

**VERANDAH WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**REGULAR MEETING  
AGENDA**

**January 10, 2018**

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

January 3, 2018

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, January 10, 2018 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. Updates: Lake F
4. Acceptance of Unaudited Financial Statements as of November 30, 2017
5. Approval of October 11, 2017 Regular Meeting Minutes
6. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - i. NEXT MEETING DATE: May 9, 2018 at 1:30 P.M.
      - Accept Fiscal Year 2017 Audited Financial Report
      - Approve Fiscal Year 2018/2019 Proposed Budget
7. Supervisors' Requests
8. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



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  
NOVEMBER 30, 2017**

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2017**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2013	
<b>ASSETS</b>			
Cash (SunTrust)	\$370,019	\$ -	\$ 370,019
Investments			
Revenue account	-	93,803	93,803
Reserve account	-	448,350	448,350
Due from general fund	-	260,214	260,214
Due from other governments	3,729	-	3,729
Total assets	<u>\$373,748</u>	<u>\$ 802,367</u>	<u>\$ 1,176,115</u>
<b>LIABILITIES</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 5,086	\$ -	\$ 5,086
Due to debt service fund	260,214	-	260,214
Due to other governments	5,465	-	5,465
Total liabilities	<u>270,765</u>	<u>-</u>	<u>270,765</u>
<b>Fund balances:</b>			
Restricted for:			
Debt service	-	802,367	802,367
Unassigned	102,983	-	102,983
Total fund balances	<u>102,983</u>	<u>802,367</u>	<u>905,350</u>
Total liabilities and fund balances	<u>\$373,748</u>	<u>\$ 802,367</u>	<u>\$ 1,176,115</u>

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on-roll	\$ 51,817	\$ 51,817	\$ 161,193	32%
Special assessment: off-roll	1,481	2,963	36,084	8%
Interest & miscellaneous	3	6	317	2%
Total revenue	<u>53,301</u>	<u>54,786</u>	<u>197,594</u>	28%
<b>EXPENDITURE</b>				
<b>Professional &amp; administrative</b>				
Supervisor fees	-	633	2,638	24%
Management and accounting	5,494	10,987	65,924	17%
Audit	-	-	7,544	0%
Legal	-	-	5,276	0%
Field management	930	1,861	11,165	17%
Engineering	965	965	2,638	37%
Trustee	2,836	2,836	5,276	54%
Dissemination agent	364	728	4,368	17%
Arbitrage	396	396	1,583	25%
Assessment roll preparation	-	-	12,661	0%
Telephone	34	68	409	17%
Postage	75	75	264	28%
Insurance	-	6,376	6,874	93%
Printing & binding	71	142	851	17%
Legal advertising	251	251	791	32%
Office expenses and supplies	-	-	132	0%
Website	-	325	633	51%
Contingencies	53	105	791	13%
Annual district filing fee	-	185	185	100%
Total professional & admin	<u>11,469</u>	<u>25,933</u>	<u>130,003</u>	20%
<b>Water management</b>				
Contractual services	5,508	5,508	60,669	9%
Aquascaping	-	-	2,638	0%
Contingencies	835	835	528	158%
Total water management	<u>6,343</u>	<u>6,343</u>	<u>63,835</u>	10%

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED NOVEMBER 30, 2017**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees and charges</b>				
Property appraiser	-	-	1,238	0%
Tax collector	642	642	2,518	25%
Total other fees & charges	<u>642</u>	<u>642</u>	<u>3,756</u>	17%
Total expenditures	<u>18,454</u>	<u>32,918</u>	<u>197,594</u>	17%
 Excess/(deficiency) of revenues over/(under) expenditures	 34,847	 21,868	 -	
 Fund balances - beginning	 <u>68,136</u>	 <u>81,115</u>	 <u>72,255</u>	
Fund balances - ending	<u>\$ 102,983</u>	<u>\$ 102,983</u>	<u>\$ 72,255</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 NOVEMBER 30, 2017**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Special assessment: on-roll	\$ 259,985	\$ 259,985	\$ 815,309	32%
Special assessment: off-roll	87,612	87,612	436,776	20%
Interest income	411	802	-	N/A
Total revenues	<u>348,008</u>	<u>348,399</u>	<u>1,252,085</u>	28%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	605,000	0%
Interest	322,250	322,250	650,050	50%
Total debt service	<u>322,250</u>	<u>322,250</u>	<u>1,255,050</u>	26%
Excess/(deficiency) of revenues over/(under) expenditures	25,758	26,149	(2,965)	
Fund balances - beginning	776,609	776,218	771,211	
Fund balances - ending	<u>\$ 802,367</u>	<u>\$ 802,367</u>	<u>\$ 768,246</u>	

1 **MINUTES OF MEETING**  
2 **VERANDAH WEST**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 A Regular Meeting of the Verandah West Community Development District’s Board of  
6 Supervisors was held on Wednesday, October 11, 2017 at 1:30 p.m., at the Verandah Sales  
7 Office, 11571 Verandah Blvd., Ft. Myers, Florida 33905.  
8

9 **Present and constituting a quorum were:**  
10

11		
12	Gerald Baldwin	Assistant Secretary
13	Donald Newman	Assistant Secretary
14	Paul Zampiceni	Assistant Secretary
15	Jeffrey Jordan	Chair
16		
17		

18 **Also present were:**  
19

20	Chuck Adams	District Manager
21	Cleo Adams	Assistant Regional Manager
22	Robert Rebey	Wrathell, Hunt and Associates, LLC
23	Alyssa C. Willson ( <i>via telephone</i> )	District Counsel
24	Dave Robson	District Engineer
25	Mallory Clancy	Johnson Engineering, Inc.
26		
27		

28 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

29  
30 Mr. Adams called the meeting to order at 1:30 p.m. Supervisors Baldwin, Newman and  
31 Zampiceni were present, in person. Supervisor Jordan was not present at roll call. Supervisor  
32 McIntyre was not present.  
33

34 **SECOND ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

35  
36 There being no public comments, the next item followed.  
37

38 **THIRD ORDER OF BUSINESS**

**Discussion: Hurricane Irma Recovery**

39  
40 Mr. Adams stated that the District suffered minor damage from the storm, such as a few  
41 downed trees in the Preserve, which caused small debris to collect in the catch basins and control  
42 structures. The contractor was on site several times to check these structures and remove any



43 debris that could obstruct the flow. There was no damage to the control structures and the  
44 drainage system operated as expected.

45 Regarding whether the District or the homeowner was responsible for repairs to property  
46 damaged during any high wind or named storm event, Mr. Adams stated that the District’s  
47 position was consistent with the opinions of District Counsel, Florida Law and case law. If a tree  
48 located on CDD property fell onto private property, it would be the property owner’s  
49 responsibility to remove the tree and repair damages up to the property line, unless prior to the  
50 storm, the CDD was notified of the defective tree and its potential to cause damage. Similarly, if  
51 a tree located on the homeowner’s property fell onto CDD property, it would be The District’s  
52 responsibility to remove the tree and debris and repair damages to the shared property line. The  
53 District’s position was explained to property owners impacted by the storm and most were  
54 understanding.

55 ***\*\*\* Mr. Jordan arrived at the meeting at 1:32 p.m.\*\*\****

56 In response to a question of whether downed trees go back into the preserve and were not  
57 being removed, Mrs. Adams clarified the District’s position; if a tree was down on a resident’s  
58 property, it would be the resident’s responsibility to have it removed. Residents are not allowed  
59 to place the tree debris in the Preserve; however, if a downed tree is on CDD property, it would  
60 be dropped in the Preserve.

61 A question was raised regarding whether the District was responsible to repair an opened  
62 storm sewer manhole, resting half off its concrete pipe, on the South end of the Boardwalk,  
63 between Lakeview and Pebblebrook, possibly in the Preserve. In response to a question of  
64 whose responsibility it was to remove downed trees from a lake, Mr. Adams replied that the  
65 District was responsible and would cut it at the water’s edge and pull the tree out of the water.

66 Mrs. Adams stated the opened storm sewer manhole was not located on District property.  
67 Mr. and Mrs. Adams would visit the other sites and confirm whether they were on District  
68 property.

70 **FOURTH ORDER OF BUSINESS**

**Updates: Lake F**

71  
72 Mr. Robson distributed and presented his October 4, 2017 Memorandum, which  
73 answered the letter that Mr. Rod Schneider, a resident, read at the August meeting and requested  
74 a formal response. Mr. Schneider requested repairs to the berm abutting his property along Lake  
75 F.

76 1. Request to repair berm back to its designed height.

77 Response to Item 1: Mr. Robson stated water levels did not rise from the recent storm and  
78 showed no impact to the structural integrity of the berm. At this time, no repairs were necessary.  
79 If, in the future, examining the performance of the lake over time or permit changes were  
80 proposed, that would be the time to consider berm repairs.

81 2. Request to raise exit levels in Lake F after the berm is repaired.

82 Response to Item 2: To clarify Mr. Schneider's discussions about raising the exit levels in  
83 Lake F, Mr. Robson stated that, without performing the monitoring and acquiring data to  
84 determine what to do, there is nothing to do at this time.

85 3. Request to perform a feasibility study regarding implementation of Method 2 (page 7 and  
86 page 10), report of 2/13/17 "Restoring Lake F to Ecological Balance" by Rod Schneider.

87 Response to Item 3: Method 2 would result in Lake F being connected to all of  
88 Verandah's lake system. Mr. Schneider's request to perform a feasibility study also showed that  
89 sections of the April 6, 2017 Memorandum were mixed between Methods 2 and 3. Mr.  
90 Schneider's point, requesting the Board to consider connecting Lake F to the other lakes, was  
91 understood; however, Mr. Robson's process differed from Mr. Schneider's. Mr. Robson stated  
92 that the April 6, 2017 Memorandum had a simpler way to connect that lake. The process would  
93 not require nearly the amount of study; however, it would require a permit change for any  
94 change. It would not be an easy task; expected costs could exceed \$200,000, with approximately  
95 \$190,000 for construction and \$15,000 to \$20,000 for permitting costs.

96 Mr. Robson stated that this was his professional opinion of what was done and what  
97 should be done.

98 Discussion ensued regarding the potential effects to the lake in the wet and dry seasons, if  
99 the lake was raised 6". Mr. Robson recalled that the monitoring process was already approved;  
100 however, the contract was not yet initiated, which gives the Board the opportunity to reconsider.  
101 Monitoring data may or may not lead to anything, as factors could influence the outcome. Mr.  
102 Robson expected the data to show the lake would not rise to the top but it might dip back into the  
103 model, with the rise and fall of rain events, evaporation and other factors. It could be changed to  
104 where the water quality component is reduced, as well as the overflow continuation slot, which  
105 would cause the lake, in the wet season, to stay up longer without rising or lowering, and then  
106 make that slot smaller by changing it from 8" to 3" round, which would slow the drawdown of  
107 the lake.

108 It was noted that, if the study did not produce a solution, the benefit would be that it  
 109 would confirm, to those residents affected, that nothing could be done. Questions pertaining to  
 110 the cost to monitor the lake and if it would be money well-spent were asked. Mr. Robson stated  
 111 the cost was approximately \$23,000, which was included in the agenda. It was suggested that  
 112 the District send a letter to Mr. Schneider including the District Engineer’s proposal to conduct  
 113 the study. Mr. Adams suggested that the letter ask whether any of his nine neighbors had any  
 114 interest in continuing the study and if they would be willing to split the monitoring cost.

115 Mr. Robson voiced his opinion that, even if the data supported the change to the control  
 116 structure and a permit was approved, the potential of having an extended, slightly worse than  
 117 normal dry season, the situation could potentially remain the same; he could not promise the  
 118 issue would go away. Mr. Adams requested a motion to authorize transmittal of the District  
 119 Engineer’s response and proposal, as well as a cover letter asking if the residents still desired to  
 120 continue with the data monitoring project discussed and, if so, the District requests that those  
 121 residents fund it.

**On MOTION by Mr. Zampiceni and seconded by Mr. Jordan, with all in favor, authorizing transmittal of the District Engineer’s Response and Proposal, including a cover letter requesting Mr. Schneider’s group fund the project, if they were interested to continue with the previously discussed monitoring, was approved.**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2017**

131 Mr. Adams presented the Unaudited Financial Statements as of August 31, 2017.  
 132 Assessment revenue collections were at 102% and expenditures were at 88%.

**SIXTH ORDER OF BUSINESS**

**Approval of August 9, 2017 Public Hearing and Regular Meeting Minutes**

137 Mr. Adams presented the August 9, 2017 Public Hearing and Regular Meeting Minutes  
 138 and asked for any additions, deletions or corrections. The following changes were made:

139 Line 179: Change “A Board Member” to “Mr. Schneider”

140 Line 167: Change “A Board Member” to “Mr. Baldwin”

**On MOTION by Mr. Newman and seconded by Mr. Jordan, with all in favor, the August 9, 2017 Public Hearing and Regular Meeting Minutes, as amended, were approved.**

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Engineer**

There being nothing further to report, the next item followed.

**C. District Manager**

**i. NEXT MEETING DATE: January 10, 2018 at 1:30 pm.**

Mr. Adams stated the next meeting will be held on January 10, 2018 at 1:30 p.m., at this location.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

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

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

**On MOTION by Mr. Baldwin and seconded by Mr. Newman, with all in favor, the meeting adjourned at 1:50 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

DRAFT