

PARKLANDS LEE

COMMUNITY DEVELOPMENT DISTRICT

May 11, 2023

BOARD OF SUPERVISORS REGULAR MEETING AGENDA

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Parklands Lee 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 Lee Community Development District

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

Dear Board Members:

The Board of Supervisors of the Parklands Lee Community Development District will hold a Regular Meeting on May 11, 2023 at 1:15 p.m., *or immediately thereafter the adjournment of the meeting of the Parklands West CDD, scheduled to commence 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*
 - 565 Registered Voters in District as of April 15, 2023

- NEXT MEETING DATE: July 13, 2023 at 1:15 PM, or immediately following the adjournment of the Parklands West CDD meeting scheduled to commence at 1:00 PM
 - QUORUM CHECK

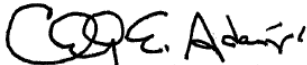
SEAT 1	ROBERT SCHWARTZ	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	ELLIOTT ERICKSON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	THOMAS CLEMENS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	DWAYNE RADEL	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	RUSSELL T. RUPP	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

9. Audience Comments/Supervisors' Requests

10. Adjournment

Should 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 LEE
COMMUNITY DEVELOPMENT DISTRICT**

3

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLANDS LEE 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 Lee 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 LEE 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: 1:15 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 LEE 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 LEE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
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**PARKLANDS LEE
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	\$ 155,803				\$ 190,000
Allowable discounts (4%)	(6,232)				(7,600)
Assessment levy: on-roll - net	149,571	\$ 145,144	\$ 4,427	\$ 149,571	182,400
Interest and miscellaneous	500	9	491	500	500
Total revenues	150,071	145,153	4,918	150,071	182,900
EXPENDITURES					
Professional & admin					
Supervisors	4,306	861	3,445	4,306	4,306
Management/recording	60,687	30,343	30,344	60,687	60,687
Legal	500	-	500	500	500
Engineering	2,000	1,509	491	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 fees	1,000	500	500	1,000	1,000
Trustee fees	6,000	-	6,000	6,000	6,000
Telephone	500	250	250	500	500
Postage	324	30	294	324	324
Printing & binding	1,035	518	517	1,035	1,035
Legal advertising	750	511	239	750	750
Office supplies	105	-	105	105	105
Website maintenance & hosting	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Annual district filing fee	175	175	-	175	175
Insurance	8,085	8,177	(92)	8,085	8,085
Contingencies	1,000	263	737	1,000	1,000
Total professional & admin	112,979	65,135	47,844	112,979	130,979
Water management					
Contractual services	46,527	22,052	24,475	46,527	50,618
Total water management	46,527	22,052	24,475	46,527	50,618

**PARKLANDS LEE
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	
EXPENDITURES (continued)					
Other fees and charges					
Property appraiser	521	494	27	521	521
Tax collector	782	716	66	782	782
Total other fees and charges	<u>1,303</u>	<u>1,210</u>	<u>93</u>	<u>1,303</u>	<u>1,303</u>
Total expenditures	<u>160,809</u>	<u>88,397</u>	<u>72,412</u>	<u>160,809</u>	<u>182,900</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (10,738)	 56,756	 (67,494)	 (10,738)	 -
 Fund balance - beginning (unaudited)	 <u>105,892</u>	 <u>120,064</u>	 <u>176,820</u>	 <u>120,064</u>	 <u>109,326</u>
Fund balance - ending (projected)	<u>\$ 95,154</u>	<u>\$ 176,820</u>	<u>\$ 109,326</u>	<u>\$ 109,326</u>	<u>\$ 109,326</u>

ASSESSMENT SUMMARY

Description	Number of Units	FY 2023 Assessment	FY 2024 Assessment	Total Revenue
Resident	521	\$ 299.05	\$ 364.68	\$ 189,998
Total	<u>521</u>			<u>\$ 189,998</u>

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

EXPENDITURES

Professional & admin

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	60,687
<p>Wrathell, Hunt and Associates, LLC, specializes in managing community development districts 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 which continued management/updating is anticipated and will be cost shared with the West 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 fees	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. Wrathell, Hunt & Associates, LLC is the dissemination agent.</p>	
Trustee fees	6,000
<p>Annual fees paid to U.S. Bank for services provided as trustee, paying agent and registrar.</p>	

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

EXPENDITURES (continued)

Telephone	500
Telephone and fax machine.	
Postage	324
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	1,035
Letterhead, envelopes, copies, etc.	
Legal advertising	750
The District advertises for monthly meetings, special meetings, public hearings,	
Office supplies	105
Accounting and administrative supplies.	
Website maintenance & hosting	705
Website ADA compliance	210
Annual district filing fee	175
Annual fee paid to the Department of Economic Opportunity.	
Insurance	8,085
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 \$1,000,000 for public officials liability.	

Contingencies	1,000
Bank charges, automate AP routing and other miscellaneous expenses incurred during the year.	

Water management

Contractual services	50,618
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 and includes 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 West 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

Other fees and charges

Property appraiser	521
The property appraiser's fees are \$1.00 per parcel.	
Tax collector	782
The tax collector's fees are \$1.50 per parcel.	
Total expenditures	\$182,900

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2013 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	\$ 305,855				\$ 305,855
Allowable discounts (4%)	(12,234)				(12,234)
Assessment levy: on-roll - net	293,621	\$ 283,506	\$ 10,115	\$ 293,621	293,621
Interest	-	4,344	-	4,344	-
Total revenues	293,621	287,850	10,115	297,965	293,621
EXPENDITURES					
Debt service					
Principal Series A-1	155,000	-	155,000	155,000	160,000
Principal Series A-2	20,000	-	20,000	20,000	20,000
Interest Series A-1	104,200	52,100	52,100	104,200	98,775
Interest Series A-2	13,050	6,525	6,525	13,050	12,250
Total debt service	292,250	58,625	233,625	292,250	291,025
Excess/(deficiency) of revenues over/(under) expenditures	1,371	229,225	(223,510)	5,715	2,596
Beginning fund balance (unaudited)	261,953	256,830	486,055	256,830	262,545
Ending fund balance (projected)	\$263,324	\$486,055	\$262,545	\$262,545	265,141
Use of fund balance					
Debt service reserve account balance Series A-1 (required)					(133,084)
Debt service reserve account balance Series A-2 (required)					(8,338)
Series A-1 interest expense - November 1, 2024					(46,488)
Series A-2 interest expense - November 1, 2024					(5,625)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 71,606</u>

Parklands Lee
 Community Development District
 Series 2013 A-1
 \$3,865,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2023	-	-	49,387.50	49,800.00
05/01/2024	160,000.00	3.625%	49,387.50	209,800.00
11/01/2024	-	-	46,487.50	46,900.00
05/01/2025	170,000.00	3.750%	46,487.50	216,900.00
11/01/2025	-	-	43,300.00	43,712.50
05/01/2026	175,000.00	3.875%	43,300.00	218,712.50
11/01/2026	-	-	39,909.38	40,321.88
05/01/2027	180,000.00	4.125%	39,909.38	220,321.88
11/01/2027	-	-	36,196.88	36,609.38
05/01/2028	190,000.00	4.125%	36,196.88	226,609.38
11/01/2028	-	-	32,278.13	32,690.63
05/01/2029	195,000.00	4.125%	32,278.13	232,690.63
11/01/2029	-	-	28,256.25	28,565.63
05/01/2030	205,000.00	4.125%	28,256.25	238,565.63
11/01/2030	-	-	24,028.13	24,234.38
05/01/2031	210,000.00	4.125%	24,028.13	244,234.38
11/01/2031	-	-	19,696.88	19,696.88
05/01/2032	225,000.00	4.125%	19,696.88	244,696.88
11/01/2032	-	-	15,056.25	15,056.25
05/01/2033	235,000.00	4.125%	15,056.25	250,056.25
11/01/2033	-	-	10,209.38	10,209.38
05/01/2034	245,000.00	4.125%	10,209.38	255,209.38
11/01/2034	-	-	5,156.25	5,156.25
05/01/2035	250,000.00	4.125%	5,156.25	255,156.25
Total	\$2,440,000.00	-	\$699,925.06	\$3,165,906.32

Parklands Lee

Community Development District

Series 2013 Refunding Bonds (Series A-2) - Subordinate Series

\$395,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2023	-	-	6,125.00	6,125.00
05/01/2024	20,000.00	5.000%	6,125.00	26,125.00
11/01/2024	-	-	5,625.00	5,625.00
05/01/2025	15,000.00	5.000%	5,625.00	20,625.00
11/01/2025	-	-	5,250.00	5,250.00
05/01/2026	20,000.00	5.000%	5,250.00	25,250.00
11/01/2026	-	-	4,750.00	4,750.00
05/01/2027	20,000.00	5.000%	4,750.00	24,750.00
11/01/2027	-	-	4,250.00	4,250.00
05/01/2028	20,000.00	5.000%	4,250.00	24,250.00
11/01/2028	-	-	3,750.00	3,750.00
05/01/2029	20,000.00	5.000%	3,750.00	23,750.00
11/01/2029	-	-	3,250.00	3,250.00
05/01/2030	20,000.00	5.000%	3,250.00	23,250.00
11/01/2030	-	-	2,750.00	2,750.00
05/01/2031	20,000.00	5.000%	2,750.00	22,750.00
11/01/2031	-	-	2,250.00	2,250.00
05/01/2032	20,000.00	5.000%	2,250.00	22,250.00
11/01/2032	-	-	1,750.00	1,750.00
05/01/2033	20,000.00	5.000%	1,750.00	21,750.00
11/01/2033	-	-	1,250.00	1,250.00
05/01/2034	25,000.00	5.000%	1,250.00	26,250.00
11/01/2034	-	-	625.00	625.00
05/01/2035	25,000.00	5.000%	625.00	25,625.00
Total	\$245,000.00	-	\$83,250.00	\$328,250.00

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT
Projected Fiscal Year 2024 Assessments**

*****PRELIMINARY*****

						Lee County 11 years remaining
2013 Series Bond Issue						
Neighborhood	Block	Product Type	Debt Service Assessment	O & M Assessment	Total Assessment	Outstanding Principal after 2023-2024 tax payment
Siena	15	Estate SF	\$ 2,467.11	\$ 364.68	\$ 2,831.79	\$ 20,228.90
Avallone	11	SF 75'	1,163.09	364.68	1,527.77	9,536.70
Bellezza	12	SF 60'	946.37	364.68	1,311.05	7,762.23
Bella Vita	9	SF 55'	930.90	364.68	1,295.58	7,632.88
Novela	10A-C	SF 53'	851.13	364.68	1,215.81	6,978.76
Paloma	Parcel 13	Coach	697.79	364.68	1,062.47	5,721.45
Sorrento		Coach	-	364.68	364.68	-
Future Units	(balance of Sorrento)	Coach	-	364.68	364.68	-

Fiscal Year 2022-2023

Siena	\$ 2,467.11	\$ 299.05	\$ 2,766.16	\$ 21,682.47
Avallone	1,163.09	299.05	1,462.14	10,221.97
Bellezza	946.37	299.05	1,245.42	8,320.00
Bella Vita	930.90	299.05	1,229.95	8,181.35
Novela	851.13	299.05	1,150.18	7,480.23
Paloma	697.79	299.05	996.84	6,132.57

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT**

4

RESOLUTION 2023-05

A RESOLUTION OF THE PARKLANDS LEE 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 Lee 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 LEE 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 LEE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

PARKLANDS LEE 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	1:15 PM*
May 9, 2024	Regular Meeting	1:15 PM*
July 11, 2024	Regular Meeting	1:15 PM*
September 12, 2024	Public Hearing & Regular Meeting	1:15 PM*

Exception

***Meeting Time:** Meetings are expected to commence at 1:15 PM, or immediately thereafter the adjournment of the meeting of the Parklands West CDD, which are scheduled to commence at 1:00 PM

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

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

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

	General	Debt Service Series 2013	Total Governmental Funds
ASSETS			
SunTrust - operating account	\$176,820	\$ -	\$ 176,820
Revenue	-	342,451	342,451
Interest A	-	4	4
Reserve A1	-	135,262	135,262
Reserve A2	-	8,338	8,338
Due from other	14,749	-	14,749
Total assets	<u>\$191,569</u>	<u>\$ 486,055</u>	<u>\$ 677,624</u>
LIABILITIES AND FUND BALANCES			
Liabilities:	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	14,749	-	14,749
Total deferred inflows of resources	<u>14,749</u>	<u>-</u>	<u>14,749</u>
Fund Balances:			
Restricted for			
Debt service	-	486,055	486,055
Unassigned	176,820	-	176,820
Total fund balances	<u>176,820</u>	<u>486,055</u>	<u>662,875</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 191,569</u>	<u>\$ 486,055</u>	<u>\$ 677,624</u>

**PARKLANDS LEE
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	\$ 1,789	\$ 145,144	\$ 149,571	97%
Interest & miscellaneous	1	9	500	2%
Total revenues	<u>1,790</u>	<u>145,153</u>	<u>150,071</u>	97%
EXPENDITURES				
Administrative				
Supervisors	-	861	4,306	20%
Management	5,058	30,343	60,687	50%
Legal	-	-	500	0%
Engineering	613	1,509	2,000	75%
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	83	500	1,000	50%
Trustee	-	-	6,000	0%
Telephone	41	250	500	50%
Postage	-	30	324	9%
Printing & binding	87	518	1,035	50%
Legal advertising	-	511	750	68%
Office supplies	-	-	105	0%
Website maintenance & hosting	-	-	705	0%
Website ADA compliance	-	-	210	0%
Annual district filing fee	-	175	175	100%
Insurance	-	8,177	8,085	101%
Contingencies	40	263	1,000	26%
Total administrative	<u>13,422</u>	<u>65,135</u>	<u>112,979</u>	58%
Water management				
Contractual services	4,079	22,052	46,527	47%
Total water management	<u>4,079</u>	<u>22,052</u>	<u>46,527</u>	47%
Other fees and charges				
Property appraiser	494	494	521	95%
Tax collector	-	716	782	92%
Total other fees and charges	<u>494</u>	<u>1,210</u>	<u>1,303</u>	93%
Total expenditures	<u>17,995</u>	<u>88,397</u>	<u>160,809</u>	55%
Excess/(deficiency) of revenues over/(under) expenditures	(16,205)	56,756	(10,738)	
Fund balance - beginning	193,025	120,064	105,892	
Fund balance - ending	<u>\$ 176,820</u>	<u>\$ 176,820</u>	<u>\$ 95,154</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 MARCH 31, 2023**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy	\$ 3,511	\$ 283,506	\$ 293,621	97%
Interest	1,144	4,344	-	N/A
Total revenues	<u>4,655</u>	<u>287,850</u>	<u>293,621</u>	98%
EXPENDITURES				
Debt service				
Principal Series A-1	-	-	155,000	0%
Principal Series A-2	-	-	20,000	0%
Interest Series A-1	-	52,100	104,200	50%
Interest Series A-2	-	6,525	13,050	50%
Total debt service	<u>-</u>	<u>58,625</u>	<u>292,250</u>	20%
over/(under) expenditures	4,655	229,225	1,371	
Fund balances - beginning	481,400	256,830	261,953	
Fund balances - ending	<u>\$ 486,055</u>	<u>\$ 486,055</u>	<u>\$ 263,324</u>	

**PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT
MINUTES OF MEETING
PARKLANDS LEE
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Parklands Lee Community Development District held a Regular Meeting on January 12, 2023 at 1:15 p.m., immediately after the adjournment of the meeting of the Parklands West CDD, scheduled to commence at 1:00 p.m., at The Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135.

Present were:

Elliott Erickson	Chair
Robert Schwartz	Vice Chair
Dwayne Radel	Assistant Secretary
Russel T. Rupp	Assistant Secretary

Also present were:

Shane Willis	Operations Manager
Chuck Adams (via telephone)	District Manager
Tony Grau (via telephone)	Grau & Associates
Andy Nott	Superior Waterway Services, Inc. (Superior)
Alex Kurth	Premier Lakes, Inc. (Premier)
Robert & Irene Morsch	

DUE TO AUDIO DIFFICULTIES A PORTION

OF THE MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Willis called the meeting to order at 2:14 p.m. Supervisors Erickson, Schwartz, Radel and Rupp were present. Supervisor Clemens was not 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, Elliott Erickson [SEAT 2] and Russell Rupp [SEAT 5] (*the following will be provided in a separate package*)

Mr. Willis stated the Oath of Office was administered to Mr. Erickson and Mr. Rupp prior to the meeting. The following documents were provided:

- 43 A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- 44 B. Membership, Obligations and Responsibilities
- 45 C. Financial Disclosure Forms
 - 46 I. Form 1: Statement of Financial Interests
 - 47 II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - 48 III. Form 1F: Final Statement of Financial Interests
- 49 D. Form 8B: Memorandum of Voting Conflict

50

51 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2023-01,**
 52 **Designating Certain Officers of the District,**
 53 **and Providing for an Effective Date**
 54

55 Mr. Willis presented Resolution 2023-01. The following slate was nominated:

56	Chair	Elliott Erickson
57	Vice Chair	Robert Schwartz
58	Secretary	Chesley (Chuck) E. Adams, Jr.
59	Assistant Secretary	Thomas Clemens
60	Assistant Secretary	Dwayne Radel
61	Assistant Secretary	Russell T. Rupp
62	Assistant Secretary	Craig Wrathell

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

65

66 **On MOTION by Mr. Rupp and seconded by Mr. Schwartz, with all in favor,**
 67 **Resolution 2023-01, Designating Certain Officers of the District, as nominated,**
 68 **and Providing for an Effective Date, was adopted.**

69

70

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

- 74 A. Proof/Affidavit of Publication
- 75 B. RFQ Package
- 76 C. Respondent: Johnson Engineering, Inc.
- 77 D. Competitive Selection Criteria/Ranking
- 78 E. Award of Contract

79 Johnson Engineering was the sole responded to the Request for Qualifications (RFQ).

80

81 **On MOTION by Mr. Rupp and seconded by Mr. Erickson, with all in favor,**
82 **awarding the contract to Johnson Engineering, Inc., and authorizing Staff to**
83 **negotiate and prepare a Continuing Services Agreement with Johnson**
84 **Engineering, Inc., for District Engineering Services, and for the Chair or Vice**
85 **Chair to execute, was approved.**

86

87

88 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2023-02,
Designating a Registered Agent and
Registered Office of the District, and
Providing for an Effective Date

89

90

91

92

93

94 **On MOTION by Mr. Rupp and seconded by Mr. Schwartz, with all in favor,**
95 **Resolution 2023-02, Designating Craig Wrathell as Registered Agent and 2300**
96 **Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of**
97 **the District, and Providing for an Effective Date, was adopted.**

98

99

100 **SEVENTH ORDER OF BUSINESS**

Consideration of Proposals for
Maintenance of Water Management Areas

101

102

103 **A. Premier Lakes, Inc.**

104 **B. SOLitude Lake Management, LLC**

105 **C. Superior Waterway Services, Inc.**

106 **TRANSCRIPTION FROM AUDIO COMMENCED DURING THE PRESENTATIONS**

107 Mr. Willis stated no representative from SOLitude was in attendance or on the phone.

108 Mr. Erickson stated Premier and Superior are both well-qualified. Superior’s annual
109 price is \$34,000 and Premier’s is \$37,152. He voiced his preference for Superior.

110 Discussion ensued about quality of service of the respondents, SOLitude’s current
111 operational challenges, which respondent can best serve the CDD and a 30-day termination
112 clause in the contracts.

113

114 **On MOTION by Mr. Radel and seconded by Mr. Rupp, with all in favor, the**
115 **Superior Waterway Services, Inc., Proposal for Maintenance of Water**
116 **Management Areas, at the annual cost of \$34,247 for the first and second**
117 **years, was approved.**

118

119 EIGHTH ORDER OF BUSINESS

Discussion: Lake Littoral Plant Program

120

121 Mr. Elliott presented the Lake Littoral Plant program and pointed out the following:

122 ➤ The black area is the renovated area and the red area is where the CDD is planning a
123 test case for 2023. Mr. Elliott will make sure it fits within the budget.

124 ➤ In the long term, it will be best to focus on the golf course side of the lake banks
125 because the CDD has control of the irrigation.

126 ➤ If in the future, the Board can decide to go to the non-golf course side of the banks but
127 it will be problematic because there are over 90 property owners, including the estate homes,
128 the HOA and their landscaping.

129 A Board Member thanked Mr. Elliott for working on and taking the lead on the littoral
130 program, which he thinks is a very rational and reasonable plan. The Board is proceeding to
131 make incremental progress. He opined that this is a great plan.

132

133 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

134

135

136

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139

140 Mr. Willis presented Resolution 2023-03 and read the title.

141 Mr. Adams stated the Board adopted the Fiscal Year 2022 budget with an appropriation
142 level of \$162,020 but the actual expenditures of \$163,075 exceeded budget. Amending the
143 Fiscal Year 2022 budget is necessary avoid a finding in the annual audit.

144

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

149

150

151 TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial
Statements as of November 30, 2022

152

153

154 The financials were accepted.

155

156 ELEVENTH ORDER OF BUSINESS

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

157
158
159

160 On MOTION by Mr. Radel and seconded by Mr. Rupp, with all in favor, the
161 September 8, 2022 Public Hearing and Regular Meeting Minutes, as presented,
162 were approved.

163
164

165 TWELFTH ORDER OF BUSINESS

Other Business

166
167

Mr. Erickson commented that Management is reliable and, when they say they will do something, they do it. Mr. Willis stated it is a pleasure working with the CDD.

169

170 THIRTEENTH ORDER OF BUSINESS

Staff Reports

171
172

A. District Counsel:

173

B. District Engineer:

174

There were no District Counsel or District Engineer reports.

175

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

176

- NEXT MEETING DATE: May 11, 2023 at 1:15 P.M., or immediately following the adjournment of the Parklands West CDD meeting scheduled to commence at 1:00 P.M.

177

178

179

- QUORUM CHECK

180

All Supervisors present confirmed their attendance at the next meeting.

181

182 FOURTEENTH ORDER OF BUSINESS

Audience Requests

Comments/Supervisors'

183
184

There were no audience comments or Supervisors' requests.

186

187 FIFTEENTH ORDER OF BUSINESS

Adjournment

188
189

190 On MOTION by Mr. Rupp and seconded by Mr. Erickson, with all in favor, the
191 meeting adjourned at 2:41 p.m.

192
193
194
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Secretary/Assistant Secretary

Chair/Vice Chair

**PARKLANDS LEE
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 LEE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE		
LOCATION		
<i>The Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
January 12, 2023	Regular Meeting	1:15 P.M.*
May 11, 2023	Regular Meeting	1:15 P.M.*
July 13, 2023	Regular Meeting	1:15 P.M.*
September 14, 2023	Public Hearing & Regular Meeting	1:15 P.M.*

Exception

***Meeting Time:** Meetings are expected to commence at 1:15 P.M., or immediately thereafter the adjournment of the meeting of the Parklands West CDD, which are scheduled to commence at 1:00 P.M.