

**VERANDAH WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**October 12, 2022**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

**VERANDAH WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

**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**

October 5, 2022

<b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Board of Supervisors  
Verandah West Community Development District

Dear Board Members:

The Board of Supervisors of the Verandah West Community Development District will hold a Regular Meeting on October 12, 2022 at 2:00 p.m., at 11390 Palm Beach Blvd., First Floor, Fort Myers, Florida 33905. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments [3 minutes per person]
3. Consideration of Johnson Engineering, Inc., Fee Modification
4. Acceptance of Unaudited Financial Statements as of August 31, 2022
5. Approval of August 10, 2022 Public Hearing and Regular Meeting Minutes
6. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *Johnson Engineering, Inc.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: January 11, 2023 at 2:00 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

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**

**PARTICIPANT CODE: 709 724 7992**

**VERANDAH WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3**



September 2, 2022

Mr. Chuck Adams, District Manager  
Verandah West CDD  
c/o Wrathell, Hunt & Associates  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, Florida 34135

*Delivered via [adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)*

Re: Johnson Engineering, Inc. - New Rate Schedule

Dear Mr. Adams and Board of Supervisors:

Like many firms, we try to absorb increased expenses on a yearly basis but rising labor, health care, home and fuel costs have exceeded everyone's expectations, especially here in Southwest Florida. Revising our rates has also become necessary for us to retain and attract employees with the level of professional expertise that you have come to expect from us.

Attached is our new rate schedule that went into effect on August 9, 2022. Our master contract allows us to take a fee modification before the Board once a year. We believe our new rates continue to remain competitive with that of other top-tier consulting firms. We would appreciate it if this could be addressed at the next Board Meeting in October for a January 1, 2023, start date. You may want to attach these new rates to your Professional Services Agreement with us for future reference.

After 75 years, our firm's focus remains the same and that is your satisfaction. Your project is important to us and if there is anything we can do better to help you, please let us know.

Very truly yours,

JOHNSON ENGINEERING, INC.

**Andrew D Tilton** Digitally signed by Andrew D Tilton  
Date: 2022.09.02 16:47:15 -04'00'

Andrew D. Tilton  
For the Firm

Attachment  
ADT/mfc  
20023311-010



**PROFESSIONAL SERVICES  
HOURLY RATE SCHEDULE  
August 9, 2022**

**Professional**

9	\$300
8	\$245
7	\$225
6	\$200
5	\$175
4	\$160
3	\$150
2	\$125
1	\$115

**Technician**

6	\$165
5	\$140
4	\$120
3	\$100
2	\$80
1	\$70

**Administrative**

3	\$95
2	\$85
1	\$70

**Field Crew**

4-Person	\$245
3-Person	\$210
2-Person	\$165

**Field Equipment**

*Field Equipment on Separate Schedule*

**Expert Witness** \$400

**Reimbursable Expenses  
and Sub-Consultants** Cost + 10%

**Construction Engineering and Inspection  
(CEI Services)**

CEI Services Manager	\$185
CEI Senior Project Administrator	\$165
CEI Project Administrator	\$150
Contract Support Specialist	\$125
Senior Inspector	\$115
CEI Inspector III	\$105
CEI Inspector II	\$95
CEI Inspector I	\$85
Compliance Specialist	\$95
CEI Inspector's Aide	\$70

**VERANDAH WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**



**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
AUGUST 31, 2022**

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2022**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2013	
<b>ASSETS</b>			
Cash (SunTrust)	\$127,722	\$ -	\$ 127,722
Investments			
Revenue account	-	203,499	203,499
Reserve account	-	448,350	448,350
Prepayment	-	14,823	14,823
Due from other governments	5,861	-	5,861
Deposits	57	-	57
Total assets	\$ 133,640	\$ 666,672	\$ 800,312
<b>LIABILITIES</b>			
<b>Liabilities:</b>			
Due to other governments	\$ 6,298	\$ -	\$ 6,298
Total liabilities	6,298	-	6,298
<b>Fund balances:</b>			
Restricted for:			
Debt service	-	666,672	666,672
Unassigned	127,342	-	127,342
Total fund balances	127,342	666,672	794,014
Total liabilities and fund balances	\$133,640	\$ 666,672	\$ 800,312

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED AUGUST 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on-roll	\$ -	\$ 199,028	\$ 197,985	101%
Special assessment: off-roll	3,192	15,962	19,154	83%
Interest & miscellaneous	1	23	337	7%
Total revenue	<u>3,193</u>	<u>215,013</u>	<u>217,476</u>	99%
<b>EXPENDITURE</b>				
<b>Professional &amp; administrative</b>				
Supervisor fees	450	4,379	3,936	111%
Management and accounting	5,855	64,407	70,262	92%
Audit	-	8,378	8,378	100%
Legal	267	7,599	5,623	135%
Field management	992	10,907	11,899	92%
Engineering	663	15,256	2,811	543%
Engineering - stormwater reporting	-	7,500	-	N/A
Trustee	-	3,003	5,623	53%
Dissemination agent	388	4,268	4,656	92%
Arbitrage	-	562	1,687	33%
Assessment roll preparation	-	13,409	13,495	99%
Telephone	36	400	436	92%
Postage	5	648	281	231%
Insurance	-	7,521	7,478	101%
Printing & binding	76	832	908	92%
Legal advertising	526	1,168	843	139%
Office expenses and supplies	-	201	141	143%
Website	-	-	793	0%
Contingencies	46	557	225	248%
ADA website compliance	118	118	843	14%
Annual district filing fee	-	196	197	99%
Total professional & admin	<u>9,422</u>	<u>151,309</u>	<u>140,515</u>	108%
<b>Water management</b>				
Contractual services	5,362	55,402	64,662	86%
Aquascaping	-	-	2,811	0%
Utilities	-	1,364	1,687	81%
Contingencies	-	886	2,811	32%
Total water management	<u>5,362</u>	<u>57,652</u>	<u>71,971</u>	80%

**VERANDAH WEST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED AUGUST 31, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees and charges</b>				
Property appraiser	-	491	938	52%
Tax collector	-	1,695	3,094	55%
Total other fees & charges	-	2,186	4,032	54%
Total expenditures	<u>14,784</u>	<u>211,147</u>	<u>216,518</u>	98%
 Excess/(deficiency) of revenues over/(under) expenditures	 (11,591)	 3,866	 958	
 Fund balances - beginning	 <u>138,933</u>	 <u>123,476</u>	 <u>114,391</u>	
Fund balances - ending	<u>\$ 127,342</u>	<u>\$ 127,342</u>	<u>\$ 115,349</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, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ -	\$ 910,111	\$ 912,866	100%
Special assessment: off-roll	-	334,047	334,046	100%
Assessment prepayments	13,450	55,394	-	N/A
Interest income	595	1,137	-	N/A
Total revenues	<u>14,045</u>	<u>1,300,689</u>	<u>1,246,912</u>	104%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	700,000	700,000	100%
Prepayment	-	70,000	-	N/A
Interest	-	538,575	538,700	100%
Total debt service	<u>-</u>	<u>1,308,575</u>	<u>1,238,700</u>	106%
Excess/(deficiency) of revenues over/(under) expenditures	14,045	(7,886)	8,212	
Fund balances - beginning	<u>652,627</u>	<u>674,558</u>	<u>666,248</u>	
Fund balances - ending	<u>\$ 666,672</u>	<u>\$ 666,672</u>	<u>\$ 674,460</u>	

**VERANDAH WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

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

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The Board of Supervisors of the Verandah West Community Development District held a Public Hearing and Regular Meeting on August 10, 2022 at 2:00 p.m., at 11390 Palm Beach Blvd., First Floor, Fort Myers, Florida 33905.

**Present were:**

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

**Also present were:**

Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Brent Burford	District Engineer
David Caplivski	Grau & Associates
Brittany Perez	Verandah Community Association Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mrs. Adams called the meeting to order at 2:10 p.m. Supervisors Jordan, Zampiceni and Baldwin were present. Supervisor St. Lawrence attended via telephone. Supervisor McIntyre was not present.

**SECOND ORDER OF BUSINESS**

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

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for the Fiscal Year Ended September 30,  
2021, Prepared by Grau & Associates**

40 Mr. Caplivski presented the Audited Financial Report for the Fiscal Year Ended  
 41 September 30, 2021 and noted the pertinent information. There were no findings,  
 42 recommendations, deficiencies on internal control or instances of non-compliance; it was a  
 43 clean audit.

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45 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06,  
 Hereby Accepting the Audited Financial  
 Report for the Fiscal Year Ended  
 September 30, 2021**

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50 Mrs. Adams presented Resolution 2022-06.

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<p>52 <b>On MOTION by Mr. Zampiceni and seconded by Mr. Jordan, with all in favor,          53 Resolution 2022-06, Hereby Accepting the Audited Financial Report for the          54 Fiscal Year Ended September 30, 2021, was adopted.</b></p>
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57 **FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
 2022/2023 Budget**

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60 **A. Proof/Affidavit of Publication**

61 The proof of publication was included for informational purposes.

62 **B. Consideration of Resolution 2022-07, Relating to the Annual Appropriations and**  
 63 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending**  
 64 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**  
 65 **Date**

66 Mrs. Adams reviewed the proposed Fiscal Year 2023 budget, highlighting any line item  
 67 increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained  
 68 the reasons for any changes. Mr. Adams explained Staff’s efforts to keep assessments flat, year-  
 69 over-year, as directed.

70 Ms. St. Lawrence asked about the “Perimeter fence/wall repairs Cap Rpl (not shared)”  
 71 and “Perimeter Fence /Wall ongoing RM (not shared)” line items, for \$100,000 and \$20,000,



72 respectively, on Page 4. Mrs. Adams stated those items are specific to Verandah East, the focus  
73 should instead be on Page 7, which is specific to Verandah West.

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**On MOTION by Mr. Baldwin and seconded by Mr. Jordan, with all in favor, the Public Hearing was opened.**

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Ms. Brittany Perez, Counsel for the VCA, asked about the Eighth Order of Business. Mrs.

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Adams stated it will be addressed later in the meeting.

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**On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the Public Hearing was closed.**

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Mrs. Adams presented Resolution 2022-07 and read the title.

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**On MOTION by Mr. Baldwin and seconded by Mr. Zampiceni, with all in favor, Resolution 2022-07, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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; Providing a Severability Clause' and Providing an Effective Date**

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Mrs. Adams presented Resolution 2022-08 and read the title.

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**On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, Resolution 2022-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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; Providing a Severability Clause' and Providing an Effective Date, was adopted.**

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**SEVENTH ORDER OF BUSINESS**

**Consideration of SOLitude Lake Management Services Contract for Vegetation Trim Back from Fence/Wall Areas Adjacent to Conservations**

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Mrs. Adams presented the \$2,780 SOLitude Lake Management Services Contract.

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**On MOTION by Mr. Jordan and seconded by Mr. Zampiceni, with all in favor, the SOLitude Lake Management Services Contract for Vegetation Trim Back from Fence/Wall Areas Adjacent to Conservations, in the amount of \$2,780, was approved.**

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**EIGHTH ORDER OF BUSINESS**

**Continued Discussion: CDD Ownership and Maintenance of Property**

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**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 reported the following:

➤ There is a maintenance agreement between the Verandah East CDD (VECDD) and the VCA for perimeter wall maintenance for VECDD. Staff is drafting a better agreement that addresses additional details, such as maintenance of the adjacent areas.

➤ This would allow the VCA to better maintain the wall for an overall cost savings for both sides; there is nothing further on this item.

➤ There were related items pertaining to a few lakes and conservation areas that are incorrect on the Lee County Property Appraiser’s GIS map, such as being identified as being

145 located in VECDD and owned by the Verandah West CDD (VWCDD). The areas are owned by the  
146 VECDD, as they should be.

147 ➤ Staff asked the Lee County Property Appraiser to update the GIS map on its website. It  
148 will be amended on the CDD website, as well.

149 Ms. Perez recalled discussion at prior meetings about a written agreement. She asked if  
150 there has been an agreement with respect to the VCA and VWCDD. Ms. Willson stated there is  
151 a written agreement for VECDD but there is no current agreement with VWCDD. Mrs. Adams  
152 confirmed that the agreement is between VECDD and the HOA, not VWCDD and the HOA.

153 Asked if VWCDD will have a similar agreement with the HOA, Ms. Willson stated not at  
154 this time. Asked who owns the sidewalks around the retention ponds or conservation areas,  
155 Ms. Willson stated that the sidewalks are owned by the VCA or other associations, with respect  
156 to the hardscaping.

157

158 **NINTH ORDER OF BUSINESS**

**Discussion/Consideration: Award of  
159 Contract – Lake and Wetland**

160

161 Mr. Willis discussed the bids received from Crosscreek Environmental, SOLitude Lake  
162 Management and Superior Waterways and noted that all three companies are well-qualified.

163 Discussion ensued regarding the companies, bids, pond treatments, depth of the ponds,  
164 aeration systems and which entity controls fishing in the ponds.

165

**On MOTION by Mr. Zampiceni and seconded by Mr. Jordan, with all in favor,  
166 awarding the Lake and Wetland Maintenance contract to SOLitude Lake  
167 Management, in the amount of \$123,209 for the first year, with a second-year  
168 option, was approved.**

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172 **TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
173 Statements as of June 30, 2022**

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176 Mrs. Adams presented the Unaudited Financial Statements as of June 30, 2022. The  
177 financials were accepted.

178 **ELEVENTH ORDER OF BUSINESS****Approval of May 11, 2022 Regular Meeting Minutes**

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Mrs. Adams presented the May 11, 2022 Regular Meeting Minutes.

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**On MOTION by Mr. Jordan and seconded by Mr. Baldwin, with all in favor, the May 11, 2022 Regular Meeting Minutes, as presented, were approved.**

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187 **TWELFTH ORDER OF BUSINESS****Staff Reports**

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189 **A. District Counsel: *Kutak Rock LLP***

190

There was no report.

191

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

192

There was no report.

193

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

194

Mrs. Adams reported the following:

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➤ Regarding the conservation area adjacent to Orange Hole #9, the Verandah Club removed half an acre of vegetation and the CDD must conduct a five-year monitoring event due to the size.

198

➤ Johnson Engineering is working on the restoration plan; the drawings are being updated and they will be submitting for the LDO shortly.

200

➤ The current cost is \$19,000, excluding restoration.

201

➤ She sent a letter to the The Club on May 10, 2022 regarding this matter and is hopeful that The Club will be able to do the replanting.

203

➤ Repair work on Lake H-12/Sanctuary Point is scheduled for completion in October. The \$11,480 cost will come from fund balance in the Fiscal Year 2023 budget.

205

➤ Lake H-8A on Cypress Marsh Drive will be a Fiscal Year 2024 project.

206

Asked if the homeowners are aware that the CDD is addressing the situation, Mr. Willis stated Sanctuary Point residents were notified but not the residents near Cypress Marsh Drive.

208

Mr. Willis will call and visit the residents to alert them once the project is scheduled and ready

209

to commence.

210 • **NEXT MEETING DATE: October 12, 2022 at 2:00 P.M.**

211 ○ **QUORUM CHECK**

212 All Supervisors confirmed their attendance at the October 12, 2022 meeting.

213

214 **THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

215

216 There were no Supervisors' requests.

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218 **FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

219

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

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**VERANDAH WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**  
**REPORTS**

**VERANDAH WEST COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*11390 Palm Beach Blvd., First Floor, Fort Myers, Florida 33905*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 12, 2022</b>	<b>Regular Meeting</b>	<b>2:00 P.M.</b>
<b>January 11, 2023</b>	<b>Regular Meeting</b>	<b>2:00 P.M.</b>
<b>May 10, 2023</b>	<b>Regular Meeting</b>	<b>2:00 P.M.</b>
<b>August 9, 2023</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>2:00 P.M.</b>