

**PARKLANDS LEE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**REGULAR MEETING  
AGENDA**

**January 14, 2016**

**Parklands Lee Community Development District**  
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431  
Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-Free: (877) 276-0889

January 8, 2016

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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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 14, 2016** 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. Public Comments
3. Acceptance of Resignation of Supervisor John Gainey [Seat 4] (*to be provided under separate cover*)
4. Discussion/Consideration of Candidate to Fill Seat 4 Vacancy; Term Expires November, 2016
  - A. Administration of Oath of Office to Newly Elected Supervisor (*the following to be provided in a separate package*)
    - i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - ii. Membership, Obligations and Responsibilities
    - iii. Financial Disclosure Forms
      - Form 1: Statement of Financial Interests
      - Form 1X: Amendment to Form 1, Statement of Financial Interests
      - Form 1F: Final Statement of Financial Interests
      - Form 8B – Memorandum of Voting Conflict
  - B. Consideration of **Resolution 2016-\_\_**, Electing Officers of the District
5. Approval of **August 27, 2015** Regular Meeting Minutes
6. Other Business
7. Staff Reports

- A. Attorney
  - B. Engineer
  - C. Manager
    - i. Approval of Unaudited Financial Statements as of November 30, 2015
    - ii. **NEXT MEETING DATE: May 12, 2016 at 1:15 P.M.**
8. Audience Comments/Supervisors' Requests
9. 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 2016-\_\_**

**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 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 \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
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, August 27, 2015 at 1:15 p.m.**, at **The**  
7 **Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135.**  
8

9 **Present and constituting a quorum were:**

10  
11 Russell Rupp Chair  
12 Harvey Fontaine Assistant Secretary  
13 Emmett "Ben" Potter Assistant Secretary  
14 Robert Schwartz Assistant Secretary  
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16 **Also present were:**

17  
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 1:15 p.m., and noted, for the record, that  
24 Supervisors' Rupp, Fontaine, Potter, and Schwartz were present, in person. Supervisor Gainey  
25 was not present.  
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27 **SECOND ORDER OF BUSINESS**

**Public Comments**

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

**Public Hearing To Hear Comments and  
Objections on the Adoption of the  
District's Final Budget for Fiscal Year  
2015/2016, Pursuant to Florida Law**

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36 **A. Affidavit of Publication**

37 Mr. Adams presented the affidavit of publication for today's Regular Meeting and Public  
38 Hearing.  
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40 **B. Consideration of Resolution 2015-4, Relating to the Annual Appropriations and**  
41 **Adopting the Budget for The Fiscal Year Beginning October 1, 2015, and Ending**  
42 **September 30, 2016; Authorizing Budget Amendments; and Providing an Effective**  
43 **Date**

44 Mr. Adams presented Resolution 2015-4 for the Board’s consideration. The proposed  
45 Fiscal Year 2016 budget was not changed since it was initially presented. Reductions in the  
46 “Contractual” and “Water Management” service line items and a reduction in lake bank erosion  
47 repairs, which are caught up and were removed from the budget, resulted in a proposed  
48 assessment levy about \$10 lower than Fiscal Year 2015. Assessments will be \$302.79. The debt  
49 service assessment level remained the same.

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

51 No members of the Public were present.

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

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54 **On MOTION by Mr. Rupp and seconded by Mr. Schwartz,**  
55 **with all in favor, Resolution 2015-4, Relating to the Annual**  
56 **Appropriations and Adopting the Budget for the Fiscal Year**  
57 **Beginning October 1, 2015, and Ending September 30, 2016;**  
58 **Authorizing Budget Amendments; and Providing and Effective**  
59 **Date, was adopted.**

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62 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-5,**  
**Imposing Special Assessments and**  
**Certifying an Assessment Roll; Providing**  
**a Severability Clause; and Providing an**  
**Effective Date**

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68 Mr. Adams presented Resolution 2015-5 for the Board’s consideration. This resolution  
69 directs Staff to finalize the tax lien roll with the assessment levels contained in the adopted  
70 budget and to submit it to the tax collector, no later than September 15, 2015, for placement on  
71 the property tax bills.

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**On MOTION by Mr. Potter and seconded by Mr. Fontaine, with all in favor, Resolution 2015-5, Imposing Special Assessments and Certifying an Assessment Role; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-6, Adopting the Annual Meeting Schedule for Fiscal Year 2015/2016**

Mr. Adams presented Resolution 2015-6 for the Board’s consideration. Mr. Adams advised that the meetings will be held on the second Thursday of January, May, July and September, 2016, at 1:15 p.m., at this location. The proposed Fiscal Year 2017 budget presentation will be at the May meeting and final adoption will take place at the July meeting.

**On MOTION by Mr. Rupp and seconded by Mr. Schwartz, with all in favor, Resolution 2015-6, Adopting the Annual Meeting Schedule for Fiscal Year 2015/2016, as presented, and authorizing Staff to advertise, accordingly, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Approval of May 14, 2015 Regular Meeting Minutes**

Mr. Adams presented the May 14, 2015 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Fontaine and seconded by Mr. Potter, with all in favor, the May 14, 2015, Regular Meeting Minutes, as presented, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

115 **A. Attorney**

116 There being no report, the next item followed.

117 **B. Engineer**

118 There being no report, the next item followed.

119 **C. Manager**

120 **i. Approval of Unaudited Financial Statements as of July 31, 2015**

121 Mr. Adams presented the Unaudited Financial Statements as of July 31, 2015.  
122 Assessment revenue collections were at 101% and expenses were at 68%.

123 **ii. NEXT MEETING DATE: September 10, 2015 at 1:15 P.M.**

124 Mr. Adams noted that the next meeting is scheduled for Thursday, January 14, 2016, at  
125 1:15 p.m., at this location, rather than September 10, 2015.

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127 **NINTH ORDER OF BUSINESS**

**Audience  
Requests**

**Comments/Supervisors'**

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

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132 **TENTH ORDER OF BUSINESS**

**Adjournment**

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

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**On MOTION by Mr. Rupp and seconded by Mr. Fontaine,  
with all in favor, the meeting adjourned at 1:23 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

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**PARKLANDS LEE  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
NOVEMBER 30, 2015**

**PARKLANDS LEE  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2015**

	<u>General</u>	<u>Debt Service Series 2013</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>			
SunTrust - operating account	\$190,889	\$ -	\$ 190,889
SunTrust - Palmira easement	709	-	709
Federated - treasury obligations	42,533	-	42,533
Revenue	-	12,529	12,529
Reserve A1	-	133,084	133,084
Reserve A2	-	8,338	8,338
Due from other funds			
General fund	-	74,543	74,543
Total assets	<u>\$ 234,131</u>	<u>\$ 228,494</u>	<u>\$ 462,625</u>
<b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 175	\$ -	\$ 175
Due to other funds			
Debt service	74,543	-	74,543
Total liabilities	<u>74,718</u>	<u>-</u>	<u>74,718</u>
<b>Fund Balances:</b>			
Restricted for			
Debt service	-	228,494	-
Unassigned	159,413	-	159,413
Total fund balances	<u>159,413</u>	<u>228,494</u>	<u>387,907</u>
Total Liabilities and Fund Balances	<u>\$ 234,131</u>	<u>\$ 228,494</u>	<u>\$ 462,625</u>

**PARKLANDS LEE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED NOVEMBER 30, 2015**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy	\$ 31,008	\$ 31,008	\$ 151,445	20%
Interest & miscellaneous	4	9	500	2%
Total revenues	<u>31,012</u>	<u>31,017</u>	<u>151,945</u>	20%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	-	-	4,306	0%
Management	4,958	9,916	59,497	17%
Legal	-	-	950	0%
Engineering	-	-	500	0%
Audit	-	-	7,100	0%
Accounting services	400	799	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	41	83	500	17%
Postage	-	-	324	0%
Printing & binding	86	173	1,035	17%
Legal advertising	-	-	750	0%
Office supplies	-	-	105	0%
Annual district filing fee	175	175	175	100%
Insurance	-	6,695	7,000	96%
Contingencies	69	446	2,000	22%
Total administrative	<u>5,812</u>	<u>18,454</u>	<u>109,739</u>	17%
<b>Water management</b>				
Contractual services	3,087	3,087	40,903	8%
Total water management	<u>3,087</u>	<u>3,087</u>	<u>40,903</u>	8%
<b>Other fees and charges</b>				
Property appraiser	371	371	521	71%
Tax collector	260	260	782	33%
Total other fees and charges	<u>631</u>	<u>631</u>	<u>1,303</u>	48%
Total expenditures	<u>9,530</u>	<u>22,172</u>	<u>151,945</u>	15%
Excess/(deficiency) of revenues over/(under) expenditures	21,482	8,845	-	
Fund balance - beginning	137,931	150,568	100,982	
Fund balance - ending	<u>\$ 159,413</u>	<u>\$ 159,413</u>	<u>\$ 100,982</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, 2015**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy	\$ 60,090	\$ 60,090	\$ 295,989	20%
Interest	-	2	-	N/A
Total revenues	<u>60,090</u>	<u>60,092</u>	<u>295,989</u>	20%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal Series A-1	-	-	135,000	0%
Principal Series A-2	-	-	10,000	0%
Principal prepayment	5,000	5,000	-	N/A
Interest Series A-1	66,115	66,115	132,231	50%
Interest Series A-2	8,525	8,525	17,050	50%
Total debt service	<u>79,640</u>	<u>79,640</u>	<u>294,281</u>	27%
 Excess/(deficiency) of revenues over/(under) expenditures	 (19,550)	 (19,548)	 1,708	
 Fund balances - beginning	 <u>248,044</u>	 <u>248,042</u>	 <u>247,282</u>	
Fund balances - ending	<u>\$ 228,494</u>	<u>\$ 228,494</u>	<u>\$ 248,990</u>	