

**BROOKS OF BONITA
SPRINGS & BROOKS OF
BONITA SPRINGS II
COMMUNITY DEVELOPMENT
DISTRICTS**

March 22, 2023

**BOARD OF SUPERVISORS
JOINT REGULAR
MEETING AGENDA**

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

**AGENDA
LETTER**

Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts

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

March 15, 2023

ATTENDEES:

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

Boards of Supervisors

Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts

Dear Board Members:

The Boards of Supervisors of the Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts will hold a Joint Regular Meeting on March 22, 2023 at 1:00 p.m., at The Commons Club at The Brooks Enrichment Center, 9930 Coconut Road, Bonita Springs, Florida 34135. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*agenda items only*)

BROOKS OF BONITA SPRINGS ITEMS

3. Consider Appointment of Qualified Elector Candidates to Fill Seat 4 and Seat 5 Vacancies (*Terms Expire November 2026*)
 - A. David L. Garner
 - B. Michael Lepchitz
 - C. John R. Woolsey
4. Administration of Oath of Office to Newly Appointed Supervisors (*the following to be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B – Memorandum of Voting Conflict

5. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

JOINT BUSINESS ITEMS

6. Update: Lake Project [David Dore-Smith]
7. Landscape Report: *GulfScapes Landscape Management Services*
8. Discussion: Condition of Children’s Playground
9. Consideration of Easy Ice Quote #Q-40003 for Ice Machine
 - Customer Utility and Environmental Responsibilities
10. Discussion: Restroom Roof Replacement
11. Update: Pickleball Expansion Permitting Process
12. Update: Delinquent Payments from Coconut Point Mall
13. Update/Consideration of Proposals for Sidewalk Project
14. Acceptance of Unaudited Financial Statements as of February 28, 2023
15. Approval of January 25, 2023 Joint Regular Meeting Minutes
16. Staff Reports
 - A. District Counsel: *Dan Cox, Esquire*
 - B. District Engineer: *Johnson Engineering, Inc.*
 - C. Field Operations: *Wrathell, Hunt and Associates, LLC*
 - Monthly Status Report – Field Operations
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: April 26, 2023 at 1:00 PM

○ QUORUM CHECK – BROOKS OF BONITA SPRINGS

SEAT 1	WILLIAM STOEHR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	JAMES MERRITT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	SANDRA VARNUM	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

○ QUORUM CHECK – BROOKS OF BONITA SPRINGS II

SEAT 1	LYNN BUNTING	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	KEN D. GOULD	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	MARY O'CONNOR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	THOMAS BERTUCCI	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	JOSEPH BARTOLETTI	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

17. Supervisors' Requests

18. Public Comments (*non-agenda items only; four (4)-minute time limit*)

19. 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 PASSCODE: 709 724 7992

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

3A

David L. Garner
10731 Crooked River Road
Apt 101
Estero, Florida 34135
Davegarnerlhb@gmail.com
773-539-1940

January 9, 2023

Ms. Cleo Adams
The Brooks CDD
Wrathell, Hunt & Associates, LLC
Via email only: cleo.adams@whhassociates.com

Re: Open Board of Supervisors Position

Dear Ms. Adams:

Please accept this letter as an application to fill the open Supervisors position on The Brooks CDD (I). Mr. James Merritt advised that I should contact you directly. If there are others who I should contact, please advise and I will do so.

In furtherance of this application, please find the attached resume (short version) which will give you some information as to my background. I have been retired since 2020, but prior to that time, was employed in the legal and insurance industries. I am a full-time resident of Florida and a United States Citizen.

I am well suited to fill the open position and could bring a great deal of relevant experience to assist the Board of Supervisors in the fulfillment of its obligations to The Brooks Community. My experience includes:

- Serving as a Director of The Harbour Club, the master association of Lighthouse Bay in The Brooks containing 654 units, for 2 years (starting another 2-year term in February).
- Serving as President and Director of Lighthouse Bay 2, a sub-association of Lighthouse Bay with 144 units, for 4 years.
- Serving as Claim Leader overseeing a large book of Public Entity insurance while employed by GE Insurance Solutions. At that time the company was one of the largest insurers of Public Entities within the state of Florida including many municipalities and local government bodies.
- Representing numerous Public Entities as an attorney while practicing law in Illinois including Townships, Road Commissioners and Drainage Districts.
- Personal familiarity with the history and development of The Brooks as my family has continuously owned property in the development since 2000. I have been an individual owner since 2018.

Finally, I possess significant experience working as a facilitator helping organizations and groups achieve consensus when faced with difficult decisions. I believe these skills could be especially useful for The Brooks CDD.

If you or any of the Supervisors have questions, please feel free to contact me directly.



David L. Garner

DAVID L. GARNER

10731 Crooked River Road Apt 101, Estero, FL 34135
773 539 1940 | Davegarnerlhb@gmail.com | www.linkedin.com/in/davidlowellgarner

INSURANCE OPERATIONS AND CLAIMS CONSULTANT

- Operations Leadership
- Risk Management & Loss Prevention
- Cost Reduction & Elimination
- Change Management
- Complex Claim Adjudication
- Litigation Management
- Professional Liability
- Continuous Improvement & Lean

PROFESSIONAL EXPERIENCE

Swiss Re / GE Insurance Solutions / ERC / Coregis Insurance

Head Operations for Life & Health Business Management, Bratislava, Slovakia

Accountable for premium & claim booking, claim resolution, technical payments, cash collection, data management, profit commission, and risk management for Life & Health reinsurance business originating in EMEA (Europe, Middle East, and Africa) and Asia. Managed a team of 150+ associates across multiple time zones and locations.

Life & Health Technical Accounting Unit Head, Bratislava, Slovakia

Accountable for claim booking, resolution, technical payments, cash collection, data management, and profit commission for Life & Health reinsurance business originating in EMEA.

Property & Casualty Global Claims Induction Leader, Zurich, Switzerland

Global induction, triage, and records management leader for CALM (Claims, Accounting and Liability Management). Accountable for inducting and distributing client report of claims for Property & Casualty business.

Professional Liability Claim Manager, Chicago, IL

Accountable for all aspects of claim adjudication and coverage verification for Lawyers, Insurance Agents and Brokers, Real Estate Agents, Media Liability, and Architect & Engineers lines of insurance.

Commercial Insurance Claim Leader, Chicago, IL

Accountable for all aspects of claim adjudication and coverage verification for Latent Defect, Asbestos, Pollution, Public Entity, Educators, and Not-for-Profit lines of insurance.

Six Sigma Black Belt, Chicago, IL

Black Belt certified in Six Sigma methodology by the General Electric Corporation. Extensive experience in change acceleration and facilitation. Led projects to digitize and streamline operations.

Professional Liability Claim Team Leader | Claim Specialist, Chicago, IL

Heyl, Royster, Voelker & Allen, PC

Associate Attorney, Peoria & Urbana IL

Private practice of law with a large multi-department general practice firm.

EDUCATION

Master of Laws (LLM) in Financial Services Law, High Honors, Chicago Kent College of Law

Juris Doctorate (JD), Cum Laude, Northern Illinois University College of Law.

Bachelor of Science (BS) in Accounting, Illinois Wesleyan University

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

3B

Mr. Chelsey Adams
Ms. Cleo Adams
Wrathell, Hunt & Associates, LLC.
9220 Bonita Beach Road
Suite 214
Bonita Springs, Florida 34135

Please accept this letter and my attached resume as my expression of interest in seeking a seat on the Board of Directors for the CDD.

I am an attorney who has worked in both the private and public sector for 43 years. I began my career as a criminal prosecutor in Virginia and then worked as an Assistant Attorney General. For most of my professional career I worked for a publicly traded energy company with significant operations in both the Eastern and Western United States. I began as Assistant General Counsel for regulatory and environmental compliance and ultimately became Vice President, General Counsel, and Corporate Secretary. I was also President of two first tier subsidiaries. One of the subsidiaries developed, sited, constructed, and operated independent power utility plants located in New York, North Carolina, Virginia, and Colorado. The second business unit was a turbine blading and boiler repair business which aided utilities experiencing unplanned outages.

I retired briefly in 2005 but re-entered the work force and spent the next five years in private practice in Virginia. Most of my practice was devoted to representing business entities with consolidation, mergers, acquisitions and refinancing efforts. In 2010, I was asked to serve as Vice President of Land, Legislative and Public Affairs for a Wyoming land company. I managed all activities on 100,000 acres of land, which included leasing federally owned natural resources and cattle and sheep ranching. Control of water rights on our property was essential to both the natural resource development activities and the ranching.

My wife returned to Virginia in 2015 to take care of her 100-year-old mother. I joined her in 2017 when I was asked to serve as Senior Assistant Attorney General. My primary client was the Virginia Department of Transportation.

We purchased our home in Spring Run in 2018. When her mother passed away, I retired, and we became full time residents in November 2019. Currently, I am a

member of the Spring Run Board of Directors and Chair the Safety and Communications Committees. Additionally, I volunteer as a Guardian ad Litem for the 20th Judicial Circuit in Lee County. I occasionally consult for AECOM Engineering regarding construction of federally funded road systems in Southwest Virginia.

I am a graduate of the University of Virginia and Washington and Lee University School of Law.

Thank you for your consideration of my qualifications.

Respectfully,

Michael Lepchitz

Michael Lepchitz

23672 Stonyriver Pl., Estero, Florida 34135

Email: michael.lepchitz@gmail.com • Cell: 307-696-5696

Executive Summary

Over 40 years of experience advising management on legal implications of business decisions, including leading and or managing merger and acquisition activities and sale process for assets and business entities, public company governance issues, supervising litigation and outside counsel in multiple jurisdiction; served as primary counsel to the Virginia Department of Mines, Minerals and Energy on issues relating to production of coal, oil and gas and other minerals in Virginia; served as an Assistant Commonwealth Attorney in Washington County and tried criminal cases in all state courts..

Professional Experience

AECOM

2020 to Present

Provide advice and assistance, as an independent consultant, to AECOM on Virginia Department of Transportation Projects in Southwest Virginia which involve possible acquisition of coal as part of right of way acquisition for highway construction.

Office of the Attorney General, Commonwealth of Virginia Senior Assistant Attorney General-Oct. 2017-October 2019

Primary client was the Virginia Department of Transportation with my practice focused on right of way acquisition in the western part of the Commonwealth. Manage and insure timely prosecution of right of way acquisition through either negotiation or eminent domain proceedings. Assist with occasional construction litigation and operational questions .

Contura Wyoming Land LLC

Manager Land, Legislative and Public Affairs-Vice President July 2016-Oct. 2017

Contura Wyoming Land LLC., is a land holding company and a subsidiary of Contura Energy. Responsible for maximizing value and productivity on approximately 100,000 acres of land in Wyoming, including coordinating leasing of federal coal reserves, managing surface access issues with oil and gas companies and all ranching activities on the property.

Manager Land, Legislative and Public Affairs, Vice President Alpha Wyoming Land Company LLC 2011-July 2016

Alpha Wyoming Land Company, LLC., was a subsidiary of Alpha Natural Resources, Inc. The assets of Alpha Wyoming Land Company, LLC., were sold to Contura Energy in July 2016.

Private Practice • Keswick, Virginia

Michael Lepchitz, Attorney at Law 2007-August 2011

General business practice.

Williams Mullen • Charlottesville, Virginia Partner Business Section 2005-2007

General business practice.

Westmoreland Coal Company Colorado Springs, Colorado

Vice president, General Counsel, Secretary 2000-2005

Assistant General Counsel 1991-2000

President, Westmoreland Energy, Inc. (first tier subsidiary), 1997-2005.

Responsible for all legal matters, including regulatory compliance and reporting for publicly traded coal and energy company. Also responsible for operations of independent power subsidiary which constructed and owned and operated 8 independent coal and gas power plants in Virginia, North Carolina, New York and Colorado. Participated in or led complex commercial transactions involving acquisition and financing of independent power and mining properties. Led sale transactions of power purchase agreements and generating assets. Served on the board of directors for many of company's subsidiaries and as Corporate Secretary for the parent company. Participated in board, audit committee, and compensation and benefit committee meetings.

Commonwealth of Virginia

Assistant Attorney General 1988-1991

Served as primary counsel to the Virginia Department of Mines, Minerals and Energy.

Assistant Commonwealth Attorney

Washington County, Virginia 1985-1988

Prosecuted misdemeanors and felonies in all courts

Private Practice

General practice 1979-1985

Credentials

Education

Juris Doctor: Washington and Lee University School of Law, Lexington, Virginia

Bachelor of Science, Education: University of Virginia, Charlottesville, Virginia

Affiliations

Member Virginia State Bar

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

3C

John R. Woolsey

10240 Orchid Ridge Lane
Bonita Springs, FL 34135

(330) 814-4626

E-mail: rodwoolsey@aol.com

March 10, 2023

Brooks of Bonita Springs CDD I
c/o Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Dear Sirs:

I received the notice concerning the two open positions on The Brooks CDD I and would like to submit my name for consideration. I would be honored to serve as a Supervisor if selected.

My educational background is in Civil Engineering (BS and MS from the University of Missouri). I spent my working days in the design and manufacturing of nuclear propulsion systems for the US Government as well as the management of various US Department of Energy Weapons Complex facilities. I was also involve with off shore and subsea structures and pipelines on an international basis. Over the course of my career I served in many different management positions in design engineering, manufacturing, project management, R&D and executive corporate positions up through CEO.

My core competencies are problem solving, financial control and budgeting, critical thinking, program management, attention to details, adherence to governing documents and the ability to formulate and deliver effective communications to a wide variety of constituents. These are all traits that would be beneficial to serving as a CDD supervisor.

My wife Kay and I have owned our home in Shadow Wood since 2010. I served as a Neighborhood Representative to the Shadow Wood Community Association (SWCA) for three years, and then on the SWCA Board of Directors for six years– serving five of those years as President. During that time, I was involved with bringing the Hotwire fiber service into Shadow Wood. This was a significant change for the Shadow Wood residents as it required all the residents to switch from their individual providers to a bulk contract covering the entire community. The design and implementation of a thorough and effective communication program were the key to the success of this project.

Other initiatives that were completed Included:

- timely and cost-effective recovery from hurricane Irma,
- restructuring of the Association's insurance program,
- establishing a safety and gate access program to address excessive speeding and stop sign violations within the community and to reduce the periodic backup of vehicles at our entrances,

- installation of standby generators at the administration building, maintenance building and the two entrance gates,
- reducing the data bases utilized for the Association's business systems from seven down to three,
- development of a new Emergency Notification System and
- the implementation of a "re-branding" initiative which included the redesign of the Association's website and implementation of an enhanced communication program to provide a greater focus on the function and responsibilities of the Association.

Following hurricane Irma, I worked with Joe Bartoletti, in putting together a program for residents of Copperleaf and Shadow Wood to install standby whole-home generators on a volume pricing basis. As a follow-on to the generator project, I lead a project to work with TECO to install natural gas to the 512 single-family homes in Shadow Wood that did not have gas service installed when the development was originally constructed. Both projects involved significant interface with the Village of Estero for the required project approvals and permits.

During my tenure on the SWCA Board, I was involved with several other issues within Estero and The Brooks through the Brooks Council of Presidents and the two CDD Boards; those included things like the apartment complex that was approved and built at the corner of Via Coconut and Williams Road, as well as the pending proposal to convert the old Winn-Dixie facility to apartments.

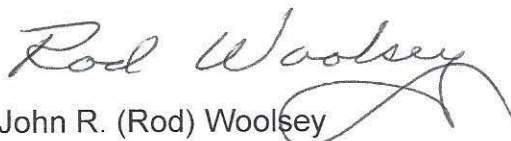
I also served on the oversight committee for the recent expansion of The Commons Club Fitness and Lifestyle facility. Again, this involved significant communications and interaction with all four Brooks communities and the VOE.

I have enjoyed working with leaders from the other Brooks communities as well as the CDD's over the past several years. I believe my career experience and management capabilities would be an asset to the CDD and feel that serving as a CDD supervisor would allow me to continue to work with other community leaders to make sure that The Brooks continues to be one of the premiere communities in Southwest Florida.

Although we are seasonal residents, I have always made it a practice to travel back to Estero for any meetings that involved SWCA or the Brooks, in general. I would plan to do the same thing serving as a Supervisor for CDD.

Please let me know if there is anything else that I need to do in regards to submitting my name for consideration.

Yours truly,



John R. (Rod) Woolsey

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

5

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BROOKS OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Brooks of Bonita Springs Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BROOKS OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chair.

SECTION 2. _____ is appointed Vice Chair.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Craig Wrathell is appointed Assistant Secretary.

SECTION 3. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED this 22nd day of March, 2023.

ATTEST:

**BROOKS OF BONITA SPRINGS COMMUNITY
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

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**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

9



Subscription Quote

Quote #: Q-40003
 Date: March 9, 2023
 Initial Term: 12 Months

To: Shane Willis
 Commons Club at The Brooks
 26388 Hickory Boulevard
 Bonita Springs, FL 34134

Project: Commons Club at The Brooks
 26388 Hickory Boulevard
 Bonita Springs, FL 34134

From: Robert Jann
 Ext.
 rjann@easyice.com

Item #	Qty	Model/Description	Fee	Total Monthly Fee
1	1	DCM-300BAH - Icemaker, Countertop Cubelet Ice and Water Dispenser, Air-cooled, Up to 321 lbs of ice produced per 24 hours, 26" W	\$269.00	\$269.00
2	1	SD-450 - Stand for Icemaker/dispenser, Cabinet base without doors, Corrosion resistant stainless steel exterior, Compatible icemakers/dispensers, sold separately: DCM-300BAH, DCM-300BAH-OS, DCM-500BAH, DCM-500BAH-OS, DCM-500BWH, DCM-500BWH-OS	\$25.00	\$25.00
3	1	Standard Wtr Filter - Flaker/Cubelet - Standard filtration system designed for Flaker, Cubelet, and water dispensing ice machine configurations.	\$0.00	\$0.00
4	1	Setup Fee -	\$588.00	
			-	-
One-Time Fee Subtotal:			\$588.00	Monthly Fees Subtotal:
Tax:			\$38.22	Tax:
One-Time Fee Total:			\$626.22	Monthly Payment Total:
				\$294.00
				\$19.12
				\$313.12

Payment Details:

Automatic Payment using CC or eCheck (bank payment) is required.
 Setup Fee is charged when your order is processed. 1st Month's Prorated Payment will be charged after Installation.
 Monthly Subscription Payment is charged on the 1st business day of each month.
 Sales Tax is based on the local sales, use, or similar taxes as required by law. Subject to the current sales tax rate.

Installation Standards:

- Drain** Floor drain within 6 ft of ice machine.
- Electrical** Dedicated electrical outlet per manufacturer's specifications within 6 ft of ice machine.
- Water** Water supply with shut off within 6 ft of ice machine.
- Space** Maintain room temperature between 45 and 95 degrees Fahrenheit.

Ongoing Services:

1. Complete machine cleaning/sanitization and filter changes 2 times per year.
2. All maintenance, repair and parts required to maintain performance of equipment.
3. If equipment is unable to perform according to manufacturer's specification, it will be replaced at no charge to customer.
4. Delivery or reimbursement of preauthorized cubed ice in the event machine is down for extended maintenance or repairs (provided misuse or environmental factors have not caused performance issues).

Additional Quote Details:

Quote is valid for 30 days from the issue date above



DCM-300BAH

SANITARY CUBELET ICE MACHINE/DISPENSER



DCM-300BAH
11/03/17
Item # 13284


Item #:


Project:

Qty:

AIA#:

Features

- ▶ Durable stainless steel exterior
- ▶ Advanced CleanCycle24™ design 
- ▶ Stainless steel auger with greaseless bearing

- Up to 321 lbs. of ice production per 24 hours
- Built-in storage capacity of 1.3ft³/40 lbs.*
- 2 second flush cycle every hour
- Corrosion resistant stainless steel exterior
- Easy to chew, cubelet ice
- Self-contained design reduces opportunities for cross contamination
- Protected by H-GUARD Plus Antimicrobial Agent 
- Dispenses ice and water
- R-404A Refrigerant

Warranty:

3 Year Parts & Labor on entire machine.
5 Year Parts on Compressor; air-cooled condenser coil.
Valid in United States, Canada, Puerto Rico and U.S. Territories. Contact factory for warranty in other countries.

*Rated in accordance with AHRI Standard 820(I-P). Capacity based on 100% of total volume x 30 lb/ft³ average density of ice.

W x D x H 26" x 22 ¹ / ₂ " x 40"
SD-450 26 ¹ / ₄ " x 22" x 32 ¹ / ₂ "
SD-500 25 ⁷ / ₈ " x 22" x 32 ³ / ₄ "

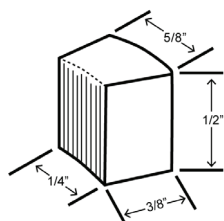


DCM-300BAH
Air-Cooled
Shown with optional
SD-450 Stand



Condenser	Model	ICE PRODUCTION		Type of Ice (Hardness Rating)	WATER USAGE		kWh Used per 100 lbs. 90°/70°F	ELECTRICAL			Heat Rejection BTU/hr.	Shipping Weight	ENERGY STAR®
		Air / Water Temp Lbs. per 24 hours 70°/50°F 90°/70°F			Potable Gal. per 100 lbs. 90°/70°F	Condenser Gal. per 100 lbs. 90°/70°F		Max. Fuse Size or HACR Circuit Breaker	Amperage	Voltage			
Air-Cooled	DCM-300BAH	321	232	Cubelet (88)	12.5	N/A	6.84	20A	10.25A	115V/60/1	3,500	240 lbs.	

Cubelet Dimensions*



* approximate size in inches, image not to scale

Operating Limits

- Ambient Temp Range 45 - 100°F
- Water Temp Range 45 - 90°F
- Water Pressure 10 - 113 PSIG
- Voltage Range 104 - 127V

Service

- Allow 6" (15 cm) clearance at rear and sides for proper air circulation and ease of maintenance/service should they be required. Allow 24" (61 cm) clearance at top to allow for removal of the auger.

Plumbing

- Icemaker Water Supply Line: Minimum 1/4" Nominal ID Copper Water Tubing or Equivalent
- Icemaker Drain Line: Minimum 3/4" Nominal ID Hard Pipe or Equivalent



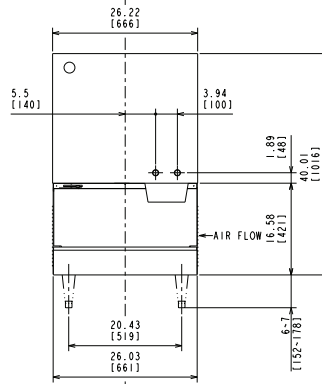
DCM-300BAH

SANITARY CUBELET ICE MACHINE/DISPENSER



DCM-300BAH
11/03/17
Item # 13284

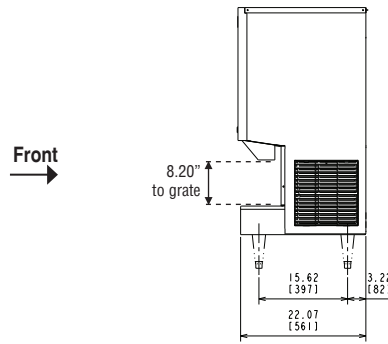
FRONT VIEW



inch
[mm]

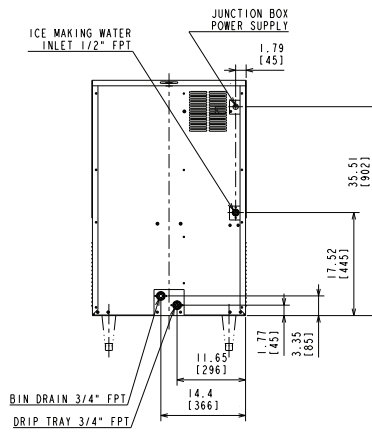
AIR-COOLED

SIDE VIEW



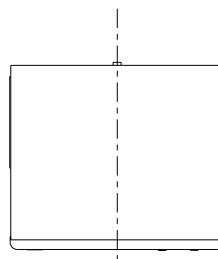
AIR-COOLED

REAR VIEW



AIR-COOLED

TOP VIEW



Front ↑
AIR-COOLED

Drain – Electrical – Water – Space/Environment

The utility guidelines outlined in this document are to ensure that manufacturer machine specifications are satisfied, and that customers can safely perform minor maintenance tasks if needed. All utilities must be accessible within 6' of the machine location. Minor variations of certain utilities may be acceptable but require Easy Ice approval.

Drains

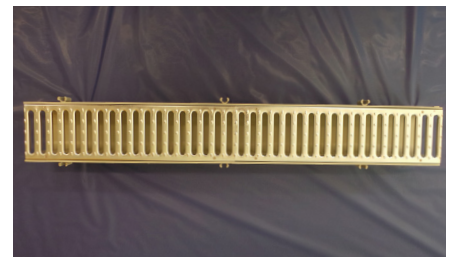
A **floor drain** is the standard and is preferred for all machine types. Floor drains are any drain recessed in the floor or at floor level, and the opening for the drain must be at least 3" in diameter



FLOOR DRAIN



FLOOR SINK



TROUGH

A **wall drain** may be an acceptable substitute if a floor drain is not available, but needs to satisfy certain conditions:

1. Wall drains require a minimum of 2" diameter PVC and a 4" bell at the collection point.
2. The elevation difference between the top of the drain's bell and the top of the horizontal drain pipe must be at least 4".
3. Wall drains with sewer connections require a p-trap as shown in picture.



WALL DRAIN WITH P-TRAP

Pumps

If the top of the provided drain is more than 4" above the floor level, a condensate pump may be used for the bin drain ONLY. Condensate pumps CANNOT be used for the ice machine drain. Easy Ice can provide pump recommendations and instructions, however, customers are solely responsible for the purchase, maintenance and performance of any condensate pump that is used in conjunction with Easy Ice equipment.

Electrical connection

A dedicated (unshared) circuit and receptacle must be supplied for each ice machine. Voltage and amperage requirements are dependent on machine make/model.

110v Machines

110v Machines

110v/20amp grounded circuit with a non-GFCI Receptacle. Receptacle A or B is acceptable. Additional outlet on receptacle cannot be used by any other device.



A



B

220v Machines

Higher production machines require dedicated single-phase circuits, 220v, 20 or 30 amps, and a corresponding receptacle. Providing Easy Ice with the amperage and receptacle details of your electrical circuit will help us determine the best machine that will be compatible with your current configuration, and aid us in making recommendations for any modifications that may be needed. General guidelines for machine sizing, required amperage, and preferred receptacle are below, some exceptions may apply.

220v Machines Rated up to 1,300lbs per day

Machines rated up to 1,300lbs per day typically require 220v/20amp circuits. Option A is the preferred outlet for 4-wire circuits, and option B for 3-wire circuits.



NEMA L14-20



NEMA L6-20

220v Machines Rated over 1,300lbs per day

Machines rated over 1,300lbs per day typically require 220v/30amp circuits. Option C is the preferred outlet for 4-wire circuits, and option D for 3-wire circuits.



NEMA L14-30



NEMA L6-30

NEW CONSTRUCTION

We recommend installing a dedicated 4-wire circuit (2 load, 1 neutral, 1 ground) using 10 AWG wires rated for 30 amps. Breaker and receptacle type can be easily modified to accommodate most 220v equipment.

Water Supply

A dedicated **water supply line** with a **shut off valve and outlet connection** is required for each ice machine. Line size requirements are based on the water flow requirements for the machine—which are rated in gallons per minute (GPM).

Supply line sizing

Machines Rated up to 750lbs per day

Require a minimum water flow of 3 GPM. Recommended water line size is 1/2", a 3/8" line may be acceptable if water flow is sufficient to meet machine GPM requirement.

Machines Rated over 750lbs per day

Require a minimum water flow of 5 GPM. Recommended water line size is 3/4", a 1/2" line may be acceptable if water flow is sufficient to meet machine GPM requirement.

Shut off valve and Outlet Connection

A ball valve with a 1/2" FPT outlet (A) is preferred, a stop valve with a 3/8" compression outlet (B) is acceptable.



A



B

NEW CONSTRUCTION

We recommend installing a 3/4" water line with a ball valve and 1/2" FPT outlet.

Space

There are three main environmental components that impact the ice machine's performance: **space, temperature, and cleanliness.**



Space

The location for the ice machine needs to include an allowance for free space around the machine. This free space is crucial for proper ventilation, and it allows appropriate access to perform any required maintenance or cleaning. We recommend an additional 18" of space on both sides and above the machine.

While they may have sufficient space for the equipment, confined areas such as closets, cubbies, small utility rooms and cut-ins pose significant ventilation challenges and can typically not be used.

Temperature

The optimum practical operating temperature range for the machine is 70-75°, and it is capable of producing reliably in environments ranging from 55-90°. Machines in environments on either end of this temperature range will see production time and volume impacted. Prolonged exposure to extreme temperatures will cause malfunction and possibly damage the machine.

While in use, the machine will add a significant amount of heat to the room that must be accounted for. Ventilation, cooling and/or exhaust are required in the space to ensure environmental temperatures remain within the stated operating range.

Cleanliness

Keeping the machine clean is essential to its continued optimum performance. Environments with high contents of flour, grease, dust, dirt, alcohol and yeast can create significant problems including lower production, mold and even breakdowns.

While our program includes two annual cleanings, machines in these types of environments may require additional treatments* to ensure machine reliability such as:

- a) additional cleanings,
- b) Ozone Easy Clean—used in high organic material environments,
- c) enhanced air filtration—used in high grease and particulate environments.

** Incremental pricing and/or customer responsibilities may apply.*

Guideline Overview

Our utility guidelines were developed by combining manufacturers specifications with over a decade's worth of field experience maintaining thousands of ice machines across the country. We know that machines that are installed with the proper utilities in a good environment and are regularly maintained can be relied on for a steady supply of clean ice for years.

We view ourselves as business partners with you in taking care of your ice needs, and we depend on you to assist us in your venture. Working with us to help keep the machine clean, informing us of any major changes in your environment, and immediately alerting us to machine problems will ensure your machine continues to provide you the ice you need on a daily basis.

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

10

GREENLING ROOFING INC.

1954 J & C BLVD NAPLES, FLORIDA 34109-6211
 PHONE (239) 594-3115 FAX (239) 594-9547
DANJR@GREENLINGROOFING.COM
WWW.GREENLINGROOFING.COM

PROPOSAL

P R O P O S A L	SUBMITTED TO: Brooks Of Bonita Springs CDD	PHONE 949-3804	DATE 4/22/22
	STREET 2300 Glades Rd Ste 410W	JOB NUMBER OR NAME Restroom	
	CITY STATE ZIP Boca Raton FL 33431	JOB LOCATION 9920 Coconut Rd	
	Final	MAIN CONTACT Joseph	FAX/EMAIL josepha@thecommonsclub.com

WE RESPECTFULLY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATE FOR:

**Remove All Existing Tile And Tile Underlayment & Gutters.
 Inspect Decking And Re-nail To Current Code Requirements.**

Install:

- 2 Ply Self Adhering Tile Underlayment**
- 26ga. Factory Painted Evedrip And Eve Closure**
- 26ga. Galvalume Valley And Hip & Ridge Channel**
- New Lead Plumbing Stacks & Gooseneck Hoods**
- 50 Year Interlocking Concrete Tile Select From Boral**
- Barcelona 900 Profiles Standard Colors**
- Foam Tile Set – Mortared To Match Rakes – Mitered Closed Valley’s**
- Co-ordinating Hip & Ridge Screwed, Foam Adhesive At Laps And Set In Matching Mortar**

**Includes All: Dump Charges, Permits, Inspections, Insurances, And A
 7 Year Workmanship And Leakage Warranty From Greenling Roofing Inc.**

Association Will Need To Allow Access On Sidewalks

Note#1: Carpentry Repairs To Any Rotten Wood Decking, Fascia, Beams, Soffit, Stucco, Wall Flashings, Or Enhancing Roof Wall Connections, Will Be At An Additional Labor & Material Cost. Typical Labor Charges Are \$55/Hour Per Man. A 15% Profit Will Be Added. To The Labor & Material Subtotal. We Are Not Licensed To Certify Truss Tie Downs (Straps). Should The County Require This, A General Contractor Or Engineer Would Be Required. This Is Excluded From Our Estimate.

**WE OFFER TO FURNISH MATERIAL AND LABOR AND COMPLETE THE ABOVE IN ACCORDANCE WITH ABOVE SPECIFICATIONS FOR THE SUM OF:
 \$19,746.00**

PAYMENT TO BE MADE BY CASH, CHECK, CREDIT CARDS
 WILL INCUR A 2.6% CONVENIENCE CHARGE AS FOLLOWS:

35% Upon Commencement, Progressive Draws With Balance Due Upon Completion

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, natural disasters, pandemics, manufactures delays, accidents or delays beyond our control (act of God). Owner to carry fire, wind, and other necessary insurance. Our workers are fully covered by Workman’s Compensation Insurance.

AUTHORIZED
SIGNATURE:



Dan Greenling Jr
OFFER MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS.
 PRICING WILL CHANGE AFTER 30 DAYS DUE TO PROJECTED INCREASES.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

TERMS: TOTAL AMOUNT OF CONTRACT DUE & PAYABLE UPON COMPLETION. The customer agrees that the full amount of this contract is due and payable upon completion and statement rendered. If not paid within 10 days, the customer agrees to pay 1-1/2% service charge a month from the date of the statement until paid. After 30 days, if the statement is given to an attorney for collection, the customer agrees to pay attorney fee and court costs, if suit be necessary.

Date Of Acceptance

Authorized Signature

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**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

**UNAUDITED
FINANCIAL
STATEMENTS**

**BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2023**

**BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS
COMBINED BALANCE SHEET
FEBRUARY 28, 2023**

	General Funds	Debt Service Funds	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash & investments	\$2,952,957	\$ 407,807	\$ 3,360,764
Deposits	525	-	525
Accounts receivable	155,709	-	155,709
Due from other funds			
Brooks I			
General fund	-	96,133	96,133
Brooks II			
General fund	2,394	1,140,296	1,142,690
Total assets	<u>\$ 3,111,585</u>	<u>\$ 1,644,236</u>	<u>\$ 4,755,821</u>
LIABILITIES & FUND BALANCES			
Liabilities:			
Due to other funds			
Brooks I			
Debt service - series 2021	96,133	-	96,133
Brooks II			
Debt service - series 2021	105,933	-	105,933
Debt service - series 2017	1,034,363	-	1,034,363
Due to other governments			
Brooks II			
General fund	2,394	-	2,394
Due to clearing fund	23	-	23
Total liabilities	<u>1,238,846</u>	<u>-</u>	<u>1,238,846</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	155,709	-	155,709
Total deferred inflows of resources	<u>155,709</u>	<u>-</u>	<u>155,709</u>
Fund balances:			
Restricted for:			
Debt service	-	1,644,236	1,644,236
Capital outlay projects	480,652	-	480,652
Unassigned	1,236,378	-	1,236,378
Total fund balances	<u>1,717,030</u>	<u>1,644,236</u>	<u>3,361,266</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 3,111,585</u>	<u>\$ 1,644,236</u>	<u>\$ 4,755,821</u>

**BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 188,452	\$ 2,138,716	\$ 2,265,748	94%
Commons Club - share maint cost	-	-	163,749	0%
Coconut Road - cost sharing (mall contribution)	-	6,977	13,000	54%
Interest & miscellaneous	61	268	3,500	8%
Total revenues	<u>188,513</u>	<u>2,145,961</u>	<u>2,445,997</u>	88%
EXPENDITURES				
Administrative				
Supervisors	1,722	3,445	14,000	25%
Management	7,627	38,135	91,526	42%
Accounting	3,173	15,866	38,077	42%
Audit	1,500	1,500	19,000	8%
Legal	1,132	2,340	10,000	23%
Field management	3,632	18,157	43,576	42%
Engineering	9,724	43,610	30,000	145%
Engineering pickleball court expense	5,697	8,868	-	N/A
Trustee	-	-	12,900	0%
Dissemination agent	166	833	2,000	42%
Arbitrage rebate calculation	-	-	6,000	0%
Assessment roll preparation	-	27,000	26,999	100%
Telephone	87	431	1,035	42%
Postage	251	361	1,200	30%
Insurance	-	24,989	24,501	102%
Printing and binding	190	948	2,277	42%
Legal advertising	-	869	1,500	58%
Contingencies	715	1,164	3,999	29%
Annual district filing fee	-	350	350	100%
ADA website compliance	-	210	351	60%
Communication	-	-	1,000	0%
Total administrative	<u>35,616</u>	<u>189,076</u>	<u>330,291</u>	57%
Water management				
Contractual services	26,374	105,496	387,312	27%
NPDES permit	2,060	2,759	18,501	15%
Aquascaping	-	-	30,000	0%
Aeration	-	-	65,000	0%
Aeration operating supplies	3,368	15,939	35,000	46%
Culvert cleaning	-	2,781	85,000	3%
Capital outlay-lake bank erosion	-	11,440	100,000	11%
Boundary exotic removal	-	20,000	48,000	42%
Miscellaneous	-	3,477	5,000	70%
Total water management	<u>31,802</u>	<u>161,892</u>	<u>773,813</u>	21%

**BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
Lighting services				
Contractual services	-	4,182	13,000	32%
Electricity	3,618	16,959	38,000	45%
Miscellaneous	-	688	2,500	28%
Hurricane repair	-	6,981	-	N/A
Total lighting services	<u>3,618</u>	<u>28,810</u>	<u>53,500</u>	54%
Coconut Rd. & Three Oaks Parkway				
Pine straw/soil/sand	10,119	40,456	45,000	90%
Plant replacement supplies	-	-	80,000	0%
Maintenance supplies	-	4,200	29,999	14%
Electricity	62	254	500	51%
Irrigation water	16,897	39,446	110,000	36%
Electric - 41 entry feature/irrigation	1,210	3,196	10,000	32%
Contract services	-	-	8,000	0%
Irrigation repairs	-	2,399	24,999	10%
Landscape maintenance contract	123,796	312,676	714,000	44%
Irrigation management	2,100	5,250	12,600	42%
Hurricane clean up	-	173,517	-	N/A
Total Coconut Rd. & Three Oaks Parkway	<u>154,184</u>	<u>581,394</u>	<u>1,035,098</u>	56%
Coconut Road Park				
Capital outlay - lighting	8,499	21,379	10,000	214%
License fees	-	-	1,050	0%
Plant replacements	-	-	10,000	0%
Other maintenance supplies	-	-	4,000	0%
Electric	827	2,991	9,000	33%
Irrigation water	1,511	2,861	6,000	48%
Sewer/water	77	391	3,000	13%
Contract services	8,204	57,244	55,000	104%
Building R&M	-	-	5,000	0%
Landscape maint contract	4,913	37,688	92,285	41%
Hardscape repairs	1,125	2,034	10,000	20%
Lighting repairs	780	11,943	6,000	199%
Hardscape maintenance	5,720	6,469	3,999	162%
CC building landscaping	-	-	11,500	0%
Hurricane clean up	-	104,269	-	N/A
Total parks and recreation	<u>31,656</u>	<u>247,269</u>	<u>226,834</u>	109%

**BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
Other fees and charges				
Property appraiser	-	-	4,127	0%
Tax collector	-	5,175	5,331	97%
Total other fees and charges	-	5,175	9,458	55%
Total expenditures	256,876	1,213,616	2,428,994	50%
Excess/(deficiency) of revenues over/(under) expenditures	(68,363)	932,345	17,003	
Fund balances - beginning	1,785,393	784,685	688,734	
Assigned: capital outlay projects	480,652	480,652	480,652	
Unassigned	1,236,378	1,236,378	225,077	
Fund balances - ending	<u>\$ 1,717,030</u>	<u>\$ 1,717,030</u>	<u>\$ 705,737</u>	

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GENERAL FUND
FEBRUARY 28, 2023**

	Balance
ASSETS	
SunTrust	\$ 1,088,234
Centennial Bank	26,722
Finemark: MMF	29,051
Deposits	525
Accounts receivable	102,301
Total assets	\$ 1,246,833
 LIABILITIES & FUND BALANCES	
Liabilities:	
Due to other funds	
Brooks I	
Debt service - series 2021	96,133
Brooks II	
General fund	2,394
Due to clearing fund	15
Total liabilities	98,542
 DEFERRED INFLOWS OF RESOURCES	
Deferred receipts	102,301
Total deferred inflows of resources	102,301
 Fund balances:	
Reserved for:	
Capital outlay projects	315,788
Unassigned	730,202
Total fund balances	1,045,990
Total liabilities, deferred inflows of resources and fund balances	\$ 1,246,833

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 123,244	\$ 1,403,392	\$ 1,488,596	94%
Commons Club - share maint cost	-	-	107,583	0%
Coconut Road - cost sharing (mall contribution)	-	4,584	8,541	54%
Interest & miscellaneous	21	90	2,300	4%
Total revenues	<u>123,265</u>	<u>1,408,066</u>	<u>1,607,020</u>	88%
EXPENDITURES				
Administrative				
Supervisors	1,131	2,263	9,198	25%
Management	5,011	25,055	60,133	42%
Accounting	2,085	10,424	25,017	42%
Audit	985	985	12,483	8%
Legal	744	1,537	6,570	23%
Field management	2,386	11,929	28,629	42%
Engineering	6,389	28,652	19,710	145%
Engineering pickleball court expense	3,743	5,826	-	N/A
Trustee	-	-	8,475	0%
Dissemination agent	109	548	1,314	42%
Arbitrage rebate calculation	-	-	3,942	0%
Assessment roll preparation	-	17,739	17,739	100%
Telephone	57	283	680	42%
Postage	165	237	788	30%
Insurance	-	16,418	16,097	102%
Printing and binding	125	623	1,496	42%
Legal advertising	-	571	986	58%
Contingencies	468	757	2,628	29%
Annual district filing fee	-	230	230	100%
ADA website compliance	-	138	231	60%
Communication	-	-	657	0%
Total administrative	<u>23,398</u>	<u>124,215</u>	<u>217,003</u>	57%
Water management				
Contractual services	17,328	69,311	254,464	27%
NPDES permit	1,353	1,813	12,155	15%
Aquascaping	-	-	19,710	0%
Aeration	-	-	42,705	0%
Aeration operating supplies	2,213	10,472	22,995	46%
Culvert cleaning	-	1,827	55,845	3%
Capital outlay-lake bank erosion	-	7,516	65,700	11%
Boundary exotic removal	-	13,140	31,536	42%
Miscellaneous	-	2,284	3,285	70%
Total water management	<u>20,894</u>	<u>106,363</u>	<u>508,395</u>	21%

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
Lighting services				
Contractual services	-	2,748	8,541	32%
Electricity	2,377	11,142	24,966	45%
Miscellaneous	-	452	1,643	28%
Hurricane repair	-	4,586	-	N/A
Total lighting services	<u>2,377</u>	<u>18,928</u>	<u>35,150</u>	54%
Coconut Rd. & Three Oaks Parkway				
Pine straw/soil/sand	6,648	26,580	29,565	90%
Plant replacement supplies	-	-	52,560	0%
Maintenance supplies	-	2,759	19,710	14%
Electricity	41	167	329	51%
Irrigation water	11,101	25,916	72,270	36%
Electric - 41 entry feature/irrigation	795	2,100	6,570	32%
Contract services	-	-	5,256	0%
Irrigation repairs	-	1,576	16,425	10%
Landscape maintenance contract	81,334	205,428	469,098	44%
Irrigation management	1,380	3,449	8,278	42%
Hurricane clean up	-	114,001	-	N/A
Total Coconut Rd. & Three Oaks Parkway	<u>101,299</u>	<u>381,976</u>	<u>680,061</u>	56%
Coconut Road Park				
Capital outlay - lighting	5,584	14,046	6,570	214%
License fees	-	-	690	0%
Plant replacements	-	-	6,570	0%
Other maintenance supplies	-	-	2,628	0%
Electric	543	1,965	5,913	33%
Irrigation water	993	1,880	3,942	48%
Sewer/water	51	257	1,971	13%
Contract services	5,390	37,609	36,135	104%
Building R&M	-	-	3,285	0%
Landscape maint contract	3,228	24,761	60,631	41%
Hardscape repairs	739	1,336	6,570	20%
Lighting repairs	512	7,847	3,942	199%
Hardscape maintenance	3,758	4,250	2,628	162%
CC building landscaping	-	-	7,556	0%
Hurricane clean up	-	68,505	-	N/A
Total parks and recreation	<u>20,798</u>	<u>162,456</u>	<u>149,031</u>	109%

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Other fees & charges				
Property appraiser	-	-	2,711	0%
Tax collector	-	3,370	3,502	96%
Total other fees & charges	-	3,370	6,213	54%
Total expenditures	<u>168,766</u>	<u>797,308</u>	<u>1,595,853</u>	50%
Excess/(deficiency) of revenues over/(under) expenditures	(45,501)	610,758	11,167	
Fund balances - beginning	1,091,491	435,232	373,106	
Assigned: capital outlay projects	315,788	315,788	315,788	
Unassigned	730,202	730,202	68,485	
Fund balances - ending	<u>\$ 1,045,990</u>	<u>\$ 1,045,990</u>	<u>\$ 384,273</u>	

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GENERAL FUND
FEBRUARY 28, 2023**

	Balance
ASSETS	
BankUnited	\$ 101,243
SunTrust	1,655,816
Centennial Bank	51,891
Accounts receivable	53,408
Due from other funds	
Brooks II	
General Fund	2,394
Total assets	\$ 1,864,752
 LIABILITES & FUND BALANCES	
Liabilities:	
Due to other funds	
Brooks II	
Debt service - series 2017	1,034,363
Debt service - series 2021	105,933
Due to clearing fund	8
Total liabilities	1,140,304
 DEFERRED INFLOWS OF RESOURCES	
Deferred receipts	53,408
Total deferred inflows of resources	53,408
 Fund balances:	
Reserved for:	
Capital outlay projects	164,864
Unassigned	506,176
Total fund balances	671,040
 Total liabilities, deferred inflows of resources and fund balances	 \$ 1,864,752

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 65,208	\$ 735,324	\$ 777,152	95%
Commons Club - share maint cost	-	-	56,166	0%
Coconut Road - cost sharing (mall contribution)	-	2,393	4,459	54%
Interest & miscellaneous	40	178	1,201	15%
Total revenues	<u>65,248</u>	<u>737,895</u>	<u>838,978</u>	88%
EXPENDITURES				
Administrative				
Supervisors	591	1,182	4,802	25%
Management	2,616	13,080	31,393	42%
Accounting	1,088	5,442	13,060	42%
Audit	515	515	6,517	8%
Legal	388	803	3,430	23%
Field management	1,246	6,228	14,947	42%
Engineering	3,335	14,958	10,290	145%
Engineering pickleball court expense	1,954	3,042	-	N/A
Trustee	-	-	4,425	0%
Dissemination agent	57	285	686	42%
Arbitrage rebate calculation	-	-	2,058	0%
Assessment roll preparation	-	9,261	9,261	100%
Telephone	30	148	355	42%
Postage	86	124	412	30%
Insurance	-	8,571	8,404	102%
Printing and binding	65	325	781	42%
Legal advertising	-	298	515	58%
Contingencies	247	407	1,372	30%
Annual district filing fee	-	120	120	100%
ADA website compliance	-	72	120	60%
Communication	-	-	343	0%
Total administrative	<u>12,218</u>	<u>64,861</u>	<u>113,291</u>	57%
Water management				
Contractual services	9,046	36,185	132,848	27%
NPDES permit	707	946	6,346	15%
Aquascaping	-	-	10,290	0%
Aeration	-	-	22,295	0%
Aeration operating supplies	1,155	5,467	12,005	46%
Culvert cleaning	-	954	29,155	3%
Capital outlay-lake bank erosion	-	3,924	34,300	11%
Boundary exotic removal	-	6,860	16,464	42%
Miscellaneous	-	1,193	1,715	70%
Total water management	<u>10,908</u>	<u>55,529</u>	<u>265,418</u>	21%

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
Lighting services				
Contractual services	-	1,434	4,459	32%
Electricity	1,241	5,817	13,034	45%
Miscellaneous	-	236	858	28%
Hurricane repair	-	2,395	-	N/A
Total lighting services	<u>1,241</u>	<u>9,882</u>	<u>18,351</u>	54%
Coconut Rd. & Three Oaks Parkway				
Pine straw/soil/sand	3,471	13,876	15,435	90%
Plant replacement supplies	-	-	27,440	0%
Maintenance supplies	-	1,441	10,290	14%
Electricity	21	87	172	51%
Irrigation water	5,796	13,530	37,730	36%
Electric - 41 entry feature/irrigation	415	1,096	3,430	32%
Contract services	-	-	2,744	0%
Irrigation repairs	-	823	8,575	10%
Landscape maintenance contract	42,462	107,248	244,902	44%
Irrigation management	720	1,801	4,322	42%
Hurricane clean up	-	59,516	-	N/A
Total Coconut Rd. & Three Oaks Parkway	<u>52,885</u>	<u>199,418</u>	<u>355,040</u>	56%
Coconut Road Park				
Capital outlay - lighting	2,915	7,333	3,430	214%
License fees	-	-	360	0%
Plant replacements	-	-	3,430	0%
Other maintenance supplies	-	-	1,372	0%
Electric	284	1,026	3,087	33%
Irrigation water	518	981	2,058	48%
Sewer/water	26	134	1,029	13%
Contract services	2,814	19,635	18,865	104%
Building R&M	-	-	1,715	0%
Landscape maint contract	1,685	12,927	31,654	41%
Hardscape repairs	386	698	3,430	20%
Lighting repairs	268	4,096	2,058	199%
Hardscape maintenance	1,962	2,219	1,372	162%
CC building landscaping	-	-	3,945	0%
Hurricane clean up	-	35,764	-	N/A
Total parks and recreation	<u>10,858</u>	<u>84,813</u>	<u>77,805</u>	109%

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Other fees & charges				
Property appraiser	-	-	1,416	0%
Tax collector	-	1,805	1,829	99%
Total other fees & charges	-	1,805	3,245	56%
Total expenditures	<u>88,110</u>	<u>416,308</u>	<u>833,150</u>	50%
Excess/(deficiency) of revenues over/(under) expenditures	(22,862)	321,587	5,828	
Fund balances - beginning	<u>693,902</u>	<u>349,453</u>	<u>315,628</u>	
Assigned: capital outlay projects	164,864	164,864	164,864	
Unassigned	506,176	506,176	156,592	
Fund balances - ending	<u>\$ 671,040</u>	<u>\$ 671,040</u>	<u>\$ 321,456</u>	

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
DEBT SERVICE FUND SERIES 2021 (REFUNDED SERIES 2001)
FEBRUARY 28, 2023**

	Balance
ASSETS	
Due from other funds	
Brooks I	
General fund	\$ 96,133
Total assets	\$ 96,133
 LIABILITIES & FUND BALANCES	
Liabilities:	\$ -
Total liabilities	-
 Fund balances:	
Restricted for:	
Debt service	96,133
Total fund balances	96,133
 Total liabilities & fund balances	\$ 96,133

**BROOKS OF BONITA SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021 (REFUNDED SERIES 2001)
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Special assessment: on-roll	\$ 5,997	\$ 68,130	\$ 72,439	94%
Total revenues	<u>5,997</u>	<u>68,130</u>	<u>72,439</u>	94%
EXPENDITURES				
Debt service				
Principal	-	-	50,000	0%
Interest	-	9,932	20,036	50%
Total debt service	<u>-</u>	<u>9,932</u>	<u>70,036</u>	14%
Excess/(deficiency) of revenues over/(under) expenditures	5,997	58,198	2,403	
Fund balances - beginning	90,136	37,935	27,801	
Fund balances - ending	<u>\$ 96,133</u>	<u>\$ 96,133</u>	<u>\$ 30,204</u>	

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
DEBT SERVICE FUND SERIES 2017 (REFUNDED SERIES 2006)
FEBRUARY 28, 2023**

	Balance
ASSETS	
Investments:	
Revenue	\$ 120,771
Prepayment	13,056
Reserve	273,970
Interest	10
Due from other funds	
Brooks II	
General fund	1,034,364
Total assets	\$ 1,442,171
 LIABILITIES & FUND BALANCES	
Liabilities:	\$ -
Total liabilities	-
 Fund balances:	
Restricted for:	
Debt service	1,442,171
Total fund balances	1,442,171
 Total liabilities & fund balances	\$ 1,442,171

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2017 (REFUNDED SERIES 2006)
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Special assessment: on-roll	\$ 91,951	\$ 1,034,364	\$ 1,094,797	94%
Interest	1,306	5,490	-	N/A
Assessment prepayments	-	13,013	-	N/A
Total revenues	<u>93,257</u>	<u>1,052,867</u>	<u>1,094,797</u>	96%
EXPENDITURES				
Debt service				
Principal	-	-	842,000	0%
Interest	-	133,207	266,414	50%
Principal prepayment	-	1,000	-	N/A
Total debt service	<u>-</u>	<u>134,207</u>	<u>1,108,414</u>	12%
Excess/(deficiency) of revenues over/(under) expenditures	93,257	918,660	(13,617)	
Fund balances - beginning	1,348,914	523,511	518,679	
Fund balances - ending	<u>\$ 1,442,171</u>	<u>\$ 1,442,171</u>	<u>\$ 505,062</u>	

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
DEBT SERVICE FUND SERIES 2021 (REFUNDED SERIES 2003)
FEBRUARY 28, 2023**

	Balance
ASSETS	
Due from other funds	
Brooks II	
General fund	\$ 105,932
Total assets	\$ 105,932
 LIABILITIES & FUND BALANCES	
Liabilities:	\$ -
Total liabilities	-
 Fund balances:	
Restricted for:	
Debt service	105,932
Total fund balances	105,932
 Total liabilities & fund balances	\$ 105,932

**BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021 (REFUNDED SERIES 2003)
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Special assessment: on-roll	\$ 7,923	\$ 89,137	\$ 93,438	95%
Total revenues	<u>7,923</u>	<u>89,137</u>	<u>93,438</u>	95%
EXPENDITURES				
Debt service				
Principal	-	-	55,000	0%
Interest	-	16,363	32,850	50%
Total debt service	<u>-</u>	<u>16,363</u>	<u>87,850</u>	19%
Excess/(deficiency) of revenues over/(under) expenditures	7,923	72,774	5,588	
Fund balances - beginning	98,009	33,158	32,956	
Fund balances - ending	<u>\$ 105,932</u>	<u>\$ 105,932</u>	<u>\$ 38,544</u>	

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

MINUTES

DRAFT

**MINUTES OF MEETING
BROOKS OF BONITA SPRINGS & BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

The Boards of Supervisors of the Brooks of Bonita Springs & Brooks of Bonita Springs II Community Development Districts held a Joint Regular Meeting on January 25, 2023 at 1:00 p.m., at The Commons Club at The Brooks Enrichment Center, 9930 Coconut Road, Bonita Springs, Florida 34135.

Present for Brooks CDD:

James Merritt	Chair
Sandra Varnum	Vice Chair
William Stoehr	Assistant Secretary

Present for Brooks II CDD:

Joseph Bartoletti	Chair
Ken D. Gould	Vice Chair
Thomas Bertucci	Assistant Secretary
Mary O'Connor	Assistant Secretary
Lynn Buntin	Assistant Secretary

Also present:

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Dan H. Cox (via telephone)	District Counsel
Brent Burford	District Engineer
Blake Grimes	GulfScapes Landscape Management
Mark Grimes	GulfScapes Landscape Management
Ken Gallagher (via telephone)	RWA
Theresa Weinberg	The Commons Club

Residents present were:

Randy Kemnitz	Bob Mostart	Joseph Albanito
Pam & Gary Gadtz	David Garner	Michael Lepchitz

43 **FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

44

45 Mr. Adams called the meeting to order at 1:01 p.m.

46 For Brooks of Bonita Springs, Supervisors Merritt, Varnum and Stoehr were present.

47 Two seats were vacant.

48 For Brooks of Bonita Springs II, all Supervisors were present.

49

50 **SECOND ORDER OF BUSINESS** **Public Comments (*agenda items only*)**

51

52 Resident Randy Kemnitz gave statistics regarding the surge in popularity of pickleball
53 nationwide and in The Brooks. The Brooks Pickleball Club has 1,049 members and only three
54 courts. In his opinion, the community deserves first-class pickleball amenities. He responded to
55 questions about outside play, the Pickleball Club, noise complaints and outdoor lighting.

56 Resident Gary Gadtz discussed pickleball challenges, such as having to register to play
57 and wait lists.

- 58 ▪ **Administration of Oath of Office to Newly Elected Supervisors, Mary O'Connor [Seat**
59 **3], Thomas Bertucci [Seat 4] and Joseph Bartoletti [Seat 5] (*the following to be***
60 ***provided in a separate package***

61 **This item, previously the Seventh Order of Business, was presented out of order.**

62 Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath
63 of Office to Mr. Bertucci and Mr. Bartoletti. Both were already familiar with the following:

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

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

66 **C. Financial Disclosure Forms**

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

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

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

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

- 71 ▪ **Update: Pickleball Complex Project**

72 **This item, previously the Fifteenth Order of Business, was presented out of order.**

73 Mr. Gallagher provided the following update:

74 ➤ The project is on schedule.

75 ➤ With input from Mr. Merritt and Mr. Bartoletti, the plan was fine-tuned, finalized and
76 formally submitted to the Village of Estero on November 9, 2022.

77 ➤ The comments received on December 15, 2022 were technical. The Village of Estero
78 raised questions about the outdoor lighting, photometric plan, parking, ADA compliance, etc.

79 ➤ The facility plans were presented to the Village of Estero Planning Zoning Design Board
80 on January 10, 2023. The presentation addressed parking, noise and other comments.

81 ➤ With feedback from the Zoning Board, RWA modified the plans and re-submitted them
82 to the Village of Estero on January 20, 2023. A response is anticipated within 30 days.

83 ➤ Mr. Gallagher and Mr. Bartoletti conducted sound studies and strongly believe that the
84 new pickleball facility will not be in violation of the Village of Estero's noise ordinances;
85 however, if complaints are made that are documented and verified by the Village of Estero,
86 RWA will devise a noise and/or outdoor lighting mitigation plan to address those concerns.

87 Mr. Bartoletti stated the team also received feedback relative to the trees on the
88 original site plan that, based on the sun path, might put some shade in some play areas. RWA
89 adjusted the plans accordingly, by removing the trees, and resubmitted the plans to the Village
90 of Estero.

91 Mr. Merritt stated he, Mr. Bartoletti and several members of the Pickleball Club
92 attended the Zoning Board meeting. He thinks the Village of Estero will approve the project.

93 Mr. Gallagher stated it is a great project and RWA is anticipating approval by the Village
94 of Estero by the end of April or early May.

95 Discussion ensued regarding the supplemental submittal to the Village of Estero, the
96 sound study results at Hidden Lakes, the Village of Estero's noise ordinance, potential parking
97 issues and ongoing communications with the Commons Club, project costs and creating a fee
98 structure.

99 Staff will email copies of the supplemental submittal to all Board Members.

100 Resident Bob Mostart stated his Spring Run Condo is 1,000' from the project site. In his
101 opinion, noise from pickleball courts will be slight compared to the noise from vehicle traffic on
102 the main road.

103 **Mr. Gallagher left the call.**

104 **BROOKS OF BONITA SPRINGS ITEMS**

105 **THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2023-01,
Declaring a Vacancy in Seats 4 and 5 of the
Board of Supervisors Pursuant to Section
190.006(3)(b), Florida Statutes; and
Providing an Effective Date**

106
107
108
109
110

111 Mr. Adams presented Resolution 2023-01.

112

113 **On MOTION by Mr. Merritt and seconded by Mr. Stoehr, with all in favor,
114 Resolution 2023-01, Declaring a Vacancy in Seats 4 and 5 of the Board of
115 Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing
116 an Effective Date, was adopted.**

117

118

119 **FOURTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector
Candidates to Fill Seat 4 and Seat 5
Vacancies (*Terms Expire November 2026*)**

120

121

122

123 **A. David L. Garner**

124 **B. Michael Lepchitz**

125 Mr. Merritt stated he and Mr. Bartoletti were not aware of the vacancies until recently
126 and asked that Staff and Board Members alert the Chairs in advance or as soon as they are
127 aware that vacancies will occur. Two resumes were received but he feels that it is unfair that
128 the community was not properly notified so several residents who wished to be considered for
129 Board seats did not know about the openings. Mrs. Adams stated she sent Mr. Merritt a notice
130 regarding the vacancies and the lien roll on November 1, 2022, as well as a communication to
131 the HOA for an e-blast. Mr. Merritt did not recall receiving the notice.

132 Ms. Varnum and Mr. Stoehr felt that interested candidates should be given another
133 chance to submit resumes and an e-blast should go out about the vacancies. Mr. Adams stated
134 that it is possible to redo the process and suggested deferring this to the next meeting and
135 directing Staff to send another communication to the HOA to disseminate. Mr. Merritt
136 requested a written document detailing the vacancy declaration process.

137 Mr. Merritt apologized to Mr. Garner and Mr. Lepchitz.

138 Resident Joseph Alfanito asked the Board to share the evaluation criteria with the
139 community once the candidate pool is established. Mr. Merritt asked Mr. Alfanito to read his
140 questions into the record:

- 141 ➤ What is a CDD?
- 142 ➤ What is the CDD's primary source of revenue?
- 143 ➤ What are the principal activities of the CDD?
- 144 ➤ Does the CDD go out of existence after a time period?
- 145 ➤ Has the Brooks CDD benefitted the Brooks? If so, how?
- 146 ➤ What is the Sunshine Law and how does it impact the CDD's Supervisors?

147 Discussion ensued regarding the questions, the selection criteria and a nomination
148 committee.

149 This item was deferred to the March meeting.

150

151 **FIFTH ORDER OF BUSINESS**

**Administration of Oath of Office to Newly
Appointed Supervisors (*the following to be
provided in a separate package*)**

152

153

154

155 This item was deferred.

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

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

158 **C. Financial Disclosure Forms**

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

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

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

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

163

164 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02,
Designating Certain Officers of the District,
and Providing for an Effective Date**

165

166

167

168 This item was deferred.

169

170 **BROOKS OF BONITA SPRINGS II ITEMS**

171 **SEVENTH ORDER OF BUSINESS**

Administration of Oath of Office to Newly Elected Supervisors, Mary O'Connor [Seat 3], Thomas Bertucci [Seat 4] and Joseph Bartoletti [Seat 5] (the following to be provided in a separate package

172
173
174
175
176
177

This item was addressed following the Second Order of Business.

178

179 **EIGHTH ORDER OF BUSINESS**

Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

180
181
182

183 Mr. Adams presented Resolution 2023-02. Mr. Bartoletti nominated the following slate
184 of officers:

185	Joseph Bartoletti	Chair
186	Thomas Bertucci	Vice Chair
187	Chuck Adams	Secretary
188	Mary O'Connor	Assistant Secretary
189	Ken D. Gould	Assistant Secretary
190	Lynn Buntin	Assistant Secretary
191	Craig Wrathell	Assistant Secretary
192	Craig Wrathell	Treasurer
193	Jeff Pinder	Assistant Treasurer

194 No other nominations were made.

195

On MOTION by Mr. Bartoletti and seconded by Mr. Bertucci, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

196
197
198
199
200

201 **JOINT BUSINESS ITEMS**

202 **NINTH ORDER OF BUSINESS**

Landscape Report: *GulfScapes Landscape Management Services*

203
204
205

- **Irrigation Reports**

206 **A. Meter Usage by Clock**

207 **B. Year-Over-Year Water Usage**

208 The irrigation reports were included for informational purposes.

209 The following was reported:

210 ➤ The cool temperatures have slowed growth.

211 ➤ Hardwood trimming is underway.

212 ➤ Staff is working on dry spots, irrigation-wise.

213 ➤ Old or existing flowers will be pulled the week of February 20th and new flowers are
214 scheduled to be installed on March 1, 2023.

215 Discussion ensued about hardwood trimming, Federal Emergency Management Agency
216 (FEMA) reimbursement, the HOA, loss assessment coverage and homeowners' insurance.

217

218 **TENTH ORDER OF BUSINESS**

**Update: Delinquent Payments from
Coconut Point Mall**

219

220

221 Mr. Cox stated Staff was able to collect 23% of the delinquent payments and he expects
222 to receive another 24% by the end of January or early February and the balance by the March
223 meeting.

224 Mr. Cox responded to questions about the original amount owed, total outstanding
225 amount, \$8,000 amount collected, interest billing and whether there is a payment schedule.

226

227 **ELEVENTH ORDER OF BUSINESS**

**Discussion/Review of Proposed Capital
Improvement Plan and Costs**

228

229

230 Mr. Adams presented a spreadsheet titled "2023 CIP Budget and Per Unit Costs
231 Estimator" outlining the projects in the Brooks and a few proposals and bid results. A 10%
232 contingency is applied to each project. He reviewed the current estimated costs, annual
233 financing costs, annual costs per unit and cost per unit over a loan term of five years.

234 Discussion ensued regarding the pickleball court operation and maintenance, shared
235 costs, Village of Estero approval of the pickleball project, a phased approach, reducing the CIP
236 amount for sidewalk replacement, the emergency gate and placing root barriers on the
237 sidewalks.

238 Mr. Burford will provide a proposal for the sidewalk project.

239 Mr. Adams will include the sidewalk project on the next agenda.

240

241 **TWELFTH ORDER OF BUSINESS**

**Consideration of Award of Contract for
Lake Bank Restoration**

242

243

244 Mr. Willis presented the Memorandum outlining the results of the Lake Bank
245 Restoration pre-bid meeting, including a financial tabulation and bid analysis.

246

247 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.**
248 **Varnum, with all in favor, awarding the Lake Bank Restoration contract to**
249 **Anchor Marine Services, was approved.**

250

251

252 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by**
253 **Mr. Bertucci, with all in favor, awarding the Lake Bank Restoration contract to**
254 **Anchor Marine Services, was approved.**

255

256

257 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of Award of Contract for
Landscape Renovations**

258

259

260 Mrs. Adams presented the Memorandum outlining the results of the pre-bid meeting
261 for the Landscape Enhancement Renovations contract, including a financial tabulation and bid
262 analysis.

263 Mr. Merritt noted GulfScapes positive performance for the past four years.

264

265 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.**
266 **Varnum, with all in favor, awarding the Landscape Enhancement Renovations**
267 **contract to GulfScapes of Southwest Florida, was approved.**

268

269

270 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by**
271 **Ms. O'Connor, with all in favor, awarding the Landscape Enhancement**
272 **Renovations contract to GulfScapes of Southwest Florida, was approved.**

273

274

275 In response to a Board Member’s question, a GulfScapes representative explained the
276 scope of work of the Landscape Enhancement Renovations project.

277 Discussion ensued regarding plant material, water conservation, shade areas, new sod
278 and a meeting with the Village of Estero.

279

280 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of GulfScapes Landscape
Management Services Proposal #3457 for
Enrichment Center Club Entrance**

281

282

283

284

285 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.**
286 **Varnum, with all in favor, GulfScapes Landscape Management Services**
287 **Proposal #3457 for the Enrichment Center Club Entrance, was approved.**

288

289

290 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by**
291 **Mr. Gould, with all in favor, GulfScapes Landscape Management Services**
292 **Proposal #3457 for the Enrichment Center Club Entrance, was approved.**

293

294

295 Discussion ensued regarding the exact location of the beautification project and a cost-
296 share agreement with the Commons Club.

297

298 **FIFTEENTH ORDER OF BUSINESS**

Update: Pickleball Complex Project

299

300 This item was addressed following the Second Order of Business.

301

302 **SIXTEENTH ORDER OF BUSINESS**

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

303

304

305 Mr. Adams presented the Unaudited Financial Statements as of December 31, 2022. He
306 responded to questions regarding the “Commons Club – share maint cost” line item at 0%,
307 “Engineering” line item at 96%, “Capital outlay – lighting” line item at 130%, a reserve account
308 for hurricane damage and a year-end true-up.

309 Mr. Adams will separate the RWA/pickleball project from the District Engineer’s
310 expenditures and prepare and present a year-end true-up at the next meeting.

311 The financials were accepted.

312

313 **SEVENTEENTH ORDER OF BUSINESS**

**Approval of October 26, 2022 Joint Regular
Meeting Minutes**

314

315

316 Mr. Merritt presented the October 26, 2022 Joint Regular Meeting Minutes.

317 Mr. Bartoletti referred to Line 432 and stated that Mr. Adams confirmed that another
318 nomination was made, in addition to Ms. Buntin.

319 The following change was made:

320 Line 432: Insert "Mr. Bartoletti nominated Mr. Woessner" before "No other
321 nominations were made.

322

323 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.
324 Varnum, with all in favor, the October 26, 2022 Joint Regular Meeting Minutes,
325 as amended, were approved.**

326

327

328 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by
329 Mr. Gould, with all favor, the October 26, 2022 Joint Regular Meeting Minutes,
330 as amended, were approved.**

331

332

333 **EIGHTEENTH ORDER OF BUSINESS**

Staff Reports

334

335 **A. District Counsel: *Dan Cox, Esquire***

336 There was no report.

337 **B. District Engineer: *Johnson Engineering, Inc.***

338 Mr. Burford stated he was informed that the South Florida Water Management District
339 (SFWMD) approved a permit for an easement.

340 Mr. Burford will visit Copperleaf with Mr. Bartoletti.

341 **C. Field Operations: *Wrathell, Hunt and Associates, LLC***

342 • **Monthly Status Report – Field Operations**

343 The Field Operations Report was included for informational purposes.

344 **D. District Manager: *Wrathell, Hunt and Associates, LLC***

345 • **NEXT MEETING DATE: March 25, 2023 at 1:00 p.m.**

346 ○ **QUORUM CHECK – BROOKS OF BONITA SPRINGS**

347 ○ **QUORUM CHECK – BROOKS OF BONITA SPRINGS II**

348 The next meeting will be held on March 25, 2023. It was noted that the meeting must
349 adjourn by 3:00 p.m.

350

351 **NINETEENTH ORDER OF BUSINESS**

Supervisors' Requests

352

353 Mr. Gould stated that a trip hazard on a walking path was reported and asked Staff to
354 investigate the area. Mr. Willis will install signage and cones and close off the walkway.

355

356 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.**
357 **Varnum, with all in favor, closing the walking path for trip hazard repairs, was**
358 **approved.**

359

360

361 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by**
362 **Ms. O'Connor, with all favor, closing the walking path for trip hazard repairs,**
363 **was approved.**

364

365

366 **TWENTIETH ORDER OF BUSINESS**

**Public Comments (*non-agenda items, only;*
four (4)-minute time limit)**

367

368

369 There were no public comments

370

371 **TWENTY-FIRST ORDER OF BUSINESS**

Adjournment

372

373

374 **On MOTION for Brooks of Bonita Springs by Mr. Merritt and seconded by Ms.**
375 **Varnum, with all in favor, the meeting adjourned at 3:13 p.m.**

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377

378 **On MOTION for Brooks of Bonita Springs II by Mr. Bartoletti and seconded by**
379 **Mr. Gould, with all in favor, the meeting adjourned at 3:13 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

385 **FOR BROOKS OF BONITA SPRINGS:**

386

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390 _____
Secretary/Assistant Secretary

_____ Chair/Vice Chair

391

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393 **FOR BROOKS OF BONITA SPRINGS II:**

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395

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398 _____
Secretary/Assistant Secretary

_____ Chair/Vice Chair

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

**STAFF
REPORTS
C**



Wrathell, Hunt and Associates, LLC

TO: Brooks of Bonita Springs I & II CDD Board of Supervisors
FROM: Shane Willis – Operations Manager
DATE: March 22, 2023
SUBJECT: Status Report – Field Operations

Enrichment Center Projects:

- Playground mat repairs: Staff continues to contact vendors for these repairs, the company that installed and made previous repairs no longer service the west coast of Florida.
- Interactive Fountain Repairs: As approved by the Board in July 2022; all necessary repairs were completed during the month of November. Total cost \$27,481.00
- Windscreens: Received and delivered on Tuesday, March 15th.
- Sun Shades: Material ordered February 20, 2023, delivery and production could take approximately 15 weeks.
- Ice Machine: Sourcing vendors for a replacement.

Aquatics & Wetlands:

- Lake Bank Restoration Projects: Phase 1 (Lakes 9, 11, 63, 129, & 142) of this 4 Phase project began 2/7/2023. Phase 1 will take about 8 weeks; entire project will take approximately -10 months to complete, HOAs have been notified.
- Littoral Planting Projects: Littorals will be installed during the rainy season -of each lake bank restoration. Once littorals are planted the District Engineer will schedule a city inspection, Phase 2 will begin after Phase 1 passes inspection.
- I-75 Berm Maintenance Program: March and June are the remaining maintenance dates for current year. Pebble Point to be completed four times per year with the entire berm being completed two times per year. This includes treatment of invasive/exotics and line trimming. Current annual cost \$17,208.00

Landscape Activities:

- Medjool & Royal Palms will be treated for nutrient deficiencies and insect & disease control in the June timeframe.
- Flower install was completed March 1, 2023.
- Annual cutbacks to commence Monday, April 10th; immediately following Easter Sunday.

Cane Toad Report for February:

- Copperleaf – Removed approximately 430 adult cane toads, next visit March 16 & 17 2023.
- Shadow Wood – Removed approximately 300 adult cane toads, next visit March 13 – 15 2023.
- Lighthouse Bay – Removed approximately 40 adult cane toads, next visit March 13 & 14 2023.
- Spring Run – Removed approximately 250 adult cane toads, next visit March 15 & 16 2023.

Tadpole removal will begin with the next visit as mating season begins.

Sidewalk Repairs: As previously approved by the Board, the Root Barrier project will be completed by March 31, 2023. Total Cost: \$159,750.00.

Note: As discussed at last month's meeting; Staff has requested a proposal from Collier Paving to repair and overlay the asphalt as well as review and repair all concrete areas with a ¾ inch or greater: Three Oaks Parkway from Williams Road to Imperial Parkway/LHB; as well as Coconut Road from 41 to LHB entry.

**BROOKS OF BONITA SPRINGS
&
BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

**STAFF
REPORTS
D**

**BROOKS OF BONITA SPRINGS AND BROOKS OF BONITA SPRINGS II
COMMUNITY DEVELOPMENT DISTRICTS**

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 JOINT MEETING SCHEDULE

LOCATION

The Commons Club at The Brooks Enrichment Center, 9930 Coconut Road, Bonita Springs, Florida 34135

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 26, 2022	Regular Meeting	1:00 PM
January 25, 2023*	Regular Meeting	1:00 PM
March 22, 2023	Regular Meeting	1:00 PM
April 26, 2023	Regular Meeting	1:00 PM
July 26, 2023	Regular Meeting	1:00 PM
August 23, 2023	Public Hearing & Regular Meeting <i>adoption of Fiscal Year 2024 budget</i>	1:00 PM

**January 25, 2023 Meeting must end by 3PM*