

**VERANDAH WEST
COMMUNITY DEVELOPMENT
DISTRICT**

January 13, 2021

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

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 6, 2021

Board of Supervisors
Verandah West Community Development District

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

Dear Board Members:

The Board of Supervisors of the Verandah West Community Development District will hold a Regular Meeting on January 13, 2021 at 1:30 p.m., or immediately thereafter the adjournment of the Verandah East Community Development District meeting, at the Verandah Sales Office, 11571 Verandah Boulevard., Ft. Myers, Florida 33905. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments [3 minutes per person]
3. Administration of Oath of Office to Newly Elected Supervisors, Jeffrey Jordan [SEAT 1], Lorie St. Lawrence [SEAT 3] and Gerald Baldwin [SEAT 5] *(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
4. Consideration of Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Verandah West Community Development District, and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of November 30, 2020
6. Approval of August 12, 2020 Virtual Public Hearing and Meeting Minutes

7. Staff Reports

- A. District Counsel: *Hopping Green & Sams, P.A.*
- B. District Engineer: *Johnson Engineering, Inc.*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: May 12, 2021 at 1:30 P.M.
 - QUORUM CHECK

Jeffrey Jordan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Susie McIntyre	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Lorie St. Lawrence	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Paul Zampiceni	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Gerald Baldwin	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

8. Supervisors' Requests

9. 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

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RESOLUTION 2021-01

A RESOLUTION DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE VERANDAH WEST COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Verandah West Community Development District (“District”) is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Lee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint the below-recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VERANDAH WEST COMMUNITY DEVELOPMENT DISTRICT:

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

Chesley (Chuck) E. Adams, Jr. is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Craig Wrathell is appointed Assistant Secretary

Craig Wrathell is appointed Treasurer

Jeff Pinder is appointed Assistant Treasurer

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

Adopted this 13th day of January, 2021.

ATTEST:

**VERANDAH WEST COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT

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**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2020**

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2020**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2013	
ASSETS			
Cash (SunTrust)	\$358,053	\$ -	\$ 358,053
Investments			
Revenue account	-	607	607
Reserve account	-	448,350	448,350
Prepayment	-	24,317	24,317
Due from general fund	-	217,256	217,256
Undeposited funds	1,596	-	1,596
Due from other governments	4,778	-	4,778
Total assets	<u>\$ 364,427</u>	<u>\$ 690,530</u>	<u>\$ 1,054,957</u>
LIABILITIES			
Liabilities:			
Due to debt service fund	\$217,256	\$ -	\$ 217,256
Due to other governments	6,298	-	6,298
Total liabilities	<u>223,554</u>	<u>-</u>	<u>223,554</u>
Fund balances:			
Restricted for:			
Debt service	-	690,530	690,530
Unassigned	140,873	-	140,873
Total fund balances	<u>140,873</u>	<u>690,530</u>	<u>831,403</u>
Total liabilities and fund balances	<u>\$364,427</u>	<u>\$ 690,530</u>	<u>\$ 1,054,957</u>

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on-roll	\$ 47,747	\$ 47,747	\$ 197,991	24%
Special assessment: off-roll	1,596	3,192	19,155	17%
Interest & miscellaneous	1	2	337	1%
Total revenue	<u>49,344</u>	<u>50,941</u>	<u>217,483</u>	23%
EXPENDITURE				
Professional & administrative				
Supervisor fees	-	-	3,936	0%
Management and accounting	5,818	11,673	70,262	17%
Audit	-	-	8,378	0%
Legal	-	-	5,623	0%
Field management	985	1,977	11,899	17%
Engineering	309	309	2,811	11%
Trustee	-	-	5,623	0%
Dissemination agent	386	774	4,656	17%
Arbitrage	-	-	1,687	0%
Assessment roll preparation	-	-	13,495	0%
Telephone	36	72	436	17%
Postage	-	-	281	0%
Insurance	-	7,266	7,326	99%
Printing & binding	75	151	908	17%
Legal advertising	361	361	843	43%
Office expenses and supplies	-	-	141	0%
Website	-	-	793	0%
Contingencies	57	110	225	49%
ADA website compliance	-	-	843	0%
Annual district filing fee	-	196	197	99%
Total professional & admin	<u>8,027</u>	<u>22,889</u>	<u>140,363</u>	16%
Water management				
Contractual services	5,362	5,362	64,662	8%
Aquascaping	-	-	2,811	0%
Utilities	-	-	1,687	0%
Contingencies	28	28	3,374	1%
Total water management	<u>5,390</u>	<u>5,390</u>	<u>72,534</u>	7%

**VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year to Date	Budget	% of Budget
Other fees and charges				
Property appraiser	-	-	938	0%
Tax collector	637	637	3,094	21%
Total other fees & charges	<u>637</u>	<u>637</u>	<u>4,032</u>	16%
Total expenditures	<u>14,054</u>	<u>28,916</u>	<u>216,929</u>	13%
Excess/(deficiency) of revenues over/(under) expenditures	35,290	22,025	554	
Fund balances - beginning	105,583	118,848	112,655	
Fund balances - ending	<u>\$ 140,873</u>	<u>\$ 140,873</u>	<u>\$ 113,209</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, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ 217,256	\$ 217,256	\$ 912,866	24%
Special assessment: off-roll	-	76,412	334,856	23%
Interest income	5	8	-	N/A
Total revenues	<u>217,261</u>	<u>293,676</u>	<u>1,247,722</u>	24%
EXPENDITURES				
Debt service				
Principal	-	-	675,000	0%
Interest	283,350	283,350	566,700	50%
Total debt service	<u>283,350</u>	<u>283,350</u>	<u>1,241,700</u>	23%
Excess/(deficiency) of revenues over/(under) expenditures	(66,089)	10,326	6,022	
Fund balances - beginning	756,619	680,204	676,201	
Fund balances - ending	<u>\$ 690,530</u>	<u>\$ 690,530</u>	<u>\$ 682,223</u>	

VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT

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DRAFT

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

The Board of Supervisors of the Verandah West Community Development District held a Virtual Public Hearing and Meeting on August 12, 2020 at 1:30 p.m., immediately after the adjournment of the Verandah East Community Development District meeting, via Zoom, at <https://us02web.zoom.us/j/82446166686>, and 1-929-205-6099, Meeting ID 824 4616 6686.

Present were:

Jeffrey Jordan	Chair
Susie McIntyre	Vice Chair
Gerald Baldwin	Assistant Secretary
Paul Zampiceni	Assistant Secretary
Lorie St. Lawrence	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Tammie Smith	Operations Manager
Alyssa Willson	District Counsel
Brent Burford	District Engineer
Raquel McIntosh	Grau & Associates

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mrs. Adams called the meeting to order at 1:37 p.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s Executive Orders which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District’s website.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

40 There being no public comments, the next item followed.

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42 **THIRD ORDER OF BUSINESS** **Presentation of Audited Financial Report**
 43 **for Fiscal Year Ended September 30, 2019,**
 44 **Prepared by Grau & Associates**
 45

46 Ms. McIntosh presented the Audited Financial Report for Fiscal Year Ended September
 47 30, 2019, noting the relevant information that could be found on each page. She concluded that
 48 there were no findings or instances of non-compliance; it was a clean audit.

49

50 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2020-08,**
 51 **Hereby Accepting the Audited Financial**
 52 **Report for the Fiscal Year Ended**
 53 **September 30, 2019**
 54

55 Mr. Adams presented Resolution 2020-08.

56

57 **On MOTION by Mr. Baldwin and seconded by Mr. Zampiceni, with all in favor,**
 58 **Resolution 2020-08, Hereby Accepting the Audited Financial Report for the**
 59 **Fiscal Year Ended September 30, 2019, was adopted.**

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62 **FIFTH ORDER OF BUSINESS** **Public Hearing Adoption of Fiscal Year**
 63 **2020/2021 Budget**
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65 **A. Proof/Affidavit of Publication**

66 The affidavit of publication was included for informational purposes.

67 **B. Consideration of Resolution 2020-09, Relating to the Annual Appropriations and**
 68 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2020 and Ending**
 69 **September 30, 2021; Authorizing Budget Amendments; and Providing an Effective**
 70 **Date**

71 Mrs. Adams reviewed the Fiscal Year 2021 budget line item increases, decreases and
 72 adjustments over the Fiscal Year 2020 budget and discussed the reasons for any changes.

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

74 No members of the public spoke.

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

76 Mr. Adams presented Resolution 2020-09.

77

<p>78 On MOTION by Ms. St. Lawrence and seconded by Ms. McIntyre, with all in</p> <p>79 favor, Resolution 2020-09, Relating to the Annual Appropriations and Adopting</p> <p>80 the Budgets for the Fiscal Year Beginning October 1, 2020 and Ending</p> <p>81 September 30, 2021; Authorizing Budget Amendments; and Providing an</p> <p>82 Effective Date, was adopted.</p>
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85 **SIXTH ORDER OF BUSINESS**

86 **Consideration of Resolution 2020-10,**

87 **Making a Determination of Benefit and**

88 **Imposing Special Assessments for Fiscal**

89 **Year 2020/2021; Providing for the**

90 **Collection and Enforcement of Special**

91 **Assessments; Including but not Limited to**

92 **Penalties and Interest Thereon; Certifying**

93 **an Assessment Roll; Providing for**

94 **Amendments to the Assessment Roll;**

95 **Providing a Severability Clause; and**

96 **Providing an Effective Date**

97 Mrs. Adams presented Resolution 2020-10 and read the title.

98

<p>99 On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor,</p> <p>100 Resolution 2020-10, Making a Determination of Benefit and Imposing Special</p> <p>101 Assessments for Fiscal Year 2020/2021; Providing for the Collection and</p> <p>102 Enforcement of Special Assessments; Including but not Limited to Penalties and</p> <p>103 Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to</p> <p>104 the Assessment Roll; Providing a Severability Clause; and Providing an Effective</p> <p>105 Date, was adopted.</p>

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108 **SEVENTH ORDER OF BUSINESS**

109 **Consideration of Resolution 2020-11,**

110 **Designating Dates, Times and Locations for**

111 **Regular Meetings of the Board of**

112 **Supervisors of the District for Fiscal Year**

113 **2020/2021 and Providing for an Effective**

114 **Date**

115 Mrs. Adams presented Resolution 2020-11.

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On MOTION by Mr. Jordan and seconded by Ms. St. Lawrence, with all in favor, Resolution 2020-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date, was adopted.

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EIGHTH ORDER OF BUSINESS

Qualified Elector Candidates for the 2020 General Election Cycle

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- A. Seat 1: Jeffrey P. Jordan**
- B. Seat 3: Lorie L. St. Lawrence**
- C. Seat 5: Gerald L. Baldwin**

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The qualified elector candidate information for the 2020 General Election was included for informational purposes.

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NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2020

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Mrs. Adams presented the Unaudited Financial Statements as of June 30, 2020. The Financials were accepted.

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TENTH ORDER OF BUSINESS

Approval of May 13, 2020 Virtual Public Hearing and Meeting Minutes

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Mrs. Adams presented the May 13, 2020 Virtual Public Hearing and Meeting Minutes.

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On MOTION by Mr. Mr. Zampiceni and seconded by Mr. Jordan, with all in favor, the May 13, 2020 Virtual Public Hearing and Meeting Minutes, as presented, were approved.

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ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Hopping Green & Sams, P.A.***

Ms. Willson stated that the Governor extended the waiver on in-person meetings until October 1st. Updates of any subsequent extensions would be provided.

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

154 There being no report, the next item followed.

155 **C. District Manager: *Wrathell, Hunt & Associates, LLC***

156 Mrs. Adams reported a minor fish kill in a pond on River Ridge Court. Staff arranged to
157 have the fish removed later today, via boat.

158 Mr. Zampiceni asked who is responsible for tree removal on Idlewild, as two large oak
159 trees on the east side and one on the west side require immediate attention. Mrs. Adams
160 stated that the HOA and/or the resident is responsible. She asked Mr. Zampiceni to forward an
161 email and attach the photographs of the oak trees and she would contact the property
162 manager.

163

164 **TWELFTH ORDER OF BUSINESS**

Supervisors' Requests

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

167

168 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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

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172 **On MOTION by Mr. Zampiceni and seconded by Mr. Jordan, with all in favor,**
173 **the meeting adjourned at 1:55 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

VERANDAH WEST
COMMUNITY DEVELOPMENT DISTRICT

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VERANDAH WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE		
LOCATION		
<i>Verandah Sales Office, 11571 Verandah Blvd., Fort Myers, Florida 33905</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 14, 2020 CANCELED	Regular Meeting	1:30 P.M.*
January 13, 2021	Regular Meeting	1:30 P.M.*
May 12, 2021	Regular Meeting	1:30 P.M.*
August 11, 2021	Public Hearing & Regular Meeting	1:30 P.M.*

Exception

***Meeting Time:** *Meetings are expected to commence at 1:30 P.M., or immediately thereafter the adjournment of the meeting of the Verandah East CDD, scheduled to commence at 1:00 P.M.*