

**BONITA LANDING
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

April 16, 2018

Bonita Landing Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 334313
Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

April 9, 2018

Board of Supervisors
Bonita Landing Community Development District

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

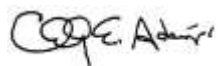
Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Bonita Landing Community Development District will be held on Monday, April 16, 2018, at 1:30 p.m., at the offices of Lennar Homes, 10481 Six Mile Cypress Parkway, Fort Myers, Florida 33966. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2018-06, Designating a Date, Time and Location for Landowners' Meeting [Seats 3, 4 & 5]
4. Approval of Unaudited Financial Statements as of February 28, 2018
5. Approval of January 8, 2018 Regular Meeting Minutes
6. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. NEXT MEETING DATE: May 14, 2018 at 1:30 P.M.
7. Adjournment

Should have any questions or concerns, 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

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT**

3

RESOLUTION 2018-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR LANDOWNERS' MEETING OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Bonita Landing Community Development District (the "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 District's Board of Supervisors (the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the effective date of City of Bonita Springs Ordinance 16-03 creating the District (the "Ordinance") is April 1, 2016; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT:

Section 1. In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the 12th day of November, 2018, at 1:30 p.m., at the offices of Lennar Homes, 10481 Six Mile Cypress Parkway, Fort Myers, Florida 33966.

SECTION 2. The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), *Florida Statutes*.

SECTION 3. Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election is hereby announced at the Board's Regular Meeting held the 16th day of April, 2018. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this _____ day of _____, 2018.

ATTEST:

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT
INSTRUCTIONS RELATING TO LANDOWNERS' MEETING FOR THE
ELECTION OF SUPERVISORS

DATE OF LANDOWNERS' MEETING: **November 12, 2018**

TIME: **1:30 P.M.**

LOCATION: **Offices of Lennar Homes**
10481 Six Mile Cypress Parkway
Fort Myers, Florida 33966

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

Three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The remaining candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY
BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT
LEE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 12, 2018

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Bonita Landing Community Development District to be held at 1:30 p.m., on November 12, 2018 at the offices of Lennar Homes, 10481 Six Mile Cypress Parkway, Fort Myers, Florida 33966 and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

 Printed Name of Legal Owner

 Signature of Legal Owner

 Date

| <u>Parcel Description</u> | <u>Acreage</u> | <u>Authorized Votes</u> |
|----------------------------------|-----------------------|--------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2016), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property. If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
BONITA LANDING COMMUNITY DEVELOPMENT DISTRICT
LEE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 12, 2018

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term, and the remaining candidate receiving the next highest number of votes will receive a two (2)-year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Bonita Landing Community Development District and described as follows:

| <u>Description</u> | <u>Acreage</u> |
|---------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[Insert the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

| NAME OF CANDIDATE | NUMBER OF VOTES |
|--------------------------|------------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Date: _____

Signed: _____

Printed Name: _____

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT**

4

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2018**

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2018**

| | General Fund | Debt Service Fund | Capital Projects Fund | Total Governmental Funds |
|---|------------------|-------------------------|-----------------------------|--------------------------------|
| ASSETS | | | | |
| Cash | \$ 55,459 | \$ - | \$ - | \$ 55,459 |
| Investments | | | | |
| Revenue | - | 73,883 | - | 73,883 |
| Reserve | - | 56,995 | - | 56,995 |
| Construction | - | - | 644,489 | 644,489 |
| Cost of issuance | - | 1,956 | - | 1,956 |
| Capitalized interest | - | 507 | - | 507 |
| Interest receivable | - | 78 | 463 | 541 |
| Due from general fund | - | 2,685 | - | 2,685 |
| Total assets | <u>\$ 55,459</u> | <u>\$ 136,104</u> | <u>\$ 644,952</u> | <u>\$ 836,515</u> |
| LIABILITIES | | | | |
| Liabilities: | | | | |
| Accounts payable | \$ 8,003 | \$ - | \$ - | \$ 8,003 |
| Due to debt service fund | 2,685 | - | - | 2,685 |
| Developer advance | 2,400 | - | - | 2,400 |
| Total liabilities | <u>13,088</u> | <u>-</u> | <u>-</u> | <u>13,088</u> |
| DEFERRED INFLOWS OF RESOURCES | | | | |
| Total deferred inflows of resources | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| FUND BALANCES | | | | |
| Committed | | | | |
| Debt service | - | 136,104 | - | 136,104 |
| Capital projects | - | - | 644,952 | 644,952 |
| Unassigned | 42,371 | - | - | 42,371 |
| Total fund balances | <u>42,371</u> | <u>136,104</u> | <u>644,952</u> | <u>823,427</u> |
| Total liabilities, deferred inflows of resources and fund balances | <u>\$ 55,459</u> | <u>\$ 136,104</u> | <u>\$ 644,952</u> | <u>\$ 836,515</u> |

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

| | Current Month | Year to Date | Budget | % of Budget |
|--|------------------|------------------|---------------|----------------|
| REVENUES | | | | |
| Assessment levy: on-roll - net | \$ 1,629 | \$ 46,516 | \$ 48,011 | 97% |
| Assessment levy: off-roll | - | 20,047 | 40,093 | 50% |
| Developer contribution | - | 6,016 | - | N/A |
| Total revenues | <u>1,629</u> | <u>72,579</u> | <u>88,104</u> | 82% |
| EXPENDITURES | | | | |
| Professional & administrative | | | | |
| Management/accounting/recording | 4,000 | 20,000 | 48,000 | 42% |
| Legal | 796 | 1,414 | 6,478 | 22% |
| Engineering | - | - | 2,000 | 0% |
| Audit | 3,000 | 3,000 | 4,000 | 75% |
| Dissemination agent | 83 | 417 | 1,000 | 42% |
| Trustee | - | - | 5,000 | 0% |
| Postage | 21 | 83 | 500 | 17% |
| Printing & reproduction | 83 | 417 | 1,000 | 42% |
| Legal advertising | - | 639 | 1,500 | 43% |
| Annual special district fee | - | 175 | 175 | 100% |
| Insurance | - | 5,610 | 5,000 | 112% |
| Other current charges | 11 | 108 | 700 | 15% |
| Website | - | - | 750 | 0% |
| Intergovernmental: shared maintenance costs | - | - | 11,200 | 0% |
| Total professional & administrative | <u>7,994</u> | <u>31,863</u> | <u>87,303</u> | 36% |
| Other fees & charges | | | | |
| Property appraiser | - | - | 119 | 0% |
| Tax collector | - | 63 | 179 | 35% |
| Total other fees & charges | <u>-</u> | <u>63</u> | <u>298</u> | 21% |
| Total expenditures | <u>7,994</u> | <u>31,926</u> | <u>87,601</u> | 36% |
| Excess/(deficiency) of revenues over/(under) expenditures | (6,365) | 40,653 | 503 | |
| Fund balances - beginning | 48,736 | 1,718 | - | |
| Fund balances - ending | <u>\$ 42,371</u> | <u>\$ 42,371</u> | <u>\$ 503</u> | |

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2016 BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

| | <u>Month</u> | <u>Date</u> | <u>Budget</u> | <u>Budget</u> |
|--|-------------------|-------------------|-------------------|---------------|
| REVENUES | | | | |
| Special assessment - on roll | \$ 2,685 | \$ 76,673 | \$ 79,142 | 97% |
| Special assessment: off-roll | - | - | 62,589 | 0% |
| Interest | 61 | 367 | - | N/A |
| Total revenues | <u>2,746</u> | <u>77,040</u> | <u>141,731</u> | 54% |
| EXPENDITURES | | | | |
| Debt service | | | | |
| Interest | - | 49,522 | 99,044 | 50% |
| Total debt service | <u>-</u> | <u>49,522</u> | <u>99,044</u> | 50% |
| Other fees & charges | | | | |
| Tax collector | - | 105 | - | |
| Total other fees and charges | <u>-</u> | <u>105</u> | <u>-</u> | N/A |
| Total expenditures | <u>-</u> | <u>49,627</u> | | |
| Excess/(deficiency) of revenues over/(under) expenditures | 2,746 | 27,413 | 42,687 | |
| Fund balances - beginning | <u>133,358</u> | <u>108,691</u> | <u>108,272</u> | |
| Fund balances - ending | <u>\$ 136,104</u> | <u>\$ 136,104</u> | <u>\$ 150,959</u> | |

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2016 BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

| | <u>Current Month</u> | <u>Year To Date</u> |
|--|--------------------------|-------------------------|
| REVENUES | | |
| Interest | \$ 653 | \$ 2,734 |
| Total revenues | <u>653</u> | <u>2,734</u> |
| EXPENDITURES | | |
| Total expenditures | <u>-</u> | <u>-</u> |
| Excess/(deficiency) of revenues over/(under) expenditures | 653 | 2,734 |
| Fund balances - beginning | 644,299 | 642,218 |
| Fund balances - ending | <u>\$ 644,952</u> | <u>\$ 644,952</u> |

**BONITA LANDING
COMMUNITY DEVELOPMENT DISTRICT**

5

1 **MINUTES OF MEETING**
2 **BONITA LANDING**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Regular Meeting of the Board of Supervisors of the Bonita Landing Community
6 Development District was held on Monday, January 8, 2018, at 1:30 p.m., at the offices of
7 Lennar Homes, 10481 Six Mile Cypress Parkway, Fort Myers, Florida 33966.
8

9 **Present at the meeting were:**

10
11 Russell Smith Chair
12 Ashley Kingston Vice Chair
13 Dalton Drake Assistant Secretary
14

15
16 **Also present were:**

17
18 Chuck Adams District Manager
19 Greg Urbancic (*via telephone*) District Counsel
20

21
22 **FIRST ORDER OF BUSINESS**

23 **Call to Order/Roll Call**

24 Mr. Adams called the meeting to order at 1:35 p.m. Supervisors Smith, Kingston and
25 Drake were present, in person. Supervisors Hinebaugh and Negip were not present.
26

27 **SECOND ORDER OF BUSINESS**

28 **Public Comments**

29 There being no public comments, the next item followed.
30

31 **THIRD ORDER OF BUSINESS**

32 **Consideration of Resolution 2018-05,**
33 **Relating to the Acceptance of**
34 **Responsibility for Ownership, Operation**
35 **and Maintenance of District**
36 **Infrastructure Within the Boundaries of**
37 **the Plat of Bonita National Unit 2;**
38 **Providing an Effective Date**

39 Mr. Adams presented Resolution 2018-05. The Resolution related to acceptance of the
40 Phase 2 Plat dedications and was consistent with the one adopted for Phase 1. Mr. Urbancic
41 confirmed that the Resolution, required by the City, was consistent to the prior one and
42 recommended it for approval.

On MOTION by Mr. Smith and seconded by Ms. Kingston, with all in favor, Resolution 2018-05, Relating to the Acceptance of Responsibility for Ownership, Operation and Maintenance of District Infrastructure Within the Boundaries of the Plat of Bonita National Unit 2; Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of November 30, 2017

Mr. Adams presented the Unaudited Financial Statements as of November 30, 2017. Assessment revenue collections were at 33% and expenditures were at 17%.

On MOTION by Mr. Smith and seconded by Ms. Kingston, with all in favor, the Unaudited Financial Statements as of November 30, 2017, were approved.

FIFTH ORDER OF BUSINESS

Approval of December 11, 2017 Regular Meeting Minutes

Mr. Adams presented the December 11, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Smith and seconded by Ms. Kingston, with all in favor, the December 11, 2017 Regular Meeting Minutes, as presented, were approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager

i. NEXT MEETING DATE: February 12, 2018 at 1:30 P.M.

The next meeting will be held on February 12, 2018 at 1:30 p.m., at this location; however, if there was nothing to discuss, the meeting would be cancelled.

83 **SEVENTH ORDER OF BUSINESS** **Adjournment**

84

85 There being nothing further to discuss, the meeting adjourned.

86

87 **On MOTION by Mr. Drake and seconded by Ms. Kingston,**
88 **with all in favor, the meeting adjourned at 1:37 p.m.**

89

90

91

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95

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

DRAFT

96
97
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102
103

Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT