

PARKLANDS WEST

**COMMUNITY DEVELOPMENT
DISTRICT**

May 11, 2023

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

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

May 4, 2023

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:

The Board of Supervisors of the Parklands West Community Development District will hold a Regular Meeting on May 11, 2023 at 1:00 p.m., at the Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Resolution 2023-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of March 31, 2023
6. Approval of January 12, 2023 Regular Meeting Minutes
7. Other Business
8. Staff Reports
 - A. District Counsel:
 - B. District Engineer:
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 599 Registered Voters in District as of April 15, 2023
 - NEXT MEETING DATE: July 13, 2023 at 1:00 PM

○ QUORUM CHECK

SEAT 1	JAMES LUKAS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	FRANK PERCUOCO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ROBERT WYANT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	BILL DARDY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	DAVID LEVIN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

9. Audience Comments/Supervisors' Requests

10. 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

PARTICIPANT CODE: 229 774 8903

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Parklands West Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budgets**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

WHEREAS, the Board has considered the proposed budgets and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The operating and debt service budgets prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: September 14, 2023

HOUR: 1:00 PM

LOCATION: The Renaissance Center
28191 Matteotti View
Bonita Springs, Florida 34135

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Bonita Springs and Lee County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 11TH DAY OF MAY, 2023.

ATTEST:

**PARKLANDS WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2023/2024 Proposed Budget

Exhibit A: FY 2023/2024 Proposed Budget

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024
PROPOSED BUDGET**

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
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**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ 148,863				\$ 198,856
Allowable discounts (4%)	(5,955)				(7,954)
Assessment levy: on-roll - net	142,908	\$ 140,058	\$ 2,850	\$ 142,908	190,902
Interest and miscellaneous	-	14,114	100	14,214	-
Total revenues	142,908	154,172	2,950	157,122	190,902
EXPENDITURES					
Professional & administrative fees					
Supervisors	4,306	1,077	3,229	4,306	4,306
Management/recording	59,497	29,748	29,749	59,497	59,497
Legal	500	-	500	500	500
Engineering	2,000	1,239	761	2,000	20,000
Audit	7,100	7,100	-	7,100	7,100
Accounting services	4,797	2,398	2,399	4,797	4,797
Assessment roll preparation	12,500	12,500	-	12,500	12,500
Arbitrage rebate calculation	1,200	-	1,200	1,200	1,200
Dissemination agent	1,000	500	500	1,000	1,000
Trustee	4,500	-	4,500	4,500	4,500
Telephone	500	250	250	500	500
Postage	500	24	476	500	500
Printing & binding	1,035	517	518	1,035	1,035
Legal advertising	750	459	291	750	750
Office supplies	-	93	-	93	-
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Annual district filing fee	175	175	-	175	175
Insurance	7,100	7,236	-	7,236	7,500
Contingencies	1,000	266	734	1,000	1,000
Total professional & admin fees	109,375	63,582	46,022	109,604	127,775
Water management					
Contractual services	44,473	21,086	23,387	44,473	48,382
Electricity	1,500	798	700	1,498	1,500
Total water management services	45,973	21,884	24,087	45,971	49,882
Other fees and charges					
Tax collector	747	697	50	747	747
Property appraiser	498	481	17	498	498
Total other fees and charges	1,245	1,178	67	1,245	1,245
Total expenditures	156,593	86,644	70,176	156,820	178,902
Net change in fund balances	(13,685)	67,528	(67,226)	302	12,000
Fund balance - beginning (unaudited)	63,429	38,410	105,938	38,410	38,712
Fund balance - ending (projected)	\$ 49,744	\$ 105,938	\$ 38,712	\$ 38,712	\$ 50,712

Description	Number of Units	FY 2023 Assessment	FY 2024 Assessment	Total Revenue
Resident	498	\$ 298.92	\$ 399.31	\$ 198,856

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional services

Supervisors	\$ 4,306
<p>Statutorily set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates four meetings during the fiscal year.</p>	
Management/recording	59,497
<p>Wrathell, Hunt and Associates, LLC specializes in managing community development district's in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bond financings, and finally operate and maintain the assets of the community.</p>	
Legal	500
<p>Donald A. Pickworth, Esquire, provides on-going general counsel and legal representation. As such, he is confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. He provides service as a "local government lawyer," realizing that this type of local government is very limited in its scope – providing infrastructure and services to development.</p>	
Engineering	20,000
<p>Banks Engineering, Inc., provides a broad array of engineering, consulting and construction services to the District, which assist in crafting solutions with sustainability for the long-term interests of the community - recognizing the needs of government, the environment and maintenance of the District's facilities. In 2020, the CDD hired a consultant to create a GIS program and anticipate continued management/updating that will be cost shared with the Lee CDD based upon the number of units within each CDD.</p>	
Audit	7,100
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Accounting services	4,797
<p>Preparation of all financial work related to the District's governmental funds (including preparation of monthly financials statements and annual budgets).</p>	
Assessment roll preparation	12,500
<p>The District has a contract with AJC Associates, Inc., to prepare the annual assessment roll.</p>	
Arbitrage rebate calculation	1,200
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities & Exchange Act of 1934.</p>	
Trustee	4,500
<p>Annual fees paid to U.S. Bank for services provided as trustee, paying agent and registrar.</p>	
Telephone	500
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	1,035
<p>Letterhead, envelopes, copies, etc.</p>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Legal advertising	750
The District advertises for monthly meetings, special meetings, public hearings, bidding, etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Annual district filing fee	175
Annual fee paid to the Department of Economic Opportunity.	
Insurance	7,500
The District carries public officials and general liability insurance with policies written by Preferred Governmental Insurance Trust. The limit of liability is set at \$1,000,000 (general aggregate \$2,000,000) and public officials liability is set at \$1,000,000.	
Contingencies	1,000
Bank charges, automated AP routing and other miscellaneous expenses incurred during the year.	

Water management

Contractual services	48,382
The District hires a qualified/licensed contractor for the routine maintenance of the lake system to insure compliance with the SFWMD issued permit. The Lake maintenance expense has been increased over previous years to include exposed lake bank mowing which is provided by agreement by the golf course. The District also operates and maintains the aeration systems, lake banks and aquascaping. These costs are shared with Parklands Lee CDD (based upon the number of units).	

	Total	Parklands Lee (521 Units)	Parklands West (498 Units)
Lake Maintenance	44,000	22,497	21,503
Aeration	10,000	5,113	4,887
Aquascaping	15,000	7,669	7,331
Lake Banks (mowing)	30,000	15,339	14,661
Total	99,000	50,618	48,382

Electricity	1,500
Other fees and charges	
Tax collector	747
The tax collector's fees are \$1.50 per parcel.	
Property appraiser	498
The property appraiser's fees are \$1.00 per parcel.	
Total expenditures	\$ 178,902

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2022 BONDS
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$658,416				\$658,416
Allowable discounts (4%)	(26,337)				(26,337)
Assessment levy: on-roll - net	632,079	\$ 616,391	\$ 15,688	\$ 632,079	632,079
Assessment levy: off-roll, direct bill	33,385	32,049	1,336	33,385	33,385
Interest	-	1,304	-	1,304	-
Total revenues	<u>665,464</u>	<u>649,744</u>	<u>17,024</u>	<u>666,768</u>	<u>665,464</u>
EXPENDITURES					
Debt service					
Principal	342,000	-	342,000	342,000	456,000
Interest	211,168	107,050	104,118	211,168	196,464
Total debt service	<u>553,168</u>	<u>107,050</u>	<u>446,118</u>	<u>553,168</u>	<u>652,464</u>
Other fees & charges					
Cost of issuance	-	6,000	-	6,000	-
Total other fees & charges	<u>-</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>	<u>-</u>
Total expenditures	<u>553,168</u>	<u>113,050</u>	<u>-</u>	<u>559,168</u>	<u>652,464</u>
Excess/(deficiency) of revenues over/(under) expenditures	112,296	536,694	17,024	107,600	13,000
Fund balance:					
Net change in fund balances	112,296	536,694	17,024	107,600	13,000
Beginning fund balance (unaudited)	(532,018)	68,283	604,977	68,283	175,883
Ending fund balance (projected)	<u>\$ (419,722)</u>	<u>\$ 604,977</u>	<u>\$ 622,001</u>	<u>\$ 175,883</u>	<u>188,883</u>
Use of fund balance					
Debt service reserve account balance (required)					-
Interest expense - November 1, 2024 and February 1, 2025					(91,170)
Projected fund balance excess/(deficiency) - as of September 30, 2024					<u>\$ 97,713</u>

Parklands West

Community Development District

Series 2022

\$5,197,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2023			50,293.08	50,293.08
02/01/2024			50,293.08	50,293.08
05/01/2024	456,000.00	4.130%	50,293.08	506,293.08
08/01/2024			45,584.88	45,584.88
11/01/2024			45,584.88	45,584.88
02/01/2025			45,584.88	45,584.88
05/01/2025	475,000.00	4.130%	45,584.88	520,584.88
08/01/2025			40,680.50	40,680.50
11/01/2025			40,680.50	40,680.50
02/01/2026			40,680.50	40,680.50
05/01/2026	494,000.00	4.130%	40,680.50	534,680.50
08/01/2026			35,579.95	35,579.95
11/01/2026			35,579.95	35,579.95
02/01/2027			35,579.95	35,579.95
05/01/2027	514,000.00	4.130%	35,579.95	549,579.95
08/01/2027			30,272.90	30,272.90
11/01/2027			30,272.90	30,272.90
02/01/2028			30,272.90	30,272.90
05/01/2028	536,000.00	4.130%	30,272.90	566,272.90
08/01/2028			24,738.70	24,738.70
11/01/2028			24,738.70	24,738.70
02/01/2029			24,738.70	24,738.70
05/01/2029	558,000.00	4.130%	24,738.70	582,738.70
08/01/2029			18,977.35	18,977.35
11/01/2029			18,977.35	18,977.35
02/01/2030			18,977.35	18,977.35
05/01/2030	581,000.00	4.130%	18,977.35	599,977.35
08/01/2030			12,978.53	12,978.53
11/01/2030			12,978.53	12,978.53
02/01/2031			12,978.53	12,978.53
05/01/2031	605,000.00	4.130%	12,978.53	617,978.53
08/01/2031			6,731.90	6,731.90
11/01/2031			6,731.90	6,731.90
02/01/2032			6,731.90	6,731.90
05/01/2032	652,000.00	4.130%	6,731.90	658,731.90
Total	\$4,871,000.00	-	\$1,013,058.08	\$5,884,058.08

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

**Lee County
8 years remaining**

Fiscal year 2023-2023

Neighborhood	Bond Designation	Debt Service Assessment	O & M Assessment	Total Assessment	Outstanding Principal after 2023-2024 tax payment
La Tremiti	SF 50'	\$ 716.09	\$ 399.31	\$ 1,115.40	\$ 4,560.82
Caravella	SF 55'	741.53	399.31	1,140.84	4,722.91
Villa D'Este	SF 60'	755.82	399.31	1,155.13	4,813.90
Villa Tuscany	SF 65'	858.19	399.31	1,257.50	5,465.87
Villa Tuscany	SF 75'	935.45	399.31	1,334.76	5,958.00
Favista	SF 85'	1,307.39	399.31	1,706.70	8,326.88
Avieto	SF 100'	2,236.65	399.31	2,635.96	14,245.44
Siena	SF 125'	2,644.53	399.31	3,043.84	16,843.24
Enclave	4 Plex Coach	597.65	399.31	996.96	3,806.48
Commercial		33,384.51	-	33,384.51	221,488.60
Golf Club		244,105.70	7,187.58	251,293.28	1,554,731.76

Fiscal year 2022-2023

La Tremiti		\$ 716.09	\$ 298.92	\$ 1,015.01	\$ 5,031.88
Caravella		741.53	298.92	1,040.45	5,210.71
Villa D'Este		755.82	298.92	1,054.74	5,311.10
Villa Tuscany		858.19	298.92	1,157.11	6,030.41
Villa Tuscany		935.45	298.92	1,234.37	6,573.36
Favista		1,307.39	298.92	1,606.31	9,186.91
Avieto		2,236.65	298.92	2,535.57	15,716.77
Siena		2,644.53	298.92	2,943.45	18,582.88
Enclave		597.65	298.92	896.57	4,199.63
Commercial		33,384.51	-	33,384.51	244,364.87
Golf Club		244,105.70	5,380.56	249,486.26	1,715,310.92

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2023-05

A RESOLUTION OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Parklands West Community Development District (“District”) is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Lee County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2023/2024 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Lee County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 11th day of May, 2023.

Attest:

**PARKLANDS WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>The Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
January 11, 2024	Regular Meeting	1:00 PM
May 9, 2024	Regular Meeting	1:00 PM
July 11, 2024	Regular Meeting	1:00 PM
September 12, 2024	Public Hearing & Regular Meeting	1:00 PM

Exception

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2023**

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2023**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2022	
ASSETS			
Cash - SunTrust	\$ 126,256	\$ -	\$ 126,256
Investments			
Revenue account	-	610,971	610,971
Interest account	-	6	6
Total assets	\$ 126,256	\$ 610,977	\$ 737,233
LIABILITIES & FUND BALANCES			
Liabilities:			
Accounts payable	5,569	-	5,569
Due to other government	14,749	-	14,749
Due to other	-	6,000	6,000
Total liabilities	20,318	6,000	26,318
Fund balances:			
Restricted for:			
Debt service	-	604,977	604,977
Unassigned	105,938	-	105,938
Total fund balances	105,938	604,977	710,915
Total liabilities and fund balances	\$ 126,256	\$ 610,977	\$ 737,233

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 2,774	\$ 140,058	\$ 142,908	98%
Interest & miscellaneous	2	14,114	-	N/A
Total revenues	<u>2,776</u>	<u>154,172</u>	<u>142,908</u>	108%
EXPENDITURES				
Administrative				
Supervisors	-	1,077	4,306	25%
Management/recording	4,958	29,748	59,497	50%
Legal	-	-	500	0%
Engineering fees	-	1,239	2,000	62%
Audit	7,100	7,100	7,100	100%
Accounting services	400	2,398	4,797	50%
Assessment roll preparation	-	12,500	12,500	100%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent fees	83	500	1,000	50%
Trustee fees	-	-	4,500	0%
Telephone	41	250	500	50%
Postage	-	24	500	5%
Printing & binding	86	517	1,035	50%
Legal advertising	-	459	750	61%
Office supplies	-	93	-	N/A
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Annual district filing fee	-	175	175	100%
Insurance	-	7,236	7,100	102%
Contingencies	43	266	1,000	27%
Total administrative	<u>12,711</u>	<u>63,582</u>	<u>109,375</u>	58%
Water management services				
Other contractual	3,900	21,086	44,473	47%
Electricity	-	798	1,500	53%
Total water management services	<u>3,900</u>	<u>21,884</u>	<u>45,973</u>	48%
Other fees and charges				
Tax collector	-	697	747	93%
Property appraiser	481	481	498	97%
Total other fees and charges	<u>481</u>	<u>1,178</u>	<u>1,245</u>	95%
Total expenditures	<u>17,092</u>	<u>86,644</u>	<u>156,593</u>	55%
Excess/(deficiency) of revenues over/(under) expenditures	(14,316)	67,528	(13,685)	
Fund balance - beginning	120,254	38,410	63,429	
Fund balance - ending	<u>\$ 105,938</u>	<u>\$ 105,938</u>	<u>\$ 49,744</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2022
FOR THE PERIOD ENDED MARCH 31, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll	\$ 12,269	\$ 616,391	\$ 632,079	98%
Assessment levy: off-roll, direct bill	-	32,049	33,385	96%
Interest	673	1,304	-	N/A
Total revenues	<u>12,942</u>	<u>649,744</u>	<u>665,464</u>	98%
EXPENDITURES				
Principal	-	-	342,000	0%
Interest	-	107,050	211,168	51%
Cost of issuance	-	6,000	-	N/A
Total expenditures	<u>-</u>	<u>113,050</u>	<u>553,168</u>	20%
Excess/(deficiency) of revenues over/(under) expenditures	12,942	536,694	112,296	
Fund balance - beginning	592,035	68,283	56,236	
Fund balance - ending	<u>\$ 604,977</u>	<u>\$ 604,977</u>	<u>\$ 168,532</u>	

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

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

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The Board of Supervisors of the Parklands West Community Development District held a Regular Meeting on January 12, 2023 at 1:00 p.m., at The Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135.

Present were:

Frank Percuoco	Chair
Robert Wyant	Vice Chair
William Dardy	Assistant Secretary
David Levin	Assistant Secretary
James Lukas	Assistant Secretary

Also present were:

Chuck Adams (via telephone)	District Manager
Shane Willis	Operations Manager
Andy Nott	Superior Waterway Services, Inc. (Superior)
Alex Kurth	Premier Lakes, Inc. (Premier)
Elliott Erickson	Parklands Lee Supervisor
Robert Perfetto	Resident
Robert & Irene Morsch	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Willis called the meeting to order at 1:00 p.m. He noted that the Oath of Office was administered to Mr. Lukas and Mr. Percuoco prior to the meeting. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, James Lukas [SEAT 1] and Francis Percuoco [SEAT 2] (the following will be provided in a separate package)

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This item was addressed during the First Order of Business. Supervisors Lukas and Percuoco are familiar with the following:

- 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**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Willis presented Resolution 2023-01. Mr. Levin nominated the following slate:

Chair	Frank Percuoco
Vice Chair	Robert Wyant
Secretary	Chuck Adams
Assistant Secretary	James Lukas
Assistant Secretary	David Levin
Assistant Secretary	William Dardy
Assistant Secretary	Craig Wrathell

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Levin and seconded by Mr. Wyant, with all in favor, Resolution 2023-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

72 **FIFTH ORDER OF BUSINESS** **Consideration of Response to RFQ for**
73 **Engineering Services**

74
75 **A. Affidavit/Proof of Publication**

76 **B. RFQ Package**

77 **C. Respondent: Johnson Engineering, Inc.**

78 Mr. Adams discussed the Request for Qualifications (RFQ) process.

79 **D. Competitive Selection Criteria/Ranking**

80 Mr. Adams stated that Johnson Engineering, Inc., the sole respondent, specializes in
81 stormwater management, which is one of the CDD’s primary responsibilities. The Board can
82 discuss amongst themselves and determine if they believe the firm will meet the CDD’s needs
83 and, if so, authorize Staff to proceed with negotiating the final terms of the Agreement.

84 **E. Award of Contract**

85

86 **On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor,**
87 **awarding the contract to Johnson Engineering, Inc., and authorizing Staff to**
88 **negotiate and prepare a Continuing Services Agreement with Johnson**
89 **Engineering, Inc., for District Engineering Services, and for the Chair or Vice**
90 **Chair to execute, was approved.**

91

92

93 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2023-02,**
94 **Designating a Registered Agent and**
95 **Registered Office of the District, and**
96 **Providing for an Effective Date**

97
98 Mr. Adams presented Resolution 2023-02.

99

100 **On MOTION by Mr. Percuoco and seconded by Mr. Levin, with all in favor,**
101 **Resolution 2023-02, Designating Craig Wrathell as the Registered Agent and**
102 **2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered**
103 **Office of the District, and Providing for an Effective Date, was adopted.**

104

105

106 **SEVENTH ORDER OF BUSINESS** **Consideration of Proposals for**
107 **Maintenance of Water Management Areas**

108

- 109 **A. Premier Lakes, Inc.**
110 **B. SOLitude Lake Management, LLC**
111 **C. Superior Waterway Services, Inc.**

112 Mr. Willis introduced Mr. Andy Nott, of Superior, and Mr. Alex Kurth, of Premier.

113 Mr. Knott discussed Superior's background and experience as the CDD's current
114 aeration contractor and responded to questions. Mr. Willis stated the wrong version of the
115 proposal is in the agenda but the updated version was emailed to the Board. The total bid price
116 is \$34,247 for the first year and the price would remain the same for the second year.

117 Mr. Kurth discussed Premier's background and experience, noting that Premier is a new
118 startup company whose principals have extensive experience. The total bid price is \$37,312 for
119 the first year and he would hold the price firm in the second year.

120 Mr. Willis stated that no representative from SOLitude was in attendance or on the
121 phone; SOLitude's management and field operations are in transition.

122

123 **On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the**
124 **Superior Waterway Services, Inc., Proposal for Maintenance of Water**
125 **Management Areas, at the annual cost of \$34,247 for the first and second**
126 **years, was approved.**

127

128

129 **EIGHTH ORDER OF BUSINESS**

Discussion: Lake Littoral Plant Program

130

131 Mr. Erickson distributed and presented a "Littoral Plantings Update" handout. Referring
132 to a map, he discussed plant survival rates and noted that Ibis 6 and 7 and Egret 8 seemed to
133 have the best survival rates and Osprey 2 and Egret 7 suffered washouts.

134 Mr. Percuoco noted that Ibis 7 is visible behind his home and, in his opinion, the area to
135 the west is unattractive and characterized by stones and rubble due to low water levels. He
136 recalled that, before the project started, tall grasses were removed and not replaced so the
137 ground is barren.

138 Regrading in front of the tees, use of fill and survival rates of plantings were discussed.

139 Mr. Robert Morsch stated he lives behind the fairway bunker on Egret 2. He thinks an
140 unintended consequence of the renovations is that, during rainy season, a shallow area about

141 8' x 10' wide that fills with water originally moved, via a gully, to join the water from other lakes
142 but the modification changed that so the aquatic plantings have grown rapidly and created
143 somewhat of a marsh with, in some cases, plants taller than 10'. The golf course cut the
144 plantings. He hoped the CDD's plan is to eliminate some of these plantings.

145 Mr. Erickson stated Thalia is a good, native Florida plant. Mr. Willis stated it can be
146 trimmed and made more presentable.

147 Ms. Irene Morsch voiced her concerns about water and unmaintained plantings that
148 were not on her property when it was purchased. Mr. Morsch presented pictures. A Board
149 Member stated they will be in touch after the meeting. Mr. Willis will inspect the area.

150 Mr. Erickson reviewed the 2023 Littoral Planting Plan identified on the map and noted
151 the need to increase the Fiscal Year 2024 budget in order to accommodate the 2024 Littoral
152 Planting Plan. He recommended focusing on the golf course side of the lake.

153 The consensus was that fluctuating water levels present a challenge. Mr. Willis stated
154 Bonita National residents have the same issue.

155

156 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,
Relating to the Amendment of the General
Fund Portion of the Budget for the Fiscal
Year Beginning October 1, 2021 and Ending
September 30, 2022; and Providing for an
Effective Date**

162

163 Mr. Adams presented Resolution 2023-03. It is necessary to amend the Fiscal Year 2022
164 budget due to expenditures exceeding budget because the CDD paid for repairs to the aeration
165 system without receiving offsetting funding from The Club yet. Payment from The Club is
166 expected soon. This budget amendment will avoid a minor finding in the annual audit.

167 Regarding Trustee fees, Mr. Adams stated the refinancing was not anticipated at the
168 time the budget was drafted; therefore, the budget did not include Trustee fees.

169 Asked if he spoke with Wells Fargo lately, Mr. Adams stated one or two months ago
170 Wells Fargo agreed to correct and redirect the monthly billing for the monthly payments to the
171 Trustee, rather than the CDD. Mr. Percuoco stated another payment is due on February 1,
172 2023. He recalled that the CDD is owed a reimbursement from Wells Fargo for legal fees and

173 Wells Fargo advised that it would be done automatically, via a credit to the account, once a
174 checking account is opened with Wells Fargo. Mr. Adams will speak to Wells Fargo about this.

175

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2023-03, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; and Providing for an Effective Date, was adopted.

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TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2022

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185 Mr. Willis presented the Unaudited Financial Statements as of November 30, 2022.

186

187 Mr. Percuoco questioned the timing of the meetings because up-to-date financial
188 statements are not available. He recalled the bank questioning the CDD’s ability to make the
189 November 1, 2022 payment on the new refinancing and stated the information was not
190 contained in the financials at that time. Mr. Adams recalled that, when the bonds were issued,
191 a capitalized interest period was incorporated to provide those funds to be able to make the
192 first payment. Mr. Percuoco stated he was unable to reconcile the financials because the
193 Operating Fund was included but not the Governmental Funds and the Amortization Schedule
194 for the 2012 bonds was included but not the new Amortization Schedule. Mr. Adams stated the
195 Revenue and Expenses statement, on Page 3, is the correct one but Page 4 has the wrong
196 Amortization Schedule. That has been brought to the attention of Accounting Staff.

196

On MOTION by Mr. Percuoco and seconded by Mr. Levin, with all in favor, the Unaudited Financial Statements as of November 30, 2022, were accepted.

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ELEVENTH ORDER OF BUSINESS

Approval of September 8, 2022 Public Hearing and Regular Meeting Minutes

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204 Mr. Percuoco presented the September 8, 2022 Public Hearing and Regular Meeting
205 Minutes.

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On MOTION by Mr. Percuoco and seconded by Mr. Wyman, with all in favor, the September 8, 2022 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Other Business

There was no other business.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel:

There was no report.

B. District Engineer:

Mr. Willis stated the Board voted to accept the Johnson Engineering proposal.

C. District Manager: *Wrathell, Hunt & Associates, LLC*

- **NEXT MEETING DATE: May 11, 2023 at 1:00 P.M.**

- **QUORUM CHECK**

Mr. Adams stated he contacted several District Counsel candidates. Once he can finalize interest, he will advise the Board.

FOURTEENTH ORDER OF BUSINESS

**Audience
Requests**

Comments/Supervisors'

Ms. Morsch asked if the CDD is responsible for landscaping the lake banks on both sides of the lake, on the home side and the golf side. Mr. Willis stated the CDD is not responsible for landscaping; it is responsible for littorals planted within the lake banks. Anything from the high-water mark of the lakes, down to the center of the lakes, is the responsibility of the CDD. Everything beyond those areas is the responsibility of the HOA or the golf course.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the meeting adjourned at 2:06 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

WRATHELL, HUNT & ASSOCIATES LLC.

2300 GLADES RD, #410W
BOCA RATON FL 33431

Lee County FL – Community Development Districts

04/15/2023

NAME OF COMMUNITY DEVELOPMENT DISTRICT	NUMBER OF REGISTERED VOTERS AS OF 04/15/2023
Babcock Ranch	0
Bay Creek	790
Bayside Improvement	3,043
Beach Road Golf Estates	1,302
Brooks I of Bonita Springs	2,240
Brooks II of Bonita Springs	1,516
Coral Bay	0
East Bonita Beach	485
Mediterra	451
Parklands Lee	565
Parklands West	599
River Hall	2,433
River Ridge	1,482
Savanna Lakes	0
Stonewater	76
Stoneybrook	1,776
University Square	0
University Village	0
Verandah East	917
Verandah West	977
Waterford Landing	1,529
WildBlue	721

Send to: Daphne Gillyard gillyardd@whhassociates.com Phone: 561-571-0010

Tammy Lipa – Voice: 239-533-6329
Email: tlipa@lee.vote

PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

The Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
January 12, 2023	Regular Meeting	1:00 P.M.
May 11, 2023	Regular Meeting	1:00 P.M.
July 13, 2023	Regular Meeting	1:00 P.M.
September 14, 2023	Public Hearing & Regular Meeting	1:00 P.M.