

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

The Board of Supervisors of the Verandah West Community Development District held a Regular Meeting on January 12, 2022 at 2:00 p.m., at 11390 Palm Beach Blvd., First Floor, Fort Myers, Florida 33905.

Present were:

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

Also present were:

Chuck Adams (via telephone)	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Brent Burford	District Engineer
Susan Shields	Verandah East CDD Resident/VCA Board Member
Lynne Pietrzyk	VCA General Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mrs. Adams called the meeting to order at 2:19 p.m. Supervisors Jordan, Zampiceni, Baldwin and Lawrence were present. Supervisor McIntyre was attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

No members of the public spoke.

THIRD ORDER OF BUSINESS

Continued Discussion: CDD Ownership and Maintenance of Property

- A. Discussion:/Update: Agreement Between the Verandah West Community Development District and Verandah Community Association, Inc., for Facility Management, Operation and Maintenance Services**

Ms. Willson stated this Agreement would be tabled. Extended discussions occurred with the Developer and the VCA representative. An updated Agreement reflecting recent discussions is being prepared. The District Engineer is preparing exhibits to accurately describe the wall, which primarily affects the Verandah East CDD (VECDD). An Agreement solidifying the various CDD maintenance responsibilities should be presented at the next meeting. VECDD asked for a delegate of their Board to attend and participate in meetings with the VCA. The consensus was that Mr. Baldwin would serve as the delegate for the Verandah West CDD (VWCDD).

B. Consideration of Conveyance Documents

I. Bill of Sale - Winding River

Ms. Willson presented the Bill of Sale for Tracts C-1, LK-1 and LK-2 of Winding River, Parcel 102, as described in Exhibit A.

Mr. Burford stated C-1 is a conservation tract and the LK tracts are lake tracts.

Discussion ensued and a map depicting the locations of the tracts was consulted.

On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the Winding River Bill of Sale, was approved.

II. Release of License Agreement

Ms. Willson recommended tabling this to the next meeting and considering it in conjunction with Item 3A.

III. Special Warranty Deed to CDD (Royal Palm)

Ms. Willson presented the Special Warranty Deed for Tract L of Royal Palm as described in Exhibit A. Mr. Burford stated Tract L is a lake tract in the Winding River neighborhood.

Discussion ensued and a map depicting the location of the tract was consulted.

On MOTION by Mr. Baldwin and seconded by Mr. Jordan, with all in favor, the Special Warranty Deed for Royal Palm, was approved.

IV. Special Warranty Deed to CDD (Winding River, Parcel 102)

Ms. Willson presented the Special Warranty Deed for Tracts C-1, LK-1 and LK-2 of Winding River, Parcel 102 as described in Exhibit A.

On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the Special Warranty Deed for Winding River, Parcel 102, was approved.

V. Bill of Sale - Royal Palm

Ms. Willson presented the Bill of Sale for Tract L of Royal Palm, described in Exhibit A.

On MOTION by Mr. Baldwin and seconded by Mr. Jordan, with all in favor, the Bill of Sale for Royal Palm, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021

Mrs. Adams presented Resolution 2022-01. Mr. Adams presented the proposed amended Fiscal Year 2021 budget. As some line items were nearly at budget, amending the Fiscal Year 2021 budget was recommended to avoid the possibility of an audit finding if any journal entry adjustments may cause an issue.

On MOTION by Mr. Zampiceni and seconded by Mr. Jordan, with all in favor, Resolution 2022-01, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Johnson Engineering, Inc., Stormwater Management Needs Analysis Proposal

Mr. Burford presented the Johnson Engineering, Inc., proposal for preparation and submittal of the Stormwater Management Needs Analysis Report.

On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the Johnson Engineering, Inc., proposal for preparation of the Stormwater Management Needs Analysis Report, in a not to exceed amount of \$8,450, was approved.

Ratification of HGS Transition Letter

- **Kutak Rock LLP Retention and Fee Agreement**

Ms. Willson presented the joint letter by Hopping Green & Sams and Kutak Rock, LLP and the Kutak Rock Retention and Fee Agreement, previously executed by the Chair.

On MOTION by Mr. Jordan and seconded by Ms. St. Lawrence, with all in favor, engagement of Kutak Rock, LLP, for District Counsel Services, and the Retention and Fee Agreement, were approved.

SEVENTH ORDER OF BUSINESS

**Discussion: Statutory Changes from 2021
Legislative Session**

A. Wastewater and Stormwater Needs Analysis

This item was addressed during the Fifth Order of Business.

B. Prompt Payment Policies

- **Consideration of Resolution 2022-02 Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Ms. Willson presented Resolution 2022-02 and discussed new legislation making it necessary for the CDD to implement prompt payment policies for construction contracts.

On MOTION by Mr. Baldwin and seconded by Mr. Zampiceni, with all in favor, Resolution 2022-02 Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of November 30, 2021**

Mrs. Adams presented the Unaudited Financial Statements as of November 30, 2021. The financials were accepted.

NINTH ORDER OF BUSINESS

**Approval of October 13, 2021 Regular
Meeting Minutes**

Mrs. Adams presented the October 13, 2021 Regular Meeting Minutes.

The following changes were made:

Line 23: Insert “/VCA Board Member” after “Resident”

Line 24: Change “Dietrich” to “Pietrzyk”

Line 24: Change “Board Member” to “General Manager”

On MOTION by Mr. Jordan and seconded by Mr. Baldwin, with all in favor, the October 13, 2021 Regular Meeting Minutes, as amended, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

There was no report.

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

There was no report.

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

A Board Member stated it appears that several areas were not turned over to the CDD, including a lake in Cottonwood Bend and a nature area in Pebble Brook. Mr. Burford stated he would research the matter.

Mrs. Adams stated that Mr. Moore requested copies of the CDD’s recent Florida Power & Light (FPL) invoices in order to address discrepancies. The invoices, which were approximately \$11 monthly, would be researched and updates would be provided.

- **NEXT MEETING DATE: May 11, 2022 at 2:00 P.M.**
 - **QUORUM CHECK**

All Supervisors confirmed their attendance at the May 11, 2022 meeting.

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests

There were no Supervisors’ requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the meeting adjourned at 2:39 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair