u>9,104</u>	<u>26,832</u>	<u>192,703</u>	14%
Excess/(deficiency) of revenues over/(under) expenditures	21,807	4,085	(35,845)	
Fund balance - beginning	128,947	146,669	138,683	
Fund balance - ending	<u>\$ 150,754</u>	<u>\$ 150,754</u>	<u>\$ 102,838</u>	

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2013 REFUNDING BONDS
FOR THE PERIOD ENDED NOVEMBER 30, 2014**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 58,012	\$ 58,012	\$ 296,806	20%
Interest	2	3	-	N/A
Total revenues	<u>58,014</u>	<u>58,015</u>	<u>296,806</u>	20%
EXPENDITURES				
Debt service				
Principal Series A-1	-	-	125,000	0%
Principal Series A-2	-	-	15,000	0%
Principal prepayment	10,000	10,000	-	N/A
Interest Series A-1	67,416	67,416	134,831	50%
Interest Series A-2	8,825	8,825	17,650	50%
Total debt service	<u>86,241</u>	<u>86,241</u>	<u>292,481</u>	29%
Excess/(deficiency) of revenues over/(under) expenditures	(28,227)	(28,226)	4,325	
Fund balances - beginning	<u>252,746</u>	<u>252,745</u>	<u>240,536</u>	
Fund balances - ending	<u>\$ 224,519</u>	<u>\$ 224,519</u>	<u>\$ 244,861</u>	