

# **BONITA LANDING**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**February 9, 2023**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

**Bonita Landing Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

February 2, 2023

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

Board of Supervisors  
Bonita Landing Community Development District

Dear Board Members:

The Board of Supervisors of the Bonita Landing Community Development District will hold a Regular Meeting on February 9, 2023 at 1:00 p.m., at Bonita Springs Fire Control, 27701 Bonita Grande Drive, Bonita Springs, Florida 34135. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Inframark Proposal for District Management Services
4. Discussion: District Engineer
5. Acceptance of Unaudited Financial Statements as of December 31, 2022
6. Approval of December 8, 2022 Regular Meeting Minutes
7. Staff Reports
  - A. District Counsel: *Coleman, Yovanovich & Koester, P.A.*
  - B. District Engineer: *Banks Engineering, Inc.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: March 9, 2023 at 1:00 PM

○ QUORUM CHECK

Seat 1	Alex Hinebaugh	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 2	Christopher Applegate	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 3	Carolyn Heim	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 4	Andrew Brignoni	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 5	David Negip	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

8. Audience Comments/Supervisors' Requests

9. Adjournment

Should have any questions, please do not hesitate to 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**

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT**

**3**

# Bonita Landing Community Development District



## Proposal for District Management Services

January 11, 2022



January 11, 2022

Re: Proposal for Bonita Landing Community Development District

Dear Board of Supervisors,

Inframark – Infrastructure Management Services is excited and pleased to provide a proposal for District Management and Field services with pricing and a scope of services for your CDD. Bonita Landing CDD is a premiere community, and we are honored to submit our team and plan for how to provide the best possible service and customized financials in the business. We hope you will find that our team of professionals are elite in their experience, organization, follow up and proactive approach to partnership.

**Our Mission is: “To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper.”** We do this through our **3 Principles of Pure Partnership:**

We strongly believe in our people and ability to exceed our client’s expectations. These beliefs are rooted in some of the following:

## PURE PARTNERSHIP



### Pure Alignment

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



### Pure Accessibility

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We're always available and open to share our skills, ideas and thinking.



### Pure Accountability

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
  - Providing District Management Services to the State of Florida for over 40 years.
  - We provide service to 125+ CDDs, including over 85 CDDs in the West Florida Region.
  - 16 District Managers on staff with 10 years + average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.

- **Project Management** – We can provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.
- **Technology:**
  - **Avid Xchange:** An advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
  - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system designed exclusively for the Community Development business allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach:** We are more than the individual assigned to your account. Our service to your community will include 14 highly trained professionals including: a Primary and secondary District Manager, regional support staff including Finance and Recording personnel and supervision. The depth and experience of our team is one of our strengths!
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff
  - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Respectfully,



Chris Tarase  
Vice President  
Inframark - Infrastructure Management Services







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# 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for district management services to Bonita Landing CDD. Inframark has been providing District Management services in Florida for over 40 years.

To meet the needs of your District, we will provide a fully empowered local District Manager in Naples, FL, Justin Faircloth, and a secondary district manager, Andy Mendenhall, who has District Management and Regional Management experience. This approach provides the CDD with over 25 years of district management experience and provides the expertise and knowledge necessary for a district of your complexity. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We can also bring in professionals from different disciplines to address special issues that may arise. Your Inframark team has competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 180 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
  - We specialize in customized customer service and have a client retention rate over 98%.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million-dollar capital improvement projects for our clients.
- **Office Locations:**
  - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers/Naples area, Orlando area, Jacksonville/St. Augustine and Coral Springs)

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5-year period our CDD has performed many projects from paving roadways to a multi million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited, he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed, he listened, and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*

- **Safety:**
  - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
  - Documented monthly safety training for ALL Inframark personnel.
  - Disaster Preparedness Plans for staff and clients
  
- **Human Resource Management:**
  - Inframark has its own professional team of human resource professionals.
  - Inframark requires drug and background screening that meet all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives resulting in highly engaged and satisfied employees
  - Best in industry employee benefit and 401(k) program
  
- **Additional Field Services (OPTIONAL):** Inframark is also able to provide the following field services with our own employees:
  - A complete range of Field Management services including but not limited to:
    - Vendor management
    - Contract administration
    - Sidewalk grinding
    - Pressure washing
    - Concrete Replacement and sidewalk repair
    - Landscape reviews
    - A full range of maintenance services for District and Association clients.

## 2 Pricing & Business Considerations

Pricing Category	Proposed Pricing
District Management (Includes SOW attached including recording, admin and financial/accounting services)	\$ 42,000
<b>Total</b>	<b>\$ 42,000</b>

- Pricing is good for 90 days and is contingent upon a mutually agreed contract.
- Base fee includes twelve (12) two (2) hour meetings and one budget workshop annually. Additional time beyond 2 hours will be billed at \$250/hour to include additional management and recording hours necessary.
- Ability to transition effectively and efficiently within 30 days.

Mail Distribution	
General Distribution- Includes label, folding, insertion of up to two items and delivery to the post office	\$0.35 per piece
Labels	\$0.08 each
Certified Mail	Current rate charged by postmaster plus handling charge of \$5.00
Postage	Current rate charged by postmaster (no add on}
Copies	
Black and white, single sided	\$0.15 per copy
Color (single sided}	\$0.50 per copy
Black and white, duplex (two-sided)	\$0.25 per duplex copy
Special Services - incudes court appearances, performance of tasks other than contract schedule(s), requested attendance for special committee functions and research for special projects	\$125.00 per hour
File Storage - Records preceding those included in base fee (current year records plus two years previous) (Any boxes may be transferred to the District upon the request of the District)	\$15.00 per box per month
Estoppel letters for Sellers of Property-the <b>Service Company</b> will charge the seller directly	Per market rates

## 3 About the Company



### Our Partnership Principles

#### Pure Alignment

We connect with our clients on a foundation of clarity, trust and mutual understanding. We make our clients' goals our goals, and tailor the right mix of skills and resources to every project.

#### Pure Accessibility

We are open and transparent with our clients and each other, making information and insights easy to see, understand, and share. We are always available and open to share our skills, ideas, and thinking.

#### Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, Jacksonville/St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDDs and HOAs and, as a result, has become a leader in our industry managing over \$120M in financial assets for 125+ Community Development Districts and 250+ HOAs. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the **Principles of Pure Partnership™**. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



**CLICK HERE TO  
SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>

(You may need to press Control CTRL button and click link for access)

## 4 Qualifications

### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

The Inframark team uses a primary and secondary management approach to the District Management position. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith Former Chairman  
Meadow Pointe CDD*

### Records:

Inframark has one of the largest teams of recording professionals in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document.
- The documents are maintained in a PDF format that is exportable to the client's Website for timely updates.

- We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes.
- The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents.
  - Our vendor guarantees the secure storage and/or destruction of documents.
  - Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility.
  - All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

#### **Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region and state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information, we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location.

Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

### **District Operations:**

Inframark has sixteen (16) District Managers throughout the State of Florida with over 140 years of District Management experience in the Florida Community Development District market. The West Regional Manager for Inframark has over sixteen (16) years of District Management experience in addition to regional experience. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the experience of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

### **Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work



Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

#### **Audits:**

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAS and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

#### **Budgeting:**

- Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.
- The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors.
- The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

#### **Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual

capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

**Assessments and Revenue Collection:**

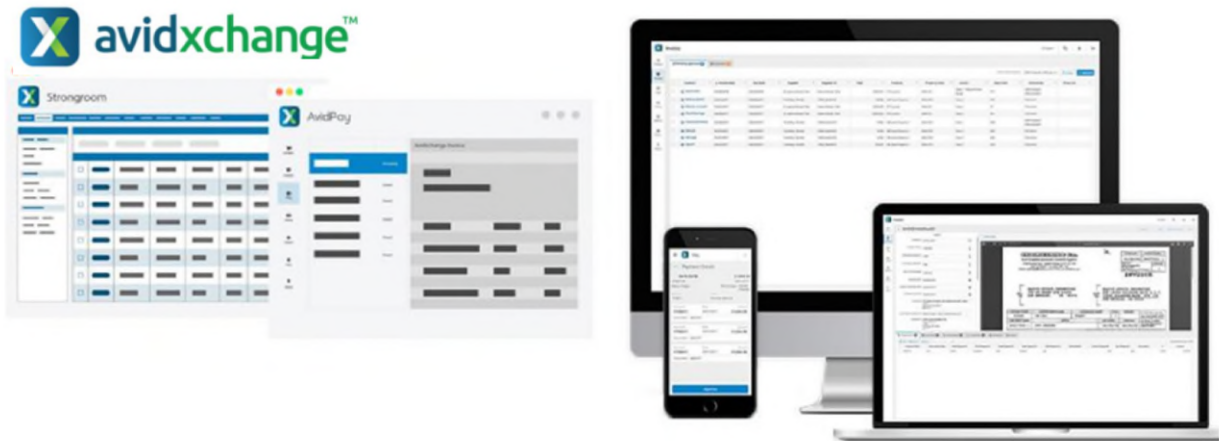
Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

# 5 Effective Technology Tools and Support

## AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board’s overall review of the payables process and provides for timely payment for the vendor.



### Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



### Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



### Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

## Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

# TECHNOLOGY DRIVES OUR COMMUNITIES

## 6 Staffing

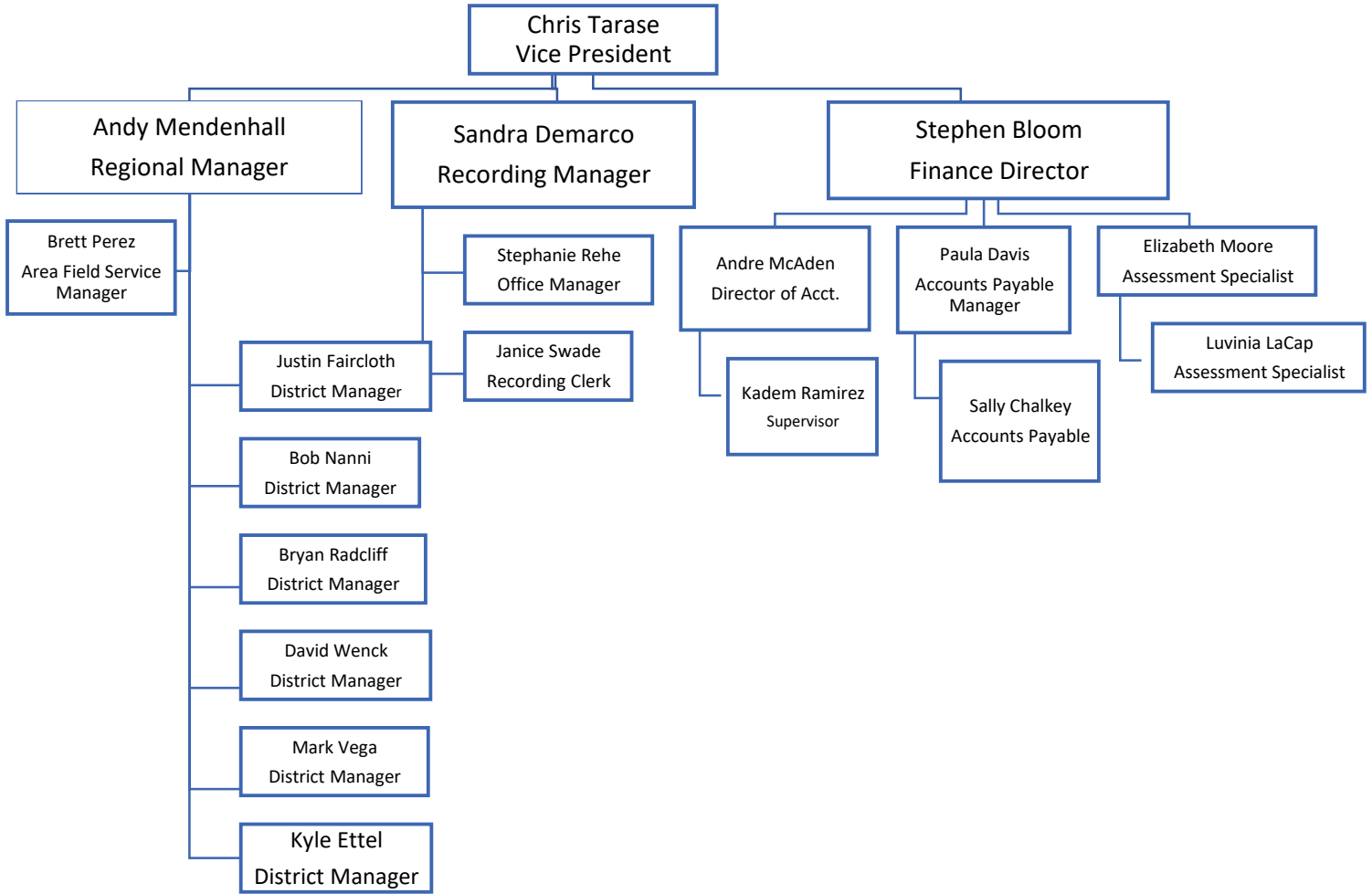
Inframark has its own Human Resource Division. The benefit to your community is that:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

## West Region Organizational Chart



### District Management:

**Justin Faircloth, District Manager**, has over 8 years of District Management experience. He has been a District Manager in the Southwestern region of the State of Florida for the past six years and has over nineteen years of experience with public/private organizations developing teams and systems. In addition to his leadership abilities, Justin is a Certified District Manager, a licensed Community Association Manager, and a notary with the state of Florida. Mr. Faircloth received a Bachelor of Arts in History from Florida Atlantic University, and a Master of Divinity with Biblical Studies from Southeastern Baptist Theological Seminary.

**Andy Mendenhall** is the Regional Manager for Inframark and is also available to work with Mark on addressing any issues that could develop and he will be responsible for the overall performance of the Inframark team. Mr. Mendenhall has 16 years of district management experience. He is a certified Project Management Professional with more than 19 years of project and program management experience in technical and business operational areas. His background includes treasury services work with JP Morgan and Citibank with additional years of information technology experience working for Cigna Healthcare and Metris Corporation. He holds a bachelor's and master's degree in Business Administration. Mr. Mendenhall also currently serves as a Supervisor on the Seven Oaks CDD and previously served as the Chairman of the Northwood CDD and is based in our Tampa office.

### Recording Services:

**Sandra Demarco** serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

**Janice Swade**, Recording Secretary, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

**Stephanie Rehe**, Office Manager, is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark.

### Financial Services:

**Stephen Bloom**, Finance Director, leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds bachelor's degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.

**Terri Lusk**, Accountant, is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of accounting experience that includes over 17 years in the not-for-profit sector.

**Paula Davis**, Accounts Payable Manager, is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

**Sally Chalkley**, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

**Luvinia LaCap**, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

**Elizabeth J. Moore**, Assessment Services, graduated from the University of Central Florida with a Bachelor's in Science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

**Brett Perez**, Area Field Manager, graduated from The University of Florida with a Bachelor of Science degree in Turfgrass Science. Brett has six years of experience in high-end, resort golf course maintenance. He has spent the last 10 years in the commercial landscape industry managing multiple branches and managing a workforce of almost 200 employees in the Tampa Bay Area.

## 7 Clients

District	Region	County
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Corkscrew Farms	West	Lee
V-Dana	West	Lee
Cypress Shadows	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte
Arbor Greene CDD	West	Hillsborough
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough
Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Bobcat Trail CDD	West	Sarasota
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
Piney-Z CDD	West	Leon
Heritage Springs CDD	West	Pasco



Bonita Landing Community Development District

Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola
Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
VillaSol CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Stoneybrook West CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Arlington Ridge CDD	Central	Lee
Vista Lakes CDD	Central	Orange
Briger CDD	East	Palm Beach
Seminole Improvement	East	Palm Beach
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward
Monterra	East	Broward
Pine Tree Water Control District	East	Broward
Marshall Creek CDD	East	St. Johns
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay

## Highlighted Client Communities

### Harbour Isles CDD

The Harbour Isles Community Development District (“District”) was established on March 12th, 2003. The District currently encompasses approximately three hundred thirty-nine (339) acres of land located entirely within Hillsborough County, Florida. Inframark was selected to take over all District Management responsibilities in December of 2020. We just recently successfully helped the District refinance their bonds for the community and have been providing excellent service since the transition.

### Watergrass CDD II

Inframark has provided Management Services as well as Amenity Management to the Watergrass CDD II since the District chose to transition from Rizzetta and Company in 2016. Located in Pasco County, this CDD has 826 homes (1039 are planned at full build out), multiple recreational amenity facilities including two community pools, a clubhouse, an outdoor promenade, and numerous village playgrounds.

### Westchase CDD

Inframark has provided management services to Westchase CDD, a 746-acre community since it was established in 1990. Located on approximately 2,100 acres of land in northwest Hillsborough County, Westchase includes more than 5,700 single and multi-family residential units, 320,000 square feet of commercial space and 300,000 square feet of office space. The residential development is situated within individual pods located around an 18-hole golf course designed by Lloyd Clifton.

### Tampa Palms Open Space & Transportation CDD

Inframark has provided management services to the Tampa Palms Open Space and Transportation CDD since it was established in 1990. Located in Hillsborough County, this CDD is unique as it consists of three separate and distinct communities with their own budgets encompassing over 4,000 residential units, 3,152 acres, multiple recreational amenity facilities and extensive commercial development.

### Oakstead CDD

Oakstead CDD, located in Pasco County was established in 1999. Inframark was selected to take over all management responsibilities in 2005 and has enjoyed a great relationship with the community for over 15 years. The District consists of 878 acres divided into 9 villages with 1,183 residential homes and commercial properties. The CDD owns and operates the clubhouse facilities, fitness center, swimming pool, tennis/basketball courts, park areas, splash pads and playground, district roads, a nature trail and common area landscaping and storm water system. Inframark has been as active participant in managing the District and providing guidance for District staff.

### Heritage Isles CDD

Inframark has provided management services for Heritage Isles since the District was established in

1997. We have been involved with the District from its inception through the years as it has grown and evolved to its current state. Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also responsible for accounting, administrative and budgetary. Located in Hillsborough County, this CDD manages a Golf Course and a restaurant with their own budgets encompassing over 745 acres and multiple recreational amenity facilities.

#### Arbor Greene CDD

Inframark has provided management services for Arbor Greene since the District was established in 1996. We have been involved with the District from its inception through the years as it has grown and evolved to its current state. Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also responsible for accounting, administrative and budgetary.

#### Fleming Island Plantation HOA, Commercial Village and CDD



Fleming Island Plantation is a 1,580-acre, master-planned community near Orange Park, Florida which has been managed by Inframark since its inception in 2000. The community currently has approximately 2,800 residential units, 18 communities, and two primary recreational amenity facilities. The District is home to an eighteen-hole championship golf course and country club, and a Village Square with over 50 shops, restaurants and providers of medical services.

Inframark provides HOA and District Management Services, lifestyle management, as well as onsite personnel to manage the operations & maintenance of the District's property and amenities. Inframark also provides Association Management services for the Fleming Island Plantation Master Owners Association, sub-Associations and their Board of Architectural Review. There are excellent lines of communication between the management teams and entities that produces excellent collaboration and benefits the entire community. Recreational facilities here include:

- Amenity Center Sports Complex includes a 4,500-square foot community building with a large center room with a fireplace, a kitchen, three offices, a meeting room available to rent for parties and meetings of up to 30 people, and a large, covered porch. The attendant exterior components include six lighted clay tennis courts with one stadium court, two sand volleyball lots, two lighted basketball courts, a family pool, a lap pool, an interactive splash pad, three picnic pavilions, and a playground.

In recognition of the level of service Inframark provides, Fleming Island Plantation has been recognized as a "Community of Excellence" for Family Friendly Programs and Initiatives. We provide a broad array of recreational and entertainment activities where residents need not travel further than walking distance to enjoy a lifestyle rich in culture and community engagement.

## REFERENCES

Vasari CDD

<https://vasaricdd.com/>

Bonita Springs, FL (Lee County)

Rich Brant, Chairman

[Rbrant@vasaricdd.com](mailto:Rbrant@vasaricdd.com)

724-321-0270

Harbour Isles CDD

<https://www.harbourislescdd.org/>

Apollo Beach, FL (Hillsborough County)

Betty Fantauzzi, Chairman

[seat1@harbourislescdd.org](mailto:seat1@harbourislescdd.org)

Westchase CDD

<https://westchasecdd.com/>

Tampa, FL (Hillsborough County)

Matt Lewis, Chairman

[Seat3@westchasecdd.com](mailto:Seat3@westchasecdd.com)

813-503-2239

Live Oak No 1 CDD

<https://www.liveoakno1cdd.com/>

Tampa, FL (Hillsborough County)

Mike Ceparano

[seat4@liveoakno1cdd.com](mailto:seat4@liveoakno1cdd.com)

813-417-6698

Oak Creek CDD

<https://www.oakcreekcdd.org/>

Wesley Chapel, Florida (Pasco County)

David Gerald

813-629-5502

## 8 Sample Scope of Services

All services required for the management of a Community Development District under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

### A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide summary minutes for all meetings, workshops, and hearings of the District. There will be twelve three (3) hour meetings and one budget workshop included in base fee.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida statutes, is on the website for the appropriate duration, and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Prepare and follow risk management policies and procedures.
8. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
9. Process and assist in investigation of insurance claims, in coordination with District Counsel.
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
  - ii. provide the regular meeting schedule of the Board to the County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.

- vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

**C. Accounting, Reporting, and Audit Support**

- 1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
- 2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- 3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
- 4. Recommend and implement investment policies and procedures pursuant to Florida law and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
- 5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
- 6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

**D. Budgeting**

- 1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
- 2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
- 3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

**E. Assessments & Revenue Collection**

- 1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
- 2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
- 3. Issue estoppel letters as needed for property transfers.
- 4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

**F. Bond Compliance and Dissemination Agent – Additional fees may apply**

- 1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting **for additional fee** as required.

**G. Records**

1. Maintain the “Record of Proceedings” for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida’s public records laws.
2. Serve as the District’s Records Management Liaison Officer for reporting to the Division of Library and Information Services pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District’s designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

**H. Field Operations Services (Available upon request and for an additional Fee)**

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**



**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2022**

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2022**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$196,814	\$ -	\$ -	\$ 196,814
Investments				
Revenue	-	32,404	-	32,404
Reserve	-	60,019	-	60,019
Construction	-	-	1,084	1,084
Interest receivable	-	418	4	422
Due from general fund	-	96,979	-	96,979
Total assets	<u>\$196,814</u>	<u>\$ 189,820</u>	<u>\$ 1,088</u>	<u>\$ 387,722</u>
<b>LIABILITIES</b>				
Liabilities:				
Accounts payable	\$ 4,166	\$ -	\$ -	\$ 4,166
Due to debt service fund	96,979	-	-	96,979
Taxes payable	31	-	-	31
Developer advance	2,400	-	-	2,400
Total liabilities	<u>103,576</u>	<u>-</u>	<u>-</u>	<u>103,576</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred receipts	-	418	4	422
Total deferred inflows of resources	<u>-</u>	<u>418</u>	<u>4</u>	<u>422</u>
<b>FUND BALANCES</b>				
Restricted for				
Debt service	-	189,402	-	189,402
Capital projects	-	-	1,084	1,084
Unassigned	93,238	-	-	93,238
Total fund balances	<u>93,238</u>	<u>189,402</u>	<u>1,084</u>	<u>283,724</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 196,814</u>	<u>\$ 189,820</u>	<u>\$ 1,088</u>	<u>\$ 387,722</u>

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll	\$ 60,378	\$ 65,594	\$ 88,232	74%
Total revenues	<u>60,378</u>	<u>65,594</u>	<u>88,232</u>	74%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	215	215	-	N/A
Management/accounting/recording	4,000	12,000	48,000	25%
Legal	-	-	5,000	0%
Engineering	-	-	1,820	0%
Audit	-	-	4,000	0%
Dissemination agent	83	250	1,000	25%
Trustee	-	-	7,000	0%
Postage	31	31	500	6%
Printing & reproduction	83	250	1,000	25%
Legal advertising	-	592	1,500	39%
Annual special district fee	-	175	175	100%
Insurance	-	6,717	6,600	102%
Other current charges	19	44	700	6%
Website	-	-	705	0%
ADA website compliance	-	210	210	100%
Intergovernmental: shared maintenance costs	-	-	9,500	0%
Total expenditures	<u>4,431</u>	<u>20,484</u>	<u>87,710</u>	23%
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	219	0%
Tax collector	-	318	329	97%
Total other fees & charges	<u>-</u>	<u>318</u>	<u>548</u>	58%
Total expenditures	<u>4,431</u>	<u>20,802</u>	<u>88,258</u>	24%
Excess/(deficiency) of revenues over/(under) expenditures	55,947	44,792	(26)	
Fund balances - beginning	37,291	48,446	38,797	
Fund balances - ending	<u>\$ 93,238</u>	<u>\$ 93,238</u>	<u>\$ 38,771</u>	

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2016 BONDS  
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Special assessment: on-roll	\$ 96,979	\$ 104,848	\$ 141,732	74%
Interest	503	1,257	-	N/A
Total revenues	<u>97,482</u>	<u>106,105</u>	<u>141,732</u>	75%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	45,000	45,000	45,000	100%
Interest	46,841	46,841	92,781	50%
Total debt service	<u>91,841</u>	<u>91,841</u>	<u>137,781</u>	67%
Excess/(deficiency) of revenues over/(under) expenditures	5,641	14,264	3,951	
Fund balances - beginning	183,761	175,138	174,315	
Fund balances - ending	<u>\$ 189,402</u>	<u>\$ 189,402</u>	<u>\$ 178,266</u>	

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2016 BONDS  
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 3	\$ 8
Total revenues	3	8
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	3	8
Fund balances - beginning	1,081	1,076
Fund balances - ending	\$ 1,084	\$ 1,084

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**  
**MINUTES OF MEETING**  
**BONITA LANDING**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Bonita Landing Community Development District held a Regular Meeting on December 8, 2022, at Bonita Springs Fire Control, 27701 Bonita Grande Drive, Bonita Springs, Florida 34135.

**Present were:**

Christopher Applegate	Chair
Alex Hinebaugh	Vice Chair
Carolyn Heim	Assistant Secretary
Andrew Brignoni	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Shane Willis	Operations Manager
Greg Urbancic (via telephone)	District Counsel
Jonathan Ehret	Resident
Lou Forester	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:02 p.m. Due to a scheduling conflict, the meeting was held in the parking lot at the meeting location.

Supervisors Hinebaugh, Heim and Applegate were present. Supervisor Negip was not present. One seat was vacant at roll call.

Mr. Adams noted that he administered the Oath of Office to Mr. Applegate prior to the meeting; therefore, a quorum was established for today's meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Resident Jonathan Ehret asked who decided to proceed with the berm project in his yard. Mr. Hinebaugh stated that part of the project is being managed by Lennar; it was a group decision made with his Lennar coworkers and superiors and not by him as a CDD Supervisor.

Mr. Ehret expressed his belief that represents a conflict of interest.

Mr. Adams stated the stormwater system is dedicated to the CDD and the CDD will be the eventual owner of it but the stormwater system must be brought into compliance before it

40 can receive certification. That is a Developer responsibility and how to achieve compliance is  
41 the Developer's decision. The Developer reserves continuing rights to the lake to modify it.

42 **Mr. Urbancic joined the meeting at 1:06 p.m.**

43 Mr. Ehret asked how Mr. Hinebaugh can make decisions that impact the CDD when he is  
44 an employee of Lennar. Mr. Urbancic stated that Florida Statute 190.007 specifically states that  
45 it shall not be a conflict of interest under Chapter 112, the ethics statute, for a Board Member  
46 to be a stockholder, officer or employee of a Landowner or of an entity affiliated with a  
47 Landowner. The statute recognizes that CDDs are set up by Developers as part of establishing  
48 the community and that Developers will have representatives on the Board. Valid Board  
49 Members have the right to make certain decisions in their capacity as a Board Member. Mr.  
50 Ehret reiterated his belief that a conflict of interest exists in Lennar's decision to proceed with  
51 the lake bank project, given that a contractor was not selected at the last CDD meeting.

52 Discussion ensued regarding Lennar's decision to engage a contractor without the  
53 community's input. Mr. Hinebaugh stated it was a group decision made by Lennar.

54 Ms. Heim stated her understanding that the lake bank project is not a CDD project since  
55 the CDD does not currently own the lake because Lennar has not closed out. Mr. Adams stated  
56 that is correct. Ms. Heim questioned how it could be a conflict of interest due to Mr.  
57 Hinebaugh's participation since the CDD does not own the project.

58 Mr. Ehret felt that a conflict of interest exists because, in his opinion, Mr. Hinebaugh  
59 owes a high duty to the community, as a CDD Board Member, and the community intends to  
60 sue Lennar. Mr. Applegate stated that discussion has not come before the CDD as it involves  
61 the Bonita Landing HOA and Lennar; it is not a CDD issue.

62 Resident Lou Forester asked about the responsibilities of the CDD within the gates of  
63 the community. Mr. Adams stated the CDD is responsible for the stormwater system, within the  
64 gates of the community, which is primarily the pond, irrigation supply system, perimeter fence,  
65 exterior fence and landscaping. While the CDD has ownership of these and will have ownership  
66 of the lake when it is conveyed to the CDD, these items are operated by the Association.

67 Mr. Forester asked who managed the last lake maintenance project. Mr. Adams stated  
68 that project was managed by the CDD and funded by Lennar.

69 Ms. Heim asked why the project is being managed separately this time. Mr. Adams  
70 stated the past project could have been managed by Lennar or the CDD and a contractor that  
71 was already engaged for a similar repair at Bonita National was engaged by the CDD.



72 **THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisor, Christopher Applegate [Seat 2] (the following to be provided in a separate package)**

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77

This item was addressed during the First Order of Business.

78 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

79 **B. Membership, Obligations and Responsibilities**

80 **C. Financial Disclosure Forms**

81 **I. Form 1: Statement of Financial Interests**

82 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

83 **III. Form 1F: Final Statement of Financial Interests**

84 **D. Form 8B – Memorandum of Voting Conflict**

85

86 **FOURTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Seat 4 Vacancy; Term Expires November 2026**

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Ms. Heim nominated Mr. Andrew Brignoni to fill Seat 4.

No other nominations were made.

**On MOTION by Ms. Heim and seconded by Mr. Applegate, with all in favor, the appointment of Mr. Andrew Brignoni to Seat 4, was approved.**

93  
94  
95  
96  
97

• **Administration of Oath of Office to Newly Appointed Supervisor**

98 Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath  
99 of Office to Mr. Brignoni.

100 Mr. Adams provided and explained the items listed in the Third Order of Business. Mr.  
101 Brignoni waived the allowable Supervisor compensation.

102 Mr. Adams and Mr. Urbancic reviewed the guidelines for interactions among  
103 Supervisors, the Sunshine Law, recordkeeping, public record requests, emails, communications  
104 and avoiding conflicts of interest.

105

106 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05,  
Designating Certain Officers of the District,  
and Providing for an Effective Date**

107  
108  
109

110 Mr. Adams presented Resolution 2023-05. Mr. Hinebaugh nominated the following  
111 slate:

- |     |                     |                       |
|-----|---------------------|-----------------------|
| 112 | Chair               | Christopher Applegate |
| 113 | Vice Chair          | Alex Hinebaugh        |
| 114 | Secretary           | Chuck Adams           |
| 115 | Assistant Secretary | Carolyn Heim          |
| 116 | Assistant Secretary | Andrew Brignoni       |
| 117 | Assistant Secretary | David Negip           |
| 118 | Assistant Secretary | Craig Wrathell        |

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

121

**On MOTION by Mr. Hinebaugh and seconded by Ms. Heim, with all in favor,  
Resolution 2023-05, Designating Certain Officers of the District, as nominated,  
and Providing for an Effective Date, was adopted.**

122  
123  
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125  
126

127 **SIXTH ORDER OF BUSINESS**

**Update: Streetlighting Project on Bonita  
Beach Road**

128  
129

130 Mr. Adams stated the decision was made at the last Beach Road Golf Estates CDD  
131 (BRGECDD) meeting to discontinue the streetlighting project. Discussions with Florida Power &  
132 Light (FPL) are ongoing regarding buyout of existing equipment. The BRGECDD Board is  
133 discussing a concept for a sidewalk lighting project. As the owner of the right-of-way, Bonita  
134 National will take the lead in seeking a suitable solution for all the neighboring communities.

135

136 **SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of October 31, 2022**

137  
138

139 Mr. Adams presented the Unaudited Financial Statements as of October 31, 2022.

140 The financials were accepted.

141

142 **EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

143 Mr. Adams presented the following:

144 **A. November 10, 2022 Landowners’ Meeting**

145

146 **On MOTION by Ms. Heim and seconded by Mr. Applegate, with all in favor, the**  
147 **November 10, 2022 Landowners’ Meeting Minutes, as presented, were**  
148 **approved.**

149

150

151 **B. November 10, 2022 Regular Meeting**

152

153 **On MOTION by Ms. Heim and seconded by Mr. Applegate, with all in favor, the**  
154 **November 10, 2022 Regular Meeting Minutes, as presented, were approved.**

155

156

157 **NINTH ORDER OF BUSINESS**

**Staff Reports**

158

159 **A. District Counsel: *Coleman, Yovanovich & Koester, P.A.***

160 **B. District Engineer: *Banks Engineering, Inc.***

161 There were no reports from District Counsel or the District Engineer.

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

- 163 • **NEXT MEETING DATE: January 12, 2023 at 1:00 P.M.**

- 164 ○ **QUORUM CHECK**

165 The next meeting will be held on January 12, 2023, unless canceled.

166 Mr. Adams stated initial work commenced on the required third-party audit. The  
167 auditor’s report and draft Fiscal Year 2024 budget will likely be presented in May 2023.

168

169 **TENTH ORDER OF BUSINESS**

**Audience  
Requests**

**Comments/Supervisors’**

170

171

172 Mr. Willis stated the meeting room was unfortunately double booked in December but  
173 the conference room has been scheduled and confirmed through April 2023.

174

175 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

176

177

178 **On MOTION by Ms. Heim and seconded by Mr. Applegate, with all in favor, the**  
179 **meeting adjourned at 1:36 p.m.**

180  
181  
182  
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184  
185

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Secretary/Assistant Secretary

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Chair/Vice Chair

**BONITA LANDING  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS**

**BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Bonita Springs Fire Control, 27701 Bonita Grande Drive, Bonita Springs, Florida 34135*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 13, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>November 10, 2022</b>	<b>Landowners' Meeting &amp; Regular Meeting</b>	<b>1:00 PM</b>
<b>December 8, 2022</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>January 12, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>February 9, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>March 9, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>April 13, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>May 11, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>June 8, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>July 13, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>August 10, 2023</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>1:00 PM</b>
<b>September 14, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>