

**VERANDAH WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

October 12, 2016

Verandah West Community Development District

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889

October 5, 2016

Board of Supervisors
Verandah West Community Development District

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

Dear Board Members:

A Regular Meeting of the Verandah West Community Development District's Board of Supervisors will be held on **Wednesday, October 12, 2016 at 1:30 p.m.**, at the **Verandah Sales Office, 11571 Verandah Blvd., Ft. Myers, Florida 33905**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments [**3 minutes per person**]
3. Acceptance of Unaudited Financial Statements as of August 31, 2016
4. Approval of **August 10, 2016** Public Hearing and Regular Meeting Minutes
5. Other Business
6. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
7. Supervisors' Requests
8. Adjournment

Should you 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

CONFERENCE ID: 8593810

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2016**

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2016**

	<u>Major Funds</u>		Total Governmental Funds
	<u>General</u>	<u>Debt Service Series 2013</u>	
ASSETS			
Cash (SunTrust)	\$ 97,691	\$ -	\$ 97,691
Investments			
Revenue account	-	319,501	319,501
Reserve account	-	448,350	448,350
Undeposited funds	3,023	-	3,023
Due from other governments	2,384	-	2,384
Total assets	<u>\$ 103,098</u>	<u>\$ 767,851</u>	<u>\$ 870,949</u>
LIABILITIES			
Accounts payable	<u>\$ 5,473</u>	<u>\$ -</u>	<u>\$ 5,473</u>
Total liabilities	<u>5,473</u>	<u>-</u>	<u>5,473</u>
Fund balances:			
Restricted for:			
Debt service	-	767,851	767,851
Unassigned	97,625	-	97,625
Total fund balances	<u>97,625</u>	<u>767,851</u>	<u>865,476</u>
Total liabilities and fund balances	<u>\$103,098</u>	<u>\$ 767,851</u>	<u>\$ 870,949</u>

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED AUGUST 31, 2016**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on-roll	\$ -	\$ 163,853	\$ 162,073	101%
Special assessment: off-roll	4,513	33,255	36,279	92%
Settlement	-	3,000	-	N/A
Interest & miscellaneous	4	83	318	26%
Total revenue	<u>4,517</u>	<u>200,191</u>	<u>198,670</u>	101%
EXPENDITURE				
Professional & administrative				
Supervisor fees	530	1,590	2,648	60%
Management and accounting	5,518	60,699	66,181	92%
Audit	2,689	7,579	7,573	100%
Legal	-	5,845	5,296	110%
Field management	934	10,274	11,208	92%
Engineering	-	3,320	2,648	125%
Trustee	-	2,374	5,296	45%
Dissemination agent	365	4,020	4,385	92%
Arbitrage	-	-	1,589	0%
Assessment roll preparation	-	12,720	12,711	100%
Telephone	34	376	410	92%
Postage	79	170	397	43%
Insurance	-	6,278	6,901	91%
Printing & binding	72	784	855	92%
Legal advertising	527	892	1,324	67%
Office expenses and supplies	-	50	132	38%
Website	-	680	265	257%
Contingencies	49	567	794	71%
Annual district filing fee	-	185	185	100%
Total professional & admin	<u>10,797</u>	<u>118,403</u>	<u>130,798</u>	91%
Water management				
Contractual services	5,086	49,634	60,906	81%
Aquascaping	-	169	2,648	6%
Contingencies	18	258	530	49%
Total water management	<u>5,104</u>	<u>50,061</u>	<u>64,084</u>	78%

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED AUGUST 31, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Other fees and charges				
Property appraiser	-	777	1,256	62%
Tax collector	-	1,146	2,532	45%
Total other fees & charges	<u>-</u>	<u>1,923</u>	<u>3,788</u>	51%
Total expenditures	<u>15,901</u>	<u>170,387</u>	<u>198,670</u>	86%
 Excess/(deficiency) of revenues over/(under) expenditures	 (11,384)	 29,804	 -	
 Fund balances - beginning	 <u>109,009</u>	 <u>67,821</u>	 <u>82,658</u>	
Fund balances - ending	<u>\$ 97,625</u>	<u>\$ 97,625</u>	<u>\$ 82,658</u>	

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND 202 - SERIES 2013
FOR THE PERIOD ENDED AUGUST 31, 2016**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ -	\$ 818,957	\$ 815,309	100%
Special assessment: off-roll	-	435,262	435,192	100%
Interest income	4	48	-	N/A
Total revenues	<u>4</u>	<u>1,254,267</u>	<u>1,250,501</u>	100%
EXPENDITURES				
Debt service				
Principal	-	555,000	555,000	100%
Prepayment	-	5,000	-	N/A
Interest	-	695,575	695,700	100%
Total debt service	<u>-</u>	<u>1,255,575</u>	<u>1,250,700</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	4	(1,308)	(199)	
Fund balances - beginning	<u>767,847</u>	<u>769,159</u>	<u>753,251</u>	
Fund balances - ending	<u>\$ 767,851</u>	<u>\$ 767,851</u>	<u>\$ 753,122</u>	

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

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A Public Hearing and Regular Meeting of the Verandah West Community Development District's Board of Supervisors was held on **Wednesday, August 10, 2016 at 1:30 p.m.**, at the **Verandah Sales Office, 11571 Verandah Blvd., Ft. Myers, Florida 33905.**

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Present and constituting a quorum were:

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Jeffrey Jordan	Chair
Susie McIntyre	Vice Chair
Donald Newman	Assistant Secretary
Paul Zampiceni	Assistant Secretary
Gerald Baldwin	Assistant Secretary

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Also present were:

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Chuck Adams	District Manager
Cleo Crismond	Assistant Regional Manager
Dave Robson	District Engineer
Alyssa Cameron <i>(via telephone)</i>	District Counsel
Tony Grau <i>(via telephone)</i>	Grau & Associates

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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

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Mr. Adams called the meeting to order at 1:30 p.m., and noted, for the record, that all Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Presentation of Audited Financial Report
for Fiscal Year Ended September 30,
2015, Prepared by Grau & Associates**

Mr. Tony Grau, of Grau & Associates, presented the Audited Financial Report for Fiscal Year 2015. The "Independent Auditor's Report", on Pages 1 and 2, reflected a clean or unmodified opinion. The Report was the same as Fiscal Year 2014; there was nothing in addition that required explanation. "Management's Discussion Analysis", on Page 3, recapped

43 the activity during Fiscal Year 2015. The “Net Position” table, on Page 4, compared Fiscal Years
 44 2015 and 2014. The “Changes in Net Position” table, on Page 5, showed that “Total revenues”
 45 were about the same and “Total expenses” were about \$39,000 lower in Fiscal Year 2015 than in
 46 Fiscal Year 2014, which increased the “Change in Net Position” by about the same \$39,000.
 47 Pages 7 and 8 contained the detailed “Statement of Net Position” and “Statement of Activities”.
 48 Page 9 contained the “Balance Sheet” of the “General” and “Debt Service” funds, with a “Total
 49 fund balances” of \$67,821 in the “General” fund and \$769,159 in the “Debt Service” fund. Page
 50 11 contained the “Statement of Revenues, Expenditures, and Changes in Fund Balances” for the
 51 “General” and “Debt Service” funds. The “Notes 5 - to Financial Statements”, on Pages 13
 52 through 20 were, essentially, the same for Fiscal Year 2015 as in Fiscal Year 2014. “Note 5 -
 53 Capital Assets”, on Page 18 showed a “Governmental activities capital assets net” of
 54 approximately \$10.6 million. ”Note 6 - Long Term Liabilities (Continued)”, on Page 19, showed
 55 activities related to the Series 2013 bonds; \$530,000 was paid in Fiscal Year 2015 and
 56 \$14,945.000 was still owed on the bond. The “Independent Auditor’s Report on Internal Control
 57 Over Financial Reporting and on Compliance and Other Matters”, on Pages 23 and 24,
 58 “Independent Auditor’s Report on Compliance with the Requirements of Section 218.415,
 59 Florida Statutes”, on Page 25 and the “Management Letter” on Page 26, reflected no findings.

DRAFT

61 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-4,
 Accepting the Audited Financial Report
 for the Fiscal Year Ended September 30,
 2015**

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 66 Mr. Adams presented Resolution 2016-4 for the Board’s consideration.

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68 **On MOTION by Mr. Jordan and seconded by Mr.
 69 Newman, with all in favor, Resolution 2016-4, Accepting the
 70 Audited Financial Report for the Fiscal Year Ended
 71 September 30, 2015, was adopted.**

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 74 **FIFTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
 Objections on Adoption of Fiscal Year
 2016/2017 Budget**

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 78 **A. Proof of Publication**

79 Mr. Adams presented the proof of publication for today’s Public Hearing and Regular
80 Meeting.

81 **B. Consideration of Resolution 2016-5, Relating to the Annual Appropriations and**
82 **Adopting the Budget for the Fiscal Year Beginning October 1, 2016, and Ending**
83 **September 30, 2017**
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85 Mr. Adams presented Resolution 2016-5 for the Board’s consideration. There were no
86 changes to the proposed Fiscal Year 2017 budget, since the last iteration, at the May meeting.
87 The “Combined Assessment Summary”, on Page 2, reflected the proposed assessments for Fiscal
88 Year 2017, with slight reductions from Fiscal Year 2016.

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

90 No members of the public spoke.

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

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**On MOTION by Mr. Jordan and seconded by Mr. Newman,
with all in favor, Resolution 2016-5 Relating to the Annual
Appropriations and Adopting the Budget for the Fiscal Year
Beginning October 1, 2016, and Ending September 30, 2017,
was adopted.**

100 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-6,
Making a Determination of Benefit;
Imposing Special Assessments; Providing
for the Collection and Enforcement of
Special Assessments, Including But Not
Limited to Penalties and Interest
Thereon; Certifying an Assessment Roll;
Providing for Amendments to the
Assessment Roll**

110 Mr. Adams presented Resolution 2016-6 for the Board’s consideration. The Resolution
111 takes into consideration the budget, just adopted, the appropriation levels, approves the
112 assessment levels, identifies that the benefit of the assessments being levied, per the budget, are
113 appropriate. Assessments could be collected using the uniform method, which would be on-roll,
114 on the property tax bills for units that have end-users living in them and for platted units.
115 Unplatted units are billed off-roll, directly to the developer.

116 Mr. Jordan pointed out reference to Exhibit "A" and Exhibit "B" and that they were not
117 attached. Mr. Adams stated Exhibit "A" was the budget that was just adopted and Exhibit "B"
118 was the lien roll, which would identify all of the units that would go on the property tax bills,
119 those that would be directly billed and the property that the District owns, which would not be
120 subject to an assessment; it identified all of the folios within the boundaries of the Districts.

121

On MOTION by Mr. Baldwin and seconded by Mr. Zampiceni, with all in favor, Resolution 2016-6, Making a Determination of Benefit; Imposing Special Assessments; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll, was adopted.

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SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2016-7, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017

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135 Mr. Adams presented Resolution 2016-7 for the Board's consideration. Fiscal Year 2017
136 commences October 1, 2016 and runs through September 30, 2017. Meetings would be held on
137 October 12, 2016 and the remainder of the meetings would be revised to January 11, May 10 and
138 August 9, 2017.

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On MOTION by Mr. Jordan and seconded by Mr. Jordan, with all in favor, Resolution 2016-7, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017, as amended, was adopted.

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EIGHTH ORDER OF BUSINESS

Update: Qualified Candidates for November 8, 2016 General Election

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A. Seat 1: No Qualified Candidates

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B. Seat 3: No Qualified Candidates

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C. Seat 5: No Qualified Candidates

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Mr. Adams stated Seats 1, 3 and 5 would be up for election at the November 8, 2016 General Election. According to the Supervisor of Elections website, no one qualified for those seats; however, Mr. Baldwin, the incumbent, did qualify for Seat 5, unopposed, during the

155 prequalifying period. Mr. Adams stated that the current terms of Seats 1, 3 and 5 would expire
 156 on November 22, the second Tuesday, following the election. Since no one qualified for Seats 1
 157 and 3, the current Board Members would remain in those seats. At the January meeting, the
 158 Board may appoint each Board Member, previously in the Seat, to the new term of those Seats.
 159 Ms. Cameron confirmed the process described by Mr. Adams. The first item in January would
 160 be for the Board to consider appointing the incumbents to the new terms for those Seats. The
 161 Board Members’ terms would continue until elected out, resignation or appointment of a
 162 replacement. Although the terms of those Seats officially end the second Tuesday, following the
 163 election, because no one qualified to fill the Seats, the remaining Board Members would appoint
 164 Supervisors to those Seats, for the next term.

165

166 **NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of June 30, 2016**

168 **DRAFT**
 169 Mr. Adams presented the Unaudited Financial Statements as of June 30, 2016. There
 170 were no red flags. Assessment revenue collections were at 101%, which was typical, as the
 171 CDD budgets a 4% discount for early payment, resulting in a little extra revenue. Off-roll
 172 assessments are billed on a quarterly schedule, which is why the collections were at 75%. Off-
 173 roll collections would be received during the final quarter of Fiscal Year 2016. Expenses were
 174 on-target. Regarding the “Debt Service” fund, the principal and interest payments were made by
 175 May 1, 2016. There was a prepayment, likely due to a prepayment during a closing, so the
 176 District had excess revenues.

177

178 **TENTH ORDER OF BUSINESS**

**Approval of May 11, 2016 Regular
Meeting Minutes**

180
 181 Mr. Adams presented the May 11, 2016 Regular Meeting Minutes and asked for any
 182 additions, deletions or corrections. The following changes were made:

183 Line 14: Change “Douglas Sinnard” to “Gerry Baldwin”

184 Line 28: Delete “Sinnard”

185

186 **On MOTION by Mr. Jordan and seconded by Mr. Newman,**
 187 **with all in favor, the May 11, 2016 Regular Meeting Minutes,**
 188 **as amended, were approved.**
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190 **ELEVENTH ORDER OF BUSINESS** **Other Business**

191

192 A Board Member was contact by a homeowner, in Hammock Creek, and wanted to know
193 what is proper or improper as far as carrying on conversations. Mr. Adams advised the Board to
194 feel free to have conversations with constituents but to also feel free to state that this matter is
195 probably best handled by the District Manager and Staff because it is of a technical nature. Mr.
196 Rob Schneider, the resident, wanted more water in the pond. Ms. Crismond mentioned that there
197 was a little money available, in that line item, and some littorals were planted but that was as
198 good as it was going to get.

199 Mr. Adams stated that, two to three years ago, there was a very rainy late summer and
200 water was starting to puddle up in the backyards in that location, to the point where it was
201 threatening Mr. Schneider’s pool cage and maybe a neighbor’s pool cage, as well. After
202 investigation of the elevation on that control structure, in that pond, it was actually 6” higher than
203 it could have been; it was not out of compliance but it could have been 6” lower. A contractor
204 modified the structure; essentially, cutting it down 6”. Last year, it was not as big of an issue, as
205 there was a wetter than normal dry season. This year, there was a dry season, once January
206 passed, which was wetter than normal, the land dried out during spring and the water table
207 dropped. There was also construction in the area that drew down the water table, through
208 dewatering efforts, causing unsightly exposed lake banks. The plants would help mask the banks
209 but the water table cannot be controlled.

210 Discussion ensued regarding the elevation, potential flooding issues if water was too
211 high, etc. Mr. Robson stated that the control structure was constructed, as permitted. Lake
212 banks would adjust, over time, especially with plantings. Ms, Crismond stated that there would
213 always be rises and falls.

214 Regarding Mr. Schneider’s comments to the Board Member about the water being brown,
215 ugly and mossy because it was not deep enough, Mr. Adams stated the brown water was due to
216 turbidity, which could occur if there was a large rain event, particularly in the late spring or early
217 summer, when the water level is still low, and there is not a good population of plants to slow
218 down water runoff from lawns. As runoff hits the soil, it carries sediment into the pond and stirs
219 it up, which cause it to become brown. Plants help lessen this. Regarding “moss”, if it is green,
220 it would probably be algae. LakeMasters Aquatic Weed Control, Inc., (LakeMasters), would
221 treat the algae and, generally, it would go away within a few days. Mr. Adams explained that
222 Mr. Schneider believed the water was stagnant with a single pond discharging into the

223 conservation but all of the ponds are going to be stagnant at low water periods. If the water is not
224 overflowing the control structure, whether it is one pond or six ponds that are all inter-connected,
225 the water is not flowing.

226 Ms. McIntrye asked about the catch basins, Mr. Adams stated that the catch basin were,
227 generally, part of the road except when an interconnecting pipe, between two lakes, which
228 crosses a road and inlets are installed on the pipe crossing the road. In response to Ms.
229 McIntrye’s question of how to address the matter of catch basins, Mr. Adams stated that it would
230 be a matter for the Association Manager. Ms. Crismond would provide the contact information.
231 Century was the Association Manager for that subdivision. Ms. McIntyre stressed that everyone
232 in the community must stop littering the catch basins. Mr. Adams mentioned that dog walkers
233 dispose of bags of waste in the ponds and around the community.

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235 **TWELFTH ORDER OF BUSINESS**

Staff Reports

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237 **A. Attorney**

238 Mr. Adams mentioned that Staff was still working through the consent order on the
239 discharge into the Orange River. The District submitted some modifications and the document
240 was sent back and left out some of the things that the District wanted, particularly, that the
241 District did not want the consent order to indicate that the District was responsible, rather, that
242 the District has control over the property that the discharge traveled across and that the District
243 was part of the equation to correct the situation, along with the builder. Hopefully, the wording
244 issues would be resolved within the next week, or so, and it would be finalized. Mr. Adams
245 stated that the builder has been involved all the way through this process, took total
246 responsibility and would reimburse the District for the costs that it incurred, in terms of the cost
247 of going through this process, as well as the actual administrative fine, through the South Florida
248 Water Management District (SFWMD), as well as SFWMD’s administrative time. The
249 SFWMD’s total cost was approximately \$3,500 or \$3,700. The builders would also pay District
250 Counsel’s fees. The builder has been very good and wanted to continue to do business in the
251 District.

252 **B. District Engineer**

253 There being nothing additional to report the next item followed.

254 **C. District Manager**

255 There being nothing additional to report the next item followed.

256 **THIRTEENTH ORDER OF BUSINESS** **Supervisors' Requests**

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258 There being no Supervisors' requests, the next item followed.

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260 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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262 There being no further business to discuss, the meeting adjourned.

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264 **On MOTION by Mr. Newman and seconded by Ms. McIntyre,**
265 **with all in favor, the meeting adjourned at approximately 2:04**
266 **p.m.**

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DRAFT
[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT