

**VERANDAH EAST**

**COMMUNITY DEVELOPMENT**

**DISTRICT**

**January 10, 2024**

**BOARD OF SUPERVISORS**

**REGULAR**

**MEETING AGENDA**

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

**Verandah East 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, 2024

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

Board of Supervisors  
 Verandah East Community Development District

Dear Board Members:

The Board of Supervisors of the Verandah East Community Development District will hold a Regular Meeting on January 10, 2024 at 1:00 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 Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting That the Lee County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date
4. Acceptance of Unaudited Financial Statements as of November 30, 2023
5. Approval of October 11, 2023 Regular Meeting Minutes
6. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
    - Required Ethics Training
  - B. District Engineer: *Johnson Engineering, Inc.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: May 8, 2024 at 1:00 PM

○ QUORUM CHECK

SEAT 1	RICHARD DENIS SHIELDS, JR.	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
SEAT 2	JOHN SAMPLE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
SEAT 3	JACQUELINE VOILES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
SEAT 4	CHRISTINE JAROSS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
SEAT 5	DAVID MOORE	<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) 989-2939.

Sincerely,



Cleo Adams  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT CODE: 709 724 7992**

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**3**

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDAH EAST COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE LEE COUNTY SUPERVISOR OF ELECTIONS BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, the Verandah East Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lee County, Florida; and

**WHEREAS**, the Board of Supervisors ("Board") of Verandah East Community Development District seeks to implement section 190.006(3), Florida Statutes, and to instruct the Lee County Supervisor of Elections ("Supervisor") to conduct the District's General Election ("General Election").

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

1. **GENERAL ELECTION SEATS.** Seat 3, currently held by Jacqueline Voiles, Seat 4, currently held by Christine Jaross, and Seat 5, currently held David Moore, are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Lee County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 10TH DAY OF JANUARY, 2024.**

**VERANDAH EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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**CHAIR/VICE CHAIR, BOARD OF SUPERVISORS**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

## Exhibit A



NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE  
VERANDAH EAST COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Verandah East Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Lee County Supervisor of Elections located at 2480 Thompson Street, 3<sup>rd</sup> Floor, Fort Myers, Florida 33901, (239) 533-8683. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Lee County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Verandah East Community Development District has three (3) seats up for election, specifically seats 3, 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, in the manner prescribed by law for general elections.

For additional information please contact the Lee County Supervisor of Elections.

**District Manager**  
**Verandah East Community Development District**

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
NOVEMBER 30, 2023**

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2023**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2016	
<b><u>ASSETS</u></b>			
Cash (SunTrust)	\$1,386,524	\$ -	\$ 1,386,524
Investments			
Revenue account	-	205,267	205,267
Reserve account	-	375,000	375,000
Prepayment account	-	18	18
Principal account	-	303	303
Redemption	-	3	3
Due from other governments	4,980	-	4,980
Due from general fund	-	1,191,104	1,191,104
Deposits	45	-	45
Total assets	\$ 1,391,549	\$ 1,771,695	\$ 3,163,244
<b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 24,190	\$ -	\$ 24,190
Due to debt service fund	1,191,104	-	1,191,104
Total liabilities	1,215,294	-	1,215,294
<b>Fund balances:</b>			
Restricted for:			
Debt service	-	1,771,695	1,771,695
Unassigned	176,255	-	176,255
Total fund balances	176,255	1,771,695	1,947,950
Total liabilities and fund balances	\$1,391,549	\$1,771,695	\$ 3,163,244

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on-roll	\$ 162,159	\$ 165,038	\$ 198,560	83%
Interest & miscellaneous	-	1	263	0%
Total revenue	<u>162,159</u>	<u>165,039</u>	<u>198,823</u>	83%
<b>EXPENDITURE</b>				
<b>Professional and administrative</b>				
Supervisors	-	792	3,070	26%
Management and accounting	4,567	9,134	54,805	17%
Audit	-	-	6,535	0%
Legal	-	-	4,386	0%
Field management	773	1,547	9,282	17%
Engineering	880	880	4,386	20%
Trustee	2,365	2,365	4,386	54%
Dissemination agent	303	605	3,631	17%
Arbitrage	-	-	1,316	0%
Assessment roll preparation	877	1,754	10,526	17%
Telephone	28	57	340	17%
Postage	53	98	219	45%
Insurance	-	6,623	6,666	99%
Printing & binding	59	118	708	17%
Legal advertising	-	-	658	0%
Office expenses and supplies	-	-	110	0%
Website	-	310	618	50%
Contingencies	51	97	658	15%
ADA website compliance	-	-	175	0%
Annual district filing fee	-	154	154	100%
Total professional & admin expenses	<u>9,956</u>	<u>24,534</u>	<u>112,629</u>	22%
<b>Water management</b>				
Contractual services	4,699	4,699	53,945	9%
Aquascaping - pipe cleanout	-	-	2,193	0%
Perimeter fence - wall ongoing RM not shared	-	-	1,800	0%
Utilities	-	40	570	7%
Contingencies	-	-	2,193	0%
Total water management	<u>4,699</u>	<u>4,739</u>	<u>60,701</u>	8%

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees and charges</b>				
Property appraiser	-	-	804	0%
Tax collector	-	1,384	1,479	94%
Total other fees & charges	-	1,384	2,283	61%
Total expenditures	<u>14,655</u>	<u>30,657</u>	<u>175,613</u>	17%
 Excess/(deficiency) of revenues over/(under) expenditures	 147,504	 134,382	 23,210	
 Fund balances - beginning	 <u>28,751</u>	 <u>41,873</u>	 <u>28,480</u>	
Fund balances - ending	<u>\$ 176,255</u>	<u>\$ 176,255</u>	<u>\$ 51,690</u>	

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND 201 - SERIES 2016  
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Special assessment: on-roll	\$ 1,180,215	\$ 1,191,104	\$ 1,445,557	82%
Interest	3,745	7,341	-	N/A
Total revenues	<u>1,183,960</u>	<u>1,198,445</u>	<u>1,445,557</u>	83%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	845,000	0%
Principal prepayments	5,000	5,000	-	N/A
Interest	312,228	312,228	624,456	50%
Total expenditures	<u>317,228</u>	<u>317,228</u>	<u>1,469,456</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	866,732	881,217	(23,899)	
Fund balances - beginning	904,963	890,478	857,100	
Fund balances - ending	<u>\$ 1,771,695</u>	<u>\$ 1,771,695</u>	<u>\$ 833,201</u>	

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**



**DRAFT**  
**MINUTES OF MEETING**  
**VERANDAH EAST**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Verandah East Community Development District held a Regular Meeting on October 11, 2023 at 1:00 p.m., at 11390 Palm Beach Blvd., First Floor, Fort Myers, Florida 33905.

**Present were:**

David Moore	Chair
Richard (Denny) Shields, Jr.	Vice Chair
Christine Jaross	Assistant Secretary
John Sample (via telephone)	Assistant Secretary
Jacqueline Voiles (via telephone)	Assistant Secretary

**Also present:**

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mrs. Adams called the meeting to order at 1:00 p.m. Supervisors Moore, Shields and Jaross were present. Supervisors Voiles and Sample attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes per person)**

Resident and VCA Board Member Susan Shields distributed copies of a 2018 audit and read the following paragraph from Page 20:

“On February 28, 2014, the District and the Verandah West CDD. (“the Districts”) entered into a conservation area maintenance agreement with Heritage Willow LLC, Heritage Willow LLC, which grants to the Districts a non-exclusive maintenance easement for the installation and maintenance of certain improvements. The Districts shall use all due care to protect the easement area from damage results from the Districts’ use of the easement area.”

Ms. Shields asked for a copy of the Conservation Area Maintenance Agreement so she can gain a better understanding of the ownership and the relationships with the different

41 entities in the Veranda Community. Mrs. Adams stated Staff will research this and report its  
42 findings at a future meeting.

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44 **THIRD ORDER OF BUSINESS**

**Discussion: MRI Inspection, LLC Estimate #4277 for Cleaning A-2 Line**

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46

- 47 • **Map**
- 48 • **Report**

49 Mrs. Adams recalled that, at the last meeting, Staff was directed to obtain a proposal to  
50 clean pipe A-2. She presented the MRI Inspection, LLC Estimate #4277 in the amount of \$8,800.  
51 As the expense is not budgeted, she recommended deferring the inspection. She discussed  
52 increasing assessments and flooding concerns. Asked if the blockage is the result of  
53 construction work, Mrs. Adams stated it occurred naturally, over time. Asked how long to defer  
54 the inspection, Mrs. Adams recommended deferring it until the summer.

55 Discussion ensued regarding the budget, when to perform the work, a concrete  
56 washout, area construction, grates, inlets and catch basin inspections in area neighborhoods.

57

58 **On MOTION by Mr. Moore and seconded by Ms. Shields, with all in favor, MRI**  
59 **Inspection, LLC Estimate #4277 to clean the A-2 line, in a not-to-exceed amount**  
60 **of \$8,800, and commencing the project in May 2024, was approved.**

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63 **FOURTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2023**

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66 Mrs. Adams reviewed the changes that the Accounting Department corrected. Mr.  
67 Moore questioned the "Postage" line item at 257% and polled the Board about the need to  
68 receive the agenda via FedEx.

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70 **On MOTION by Mr. Moore and seconded by Ms. Jaross, with all in favor,**  
71 **discontinuing FedEx shipping of agenda packages to the Board, was approved.**

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74 The financials were accepted.

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76 **FIFTH ORDER OF BUSINESS**

**Approval of August 9, 2023 Public Hearing and Regular Meeting Minutes**

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**On MOTION by Mr. Moore and seconded by Mr. Sample, with all in favor, the August 9, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

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

Ms. Willson noted the Commission on Ethics' recommendations on the Supervisors' reporting obligations that will start on January 2024 are being monitored. As soon as the Commission updates the instructions on its website, Staff will finalize the memorandum with recommended resources that will be available at no cost through the Commission's website.

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

Mr. Burford discussed water levels, velocity, rate of discharge and flushing out a pipe that is 75% full. Asked about deferring the project until May, Mr. Burford stated if there is a major rain event, it might be disastrous; the CDD would benefit by having the pipe cleaned out. Asked if the water levels on the lake were inspected, Mr. Willis stated he will conduct a lake review on Friday and will take and forward photographs to the Board.

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

- **NEXT MEETING DATE: January 10, 2024 at 1:00 PM**

- **QUORUM CHECK**

All Supervisors confirmed their in-person attendance at the January 10, 2024 meeting.

## **SEVENTH ORDER OF BUSINESS**

### **Supervisors' Requests**

Mr. Moore stated Board Members should be careful when going through emails to avoid being defrauded.

Discussion ensued regarding adhering to the Sunshine Law in relation to Supervisors communicating via email.

## **EIGHTH ORDER OF BUSINESS**

### **Adjournment**

**On MOTION by Mr. Moore and seconded by Ms. Jaross, with all in favor, the meeting adjourned at 1:41 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS A**

**MEMORANDUM**

**To:** Board of Supervisors, Verandah East Community Development District

**From:** Alyssa Willson

**Date:** January 4, 2024

**Subject:** Ethics Training Requirements

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Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

**Free Training Options**

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).<sup>1</sup> Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

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<sup>1</sup> <https://ethics.state.fl.us/Training/Training.aspx>

## **Free Ethics Law Training**

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

### **State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)**

Click here: [Kinetic Ethics](#)

### **Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction**

Click here: [Business and Employment Conflicts](#)

### **Gifts (50 minutes)**

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

### **Voting Conflicts - Local Officers (58 minutes)<sup>1</sup>**

Click here: [Voting Vertigo](#)

## **Free Sunshine/Public Records Law Training**

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

## **Other Training Options**

### **4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

### **CLE Course**

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

**VERANDAH EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS C**



**VERANDAH EAST COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 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 11, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>January 10, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>May 8, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>August 14, 2024</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>1:00 PM</b>