

**PARKLANDS WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

January 11, 2018

Parklands West 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

January 4, 2018

Board of Supervisors
Parklands West Community Development District

Dear Board Members:

A Regular Meeting of the Parklands West Community Development District's Board of Supervisors will be held on Thursday, January 11, 2018 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. Public Comments
3. Discussion/Update: Lake and Aeration Maintenance Status/Performance by LakeMasters
4. Approval of Unaudited Financial Statements as of November 30, 2017
5. Approval of October 5, 2017 Rescheduled Public Hearing and Special Meeting Minutes
6. Other Business
7. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. **NEXT MEETING DATE:** May 10, 2018 at 1:00 P.M.
 - Approve Proposed Budget for Fiscal Year 2018/2019
 - Accept Audited Financial Report for Fiscal Year 2017
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

ATTENDEES:

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

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2017**

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2017**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2012	
ASSETS			
Cash - SunTrust	\$ 288,643	\$ -	\$ 288,643
Investments			
Revenue account	-	32,041	32,041
Reserve account	-	362,437	362,437
Due from other funds			
General fund	-	167,347	167,347
Total assets	\$ 288,643	\$ 561,825	\$ 850,468
 LIABILITIES & FUND BALANCES			
Liabilities:			
Due to other funds			
Debt service	\$ 167,347	\$ -	\$ 167,347
Total liabilities	167,347	-	167,347
 Fund balances:			
Restricted for:			
Debt service	-	561,825	561,825
Unassigned	121,296	-	121,296
Total fund balances	121,296	561,825	683,121
 Total liabilities and fund balances	\$ 288,643	\$ 561,825	\$ 850,468

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 34,869	\$ 34,869	\$ 142,970	24%
Interest & miscellaneous	3	7	-	N/A
Total revenues	<u>34,872</u>	<u>34,876</u>	<u>142,970</u>	24%
EXPENDITURES				
Administrative				
Supervisors	-	1,077	4,306	25%
Management/recording	4,958	9,916	59,497	17%
Legal	-	-	500	0%
Engineering fees	-	-	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 fees	83	167	1,000	17%
Trustee fees	-	-	4,500	0%
Telephone	42	83	500	17%
Postage	80	80	500	16%
Printing & binding	86	173	1,035	17%
Legal advertising	-	-	750	0%
Annual district filing fee	-	-	175	0%
Insurance	-	6,042	6,050	100%
Contingencies	51	98	1,500	7%
Total administrative	<u>5,700</u>	<u>18,436</u>	<u>106,410</u>	17%
Water management services				
Other contractual	2,942	2,942	39,830	7%
Electricity	-	22	600	4%
Total water management services	<u>2,942</u>	<u>2,964</u>	<u>40,430</u>	7%
Other fees and charges				
Tax collector	-	-	747	0%
Property appraiser	-	-	498	0%
Total other fees and charges	<u>-</u>	<u>-</u>	<u>1,245</u>	0%
Total expenditures	<u>8,642</u>	<u>21,400</u>	<u>148,085</u>	14%
Excess/(deficiency) of revenues over/(under) expenditures	26,230	13,476	(5,115)	
Fund balance - beginning	95,066	107,820	114,565	
Fund balance - ending	<u>\$ 121,296</u>	<u>\$ 121,296</u>	<u>\$ 109,450</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2012
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll	\$ 167,154	\$ 167,154	\$ 685,231	24%
Assessment levy: off-roll, direct bill	-	-	36,077	0%
Interest	314	613	-	N/A
Total revenues	<u>167,468</u>	<u>167,767</u>	<u>721,308</u>	23%
EXPENDITURES				
Principal	-	-	330,000	0%
Interest	199,400	199,400	398,800	50%
Total expenditures	<u>199,400</u>	<u>199,400</u>	<u>728,800</u>	27%
Excess/(deficiency) of revenues over/(under) expenditures	(31,932)	(31,633)	(7,492)	
Fund balance - beginning	593,757	593,458	582,829	
Fund balance - ending	<u>\$ 561,825</u>	<u>\$ 561,825</u>	<u>\$ 575,337</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
AMORTIZATION SCHEDULE - SERIES 2012
\$8,770,000**

Date	Principal	Interest Rate	Interest	Total Principal & Interest
11/01/2014	\$ -	-	\$ 221,591.25	\$ 221,591.25
05/01/2015	285,000.00	4.900%	221,591.25	506,591.25
11/01/2015	-	-	214,608.75	214,608.75
05/01/2016	300,000.00	4.900%	214,608.75	514,608.75
11/01/2016	-	-	207,258.75	207,258.75
05/01/2017	315,000.00	4.900%	207,258.75	522,258.75
11/01/2017	-	-	199,541.25	199,541.25
05/01/2018	330,000.00	4.900%	199,541.25	529,541.25
11/01/2018	-	-	191,456.25	191,456.25
05/01/2019	345,000.00	4.900%	191,456.25	536,456.25
11/01/2019	-	-	183,003.75	183,003.75
05/01/2020	365,000.00	4.900%	183,003.75	548,003.75
11/01/2020	-	-	174,061.25	174,061.25
05/01/2021	380,000.00	4.900%	174,061.25	554,061.25
11/01/2021	-	-	164,751.25	164,751.25
05/01/2022	400,000.00	4.900%	164,751.25	564,751.25
11/01/2022	-	-	154,951.25	154,951.25
05/01/2023	425,000.00	5.650%	154,951.25	579,951.25
11/01/2023	-	-	142,945.00	142,945.00
05/01/2024	445,000.00	5.650%	142,945.00	587,945.00
11/01/2024	-	-	130,373.75	130,373.75
05/01/2025	475,000.00	5.650%	130,373.75	605,373.75
11/01/2025	-	-	116,955.00	116,955.00
05/01/2026	500,000.00	5.650%	116,955.00	616,955.00
11/01/2026	-	-	102,830.00	102,830.00
05/01/2027	530,000.00	5.650%	102,830.00	632,830.00
11/01/2027	-	-	87,857.50	87,857.50
05/01/2028	560,000.00	5.650%	87,857.50	647,857.50
11/01/2028	-	-	72,037.50	72,037.50
05/01/2029	595,000.00	5.650%	72,037.50	667,037.50
11/01/2029	-	-	55,228.75	55,228.75
05/01/2030	625,000.00	5.650%	55,228.75	680,228.75
11/01/2030	-	-	37,572.50	37,572.50
05/01/2031	665,000.00	5.650%	37,572.50	702,572.50
11/01/2031	-	-	18,786.25	18,786.25
05/01/2032	700,000.00	5.650%	18,786.25	718,786.25
	<u>\$ 8,240,000.00</u>		<u>\$ 4,951,620.00</u>	<u>\$ 13,191,620.00</u>

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

5 A Rescheduled Public Hearing and Special Meeting of the Parklands West Community
6 Development District's Board of Supervisors were held on Thursday, October 5, 2017 at 1:00
7 p.m., at The Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135.
8

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

10
11 Francis Percuoco Chair
12 Robert Wyant Vice Chair
13 Michael Marion (*via telephone*) Assistant Secretary
14 Mary "Happy" Grohowski Assistant Secretary
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16 **Also present were:**

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18 Chuck Adams District Manager
19 Adam Taloni Resident
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22 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

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24 Mr. Adams called the meeting to order at 1:00 p.m. Supervisors Percuoco, Wyant and
25 Grohowski were present, in person. Supervisor Marion was attending via telephone. Supervisor
26 Baum was not present.
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28 **SECOND ORDER OF BUSINESS**

Public Comments

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

**Acceptance of Resignation of Supervisor
Jerry Baum [Seat 5]; *Term Expires
March, 2020***

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36 Mr. Adams presented Mr. Baum's resignation letter for consideration.
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38 **On MOTION by Mr. Percuoco and seconded by Ms.**
39 **Grohowski, with all in favor, the resignation of Mr. Jerry**
40 **Baum, dated May 16, 2017, was accepted.**

41 **FOURTH ORDER OF BUSINESS**

Discussion/Consideration: Appointment of Candidate, Adam Taloni, to Fill Unexpired Term of Seat 5

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Mr. Percuoco nominated Mr. Adam Taloni to fill the unexpired term of Seat 5; term expires March, 2020. No other nominations were made.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the appointment of Mr. Adam Taloni to Seat 5; term expires March, 2020, was approved.

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53 **A. Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in separate package*)**

54
55 Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Taloni. Mr. Adams provided and briefly explained the following items:

- 56 **i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 57 **ii. Membership, Obligations and Responsibilities**
- 58 **iii. Financial Disclosure Forms**
 - 59 **▪ Form 1: Statement of Financial Interests**
 - 60 **▪ Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - 61 **▪ Form 1F: Final Statement of Financial Interests**
- 62 **iv. Form 8B, Memorandum of Voting Conflict**

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65 **B. Consideration of Resolution 2018-01, Electing the Officers of the District**

66 Mr. Percuoco nominated the following slate of officers:

67	Chair	Frank Percuoco
68	Vice Chair	Robert Wyant
69	Secretary	Chuck Adams
70	Treasurer	Craig Wrathell
71	Assistant Secretary	Jeff Pinder
72	Assistant Secretary	Adam Taloni
73	Assistant Secretary	Mary "Happy" Grohowski
74	Assistant Secretary	Michael Marion

75	Assistant Secretary	Adam Taloni
76	Assistant Secretary	Craig Wrathell

77 No other nominations were made.

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79 **On MOTION by Mr. Percuoco and seconded by Ms.**
 80 **Grohowski, with all in favor, Resolution 2018-01, Electing the**
 81 **Officers of the District, as nominated, was adopted.**

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84 **FIFTH ORDER OF BUSINESS**

Consideration of Resolution 2018-02, Resetting Public Hearing Pursuant to the Department of Revenue’s Amended Emergency Order, dated September 8, 2017, Implementing Governor Rick Scott’s Executive Order Number 17-235, Dated September 4, 2017

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92 Mr. Adams presented Resolution 2018-02.

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94 **On MOTION by Mr. Wyant and seconded by Ms. Grohowski,**
 95 **with all in favor, Resolution 2018-02, Resetting Public Hearing**
 96 **Pursuant to the Department of Revenue’s Amended**
 97 **Emergency Order, dated September 8, 2017, Implementing**
 98 **Governor Rick Scott’s Executive Order Number 17-235, Dated**
 99 **September 4, 2017, was adopted.**

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102 **SIXTH ORDER OF BUSINESS**

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

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106 **A. Rescheduled Notice(s)**

107 Mr. Adams presented the Rescheduled Notices for today’s Public Hearing.

108 **B Consideration of Resolution 2018-03, Relating to the Annual Appropriations and**
 109 **Adopting the Budget for the Fiscal Year Beginning October 1, 2017 and Ending**
 110 **September 30, 2018**

111 Mr. Adams presented Resolution 2018-03. There were no changes since last meeting;
 112 assessments would remain the same year-over-year.

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

114 No members of the public spoke.

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

116

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2018-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018, was adopted.

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SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2017/2018; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

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Mr. Adams presented Resolution 2018-04.

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On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2018-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2017/2018; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2018-05, Adopting the Annual Meeting Schedule for Fiscal Year 2017/2018

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Mr. Adams presented Resolution 2018-05. The meeting schedule will remain the same as in the past which is the second Thursday of January, May, July and September at 1:00 p.m., at this location. A Special Meeting would require 10 days notice, for advertising purposes.

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On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2018-05, Adopting the Annual Meeting Schedule for Fiscal Year 2017/2018, was adopted.

NINTH ORDER OF BUSINESS **Approval of Unaudited Financial Statements as of July 31, 2017**

Mr. Adams presented the Unaudited Financial Statements as of July 31, 2017. Assessment revenue collections were at 101% and expenditures were 85%.

TENTH ORDER OF BUSINESS **Approval of May 11, 2017 Regular Meeting Minutes**

Mr. Adams presented the May 11, 2017 Regular 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 May 11, 2017 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS **Other Business**

Mr. Marion was advised by a Lake 7W resident that the aerator was not working and asked if the District’s contractor could repair it. Mr. Adams replied that reviews and repairs were being scheduled. He was unsure if the ground-fault interrupter (GFI) was tripped or if the motor should be replaced. Updates would be provided.

Mr. Adams addressed the high water levels, due to the significant amount of rain, and stated that the system performed extremely well. The levels well exceeded a 25-year storm event and could have approached levels for a 100-year storm event. A 25-year storm event would produce 11” over a three-day period and 100-year event would be approximately 13” to 14” over a three-day period. The unforecasted storm event, at the end of August, was a three-day event. Hurricane Irma was a 24 to 36-hour event with the same amount of rainfall. Overall, the system performed very well. There would be regional changes by the South Florida Water Management District (SFWMD) to adjust how rainwater flows for the lower constructed communities and to try to divert water in different directions, which could cause adjustments in how water flows in

191 the District. Mr. Adams suggested that the District not openly participate, since the District’s
192 system operated successfully; however, if the SFWMD needed to redirect to the south, versus
193 into the canal along Bonita Beach Road, it would be an improvement for which the SFWMD
194 would be responsible for funding and implementing. Updates would be provided, as received.

195 Mr. Erickson asked if the culverts were cleaned. Mr. Adams replied that the system was
196 extremely clean. All interconnecting pipes between the lakes and the pipes from the road curbs
197 to the lakes, were cleaned. Collectively, between the two Districts, nearly all the pipes were less
198 than 25% filled with debris, which was generally the threshold for initiating cleaning. One or
199 two were in the 60% to 70% range and Mr. Adams estimated that the CDD’s portion of the
200 cleaning costs would be \$4,000 to \$5,000. This type of cleaning has never been done in the
201 District and it is not uncommon for it to cost \$25,000; it was impressive that the District’s 15-
202 year old system was so clean. The work would be completed later in the fall, as water recedes.

203 A Board Member felt that the District had very slow drainage. Mr. Adams stated that any
204 downstream improvements by the SFWMD that would allow water to move faster and create a
205 greater drop for the District’s elevation would improve the District’s drainage. The separation
206 between what was occurring on the north side of Beach Cove was a benefit to the District.

207 Mr. Adams discussed the conditions in Worthington and would distribute a drone video
208 that showed the houses, tees and greens, which were the only things sticking out of the water.

210 **TWELFTH ORDER OF BUSINESS**

Staff Reports

211
212 **A. District Counsel**

213 There being no report, the next item followed.

214 **B. District Engineer**

215 There being no report, the next item followed.

216 **C. District Manager**

217 **i. NEXT MEETING DATE; January 11, 2018 at 1:00 p.m.**

218 The next meeting would be held on January 11, 2018 at 1:00 p.m., at this location.

220 **THIRTEENTH ORDER OF BUSINESS**

**Audience Comments/Supervisors’
221 Requests**

222
223 There being no audience comments or Supervisors’ requests, the next item followed.

224 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**
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226 There being no further business to discuss, the meeting adjourned.
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228 **On MOTION by Mr. Percuoco and seconded by Mr. Wyant,**
229 **with all in favor, the meeting adjourned at 1:27 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

DRAFT

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT