

**VERANDAH EAST
COMMUNITY DEVELOPMENT
DISTRICT**

January 13, 2021

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

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) 561-571-0013•Toll-free: (877) 276-0889

January 6, 2021

Board of Supervisors
Verandah East Community Development District

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

The Board of Supervisors of the Verandah East Community Development District will hold a Regular Meeting on January 13, 2021 at 1:00 p.m., at the Verandah Sales Office, 11571 Verandah Boulevard, Fort 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, Jacqueline Voiles [SEAT 3] and David L. Moore [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, Declaring a Vacancy in Seat 4 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date
5. Consider Appointment of Qualified Elector to Vacant Seat 4 (*term expires November 2024*)
 - Administration of Oath of Office to Newly Appointed Supervisor

- 6. Consideration of Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Verandah East Community Development District, and Providing for an Effective Date
- 7. Acceptance of Unaudited Financial Statements as of November 30, 2020
- 8. Approval of August 12, 2020 Virtual Public Hearing and Meeting Minutes
- 9. 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 1:00 P.M.
 - QUORUM CHECK

Richard Denis Shields, Jr.	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Mark Henry Santasiero	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Jacqueline Voiles	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
David Moore	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

- 10. Supervisors' Requests
- 11. 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 EAST
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2021-01

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDAH EAST COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEAT 4 OF THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, on November 3, 2020, three (3) members of the Board of Supervisors (“**Board**”) were to be elected by “**Qualified Electors**,” as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, two Qualified Electors qualified to run for the three (3) seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare Seat 4 vacant, effective the second Tuesday following the general election; and

WHEREAS, a Qualified Elector is to be appointed to the vacant seat within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

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

SECTION 1. The following seat is declared vacant effective as of November 17, 2020:

Seat #4 (currently held by David Truxton)

SECTION 2. Until such time as the District Board nominates a Qualified Elector to fill the vacancy declared in Section 1 above, the incumbent Board Supervisor of that respective seat shall remain in office.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 13th day of January, 2021.

ATTEST:

**VERANDAH EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**VERANDAH EAST
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2021-02

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

WHEREAS, the Verandah East 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 EAST 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 EAST COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**VERANDAH EAST
COMMUNITY DEVELOPMENT DISTRICT**

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

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

	Major Funds			Total Governmental Funds
	General	Debt Service Series 2016	Capital Projects Series 2016	
ASSETS				
Cash (SunTrust)	\$338,742	\$ -	\$ -	\$ 338,742
Investments				
Revenue account	-	169,297	-	169,297
Reserve account	-	375,000	-	375,000
Prepayment	-	4	-	4
Construction account	-	-	3	3
Due from other governments	6,298	-	-	6,298
Due from general fund	-	291,514	-	291,514
Total assets	<u>\$ 345,040</u>	<u>\$ 835,815</u>	<u>\$ 3</u>	<u>\$ 1,180,858</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Due to debt service fund	\$291,514	\$ -	\$ -	\$ 291,514
Due to other governments	4,778	-	-	4,778
Total liabilities	<u>296,292</u>	<u>-</u>	<u>-</u>	<u>296,292</u>
Fund balances:				
Restricted for:				
Debt service	-	835,815	-	835,815
Capital projects	-	-	3	3
Unassigned	48,748	-	-	48,748
Total fund balances	<u>48,748</u>	<u>835,815</u>	<u>3</u>	<u>884,566</u>
Total liabilities and fund balances	<u>\$345,040</u>	<u>\$ 835,815</u>	<u>\$ 3</u>	<u>\$ 1,180,858</u>

**VERANDAH EAST
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	\$ 34,672	\$ 34,672	\$ 169,356	20%
Interest & miscellaneous	-	1	263	0%
Total revenue	<u>34,672</u>	<u>34,673</u>	<u>169,619</u>	20%
EXPENDITURE				
Professional & administrative				
Supervisors	-	-	3,064	0%
Management and accounting	4,595	9,153	54,698	17%
Audit	-	-	6,522	0%
Legal	-	-	4,377	0%
Field management	778	1,550	9,264	17%
Engineering	244	244	2,189	11%
Trustee	-	-	4,377	0%
Dissemination agent	305	607	3,624	17%
Arbitrage	-	-	1,313	0%
Assessment roll preparation	-	-	10,505	0%
Telephone	29	57	339	17%
Postage	-	-	219	0%
Insurance	-	5,740	5,704	101%
Printing & binding	59	118	706	17%
Legal advertising	285	285	657	43%
Office expenses and supplies	-	-	109	0%
Website	-	-	617	0%
Contingencies	58	119	657	18%
ADA website compliance	-	-	175	0%
Annual district filing fee	-	154	153	101%
Total professional & admin expenses	<u>6,353</u>	<u>18,027</u>	<u>109,269</u>	16%
Water management				
Contractual services	4,235	4,235	50,338	8%
Aquascaping	-	-	2,189	0%
Utilities	-	-	1,313	0%
Contingencies	22	22	2,626	1%
Total water management	<u>4,257</u>	<u>4,257</u>	<u>56,466</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, 2020**

	Current Month	Year to Date	Budget	% of Budget
Other fees and charges				
Property appraiser	-	-	802	0%
Tax collector	545	545	2,646	21%
Total other fees & charges	<u>545</u>	<u>545</u>	<u>3,448</u>	16%
Total expenditures	<u>11,155</u>	<u>22,829</u>	<u>169,183</u>	13%
Excess/(deficiency) of revenues over/(under) expenditures	23,517	11,844	436	
Fund balances - beginning	25,231	36,904	33,163	
Fund balances - ending	<u>\$ 48,748</u>	<u>\$ 48,748</u>	<u>\$ 33,599</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, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ 291,514	\$ 291,514	\$ 1,446,901	20%
Interest	4	8	-	N/A
Total revenues	<u>291,518</u>	<u>291,522</u>	<u>1,446,901</u>	N/A
EXPENDITURES				
Debt service				
Principal	-	-	760,000	0%
Interest	355,247	355,247	710,494	50%
Total expenditures	<u>355,247</u>	<u>355,247</u>	<u>1,470,494</u>	N/A
Excess/(deficiency) of revenues over/(under) expenditures	(63,729)	(63,725)	(23,593)	
Net change in fund balances	(63,729)	(63,725)	(23,593)	
Fund balances - beginning	899,544	899,540	840,119	
Fund balances - ending	<u>\$ 835,815</u>	<u>\$ 835,815</u>	<u>\$ 816,526</u>	

**VERANDAH EAST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND 302 - SERIES 2016
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year to Date
REVENUES		
Interest	\$ 1	\$ 1
Total revenues	1	1
 EXPENDITURES		
Total expenditures	-	-
 Excess/(deficiency) of revenues over/(under) expenditures	1	1
 Fund balances - beginning	2	2
Fund balances - ending	\$ 3	\$ 3

**VERANDAH EAST
COMMUNITY DEVELOPMENT DISTRICT**

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DRAFT

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

The Board of Supervisors of the Verandah East Community Development District held a Virtual Public Hearing and Meeting on August 12, 2020 at 1:00 p.m., at <https://us02web.zoom.us/j/82446166686>, and 1-929-205-6099, Meeting ID 824 4616 6686.

Present were:

David Moore	Chair
Richard Shields, Jr.	Vice Chair
Mark Santasiero	Assistant Secretary
Jacqueline Voiles	Assistant Secretary
David Truxton	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 1:02 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]

There being no public comments, the next item followed.

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

43 Ms. McIntosh presented the Audited Financial Report for Fiscal Year Ended September
 44 30, 2019, noting the relevant information that could be found on each page. She concluded that
 45 there were no findings or instances of non-compliance; it was a clean audit.

46
 47 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2020-07,**
 48 **Hereby Accepting the Audited Financial**
 49 **Report for the Fiscal Year Ended**
 50 **September 30, 2019**
 51

52 Mr. Adams presented Resolution 2020-07.

54 **On MOTION by Mr. Moore and seconded by Mr. Shields, with all in favor,**
 55 **Resolution 2020-07, Hereby Accepting the Audited Financial Report for the**
 56 **Fiscal Year Ended September 30, 2019, was adopted.**

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 59 **FIFTH ORDER OF BUSINESS** **Public Hearing on Adoption of Fiscal Year**
 60 **2020/2021 Budget**
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62 **A. Proof/Affidavit of Publication**

63 The affidavit of publication was included for informational purposes.

64 **B. Consideration of Resolution 2020-08, Relating to the Annual Appropriations and**
 65 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2020 and Ending**
 66 **September 30, 2021; Authorizing Budget Amendments; and Providing an Effective**
 67 **Date**

68 Mr. Adams reviewed the Fiscal Year 2021 budget line item increases, decreases and
 69 adjustments over the Fiscal Year 2020 budget and discussed the reasons for any changes.

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

71 No members of the public spoke.

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

73 Mr. Adams presented Resolution 2020-08.

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On MOTION by Mr. Moore and seconded by Mr. Shields, with all in favor, Resolution 2020-08, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2020 and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mrs. Adams presented Resolution 2020-09 and read the title. Mr. Adams stated that Resolution 2020-09 is the assessment levying resolution, which takes into consideration the budget that was just adopted, as well as directing the District Manager to finalize the lien roll for transmittal to the Tax Collector.

Mr. Moore questioned the number of units currently accounted for in each of the communities and pointed out discrepancies in the lot sizes; in Magnolia Point, the 50' lots should be 55' and in Edgewater Trace, the 75' lots should be 50'. He wanted to make sure that the data was consistent with the product mix restatement completed in 2016. Mr. Adams would have the tables revised with the inclusion of the number of units per neighborhood, before the next meeting. Per Ms. Voiles' request, Mr. Adams repeated the purpose of Resolution 2020-09. Discussion ensued regarding the product types and the lien roll.

On MOTION by Mr. Moore and seconded by Mr. Truxton, with all in favor, Resolution 2020-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

111 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-10,**
 112 **Designating Dates, Times and Locations for**
 113 **Regular Meetings of the Board of**
 114 **Supervisors of the District for Fiscal Year**
 115 **2020/2021 and Providing for an Effective**
 116 **Date**

117
 118 Mrs. Adams presented Resolution 2020-10.
 119

120 **On MOTION by Mr. Shields and seconded by Ms. Voiles, with all in favor,**
 121 **Resolution 2020-10, Designating Dates, Times and Locations for Regular**
 122 **Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021**
 123 **and Providing for an Effective Date, was adopted.**

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 126 **EIGHTH ORDER OF BUSINESS** **Qualified Elector Candidates for the 2020**
 127 **General Election Cycle**

- 128
- 129 **A. Seat 3: Jacqueline Kay Voiles**
- 130 **B. Seat 4: No one qualified for this seat**
- 131 **C. Seat 5: David Moore**

132 The qualified elector candidate information for the 2020 General Election was included
 133 for informational purposes.
 134

135 **NINTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
 136 **Statements as of June 30, 2020**

137
 138 Mr. Adams presented the Unaudited Financial Statements as of June 30, 2020. Mr.
 139 Moore asked if the amount in the Capital Projects Fund would be absorbed by Edgewater
 140 Trace. Mr. Adams replied affirmatively. The financials were accepted.
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142 **TENTH ORDER OF BUSINESS** **Approval of May 13, 2020 Virtual Public**
 143 **Meeting Minutes**

144 Mrs. Adams presented the May 13, 2020 Virtual Public Meeting Minutes.
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On MOTION by Mr. Moore and seconded by Mr. Shields, with all in favor, the May 13, 2020 Virtual Public Meeting Minutes, as presented, were approved.

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. The Board and Staff would be updated of all orders coming from the Governors’ Office and other pertinent agencies.

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

There being no report, the next item followed.

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

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

TWELFTH ORDER OF BUSINESS

Supervisors’ Requests

There being no Supervisors’ requests, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Mr. Moore and seconded by Mr. Shields, with all in favor, the meeting adjourned at 1:35 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**VERANDAH EAST
COMMUNITY DEVELOPMENT DISTRICT**

9C

VERANDAH EAST COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

LOCATION

Verandah Sales Office, 11571 Verandah Blvd., Fort Myers, Florida 33905

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 14, 2020 CANCELED	Regular Meeting	1:00 P.M.
January 13, 2021	Regular Meeting	1:00 P.M.
May 12, 2021	Regular Meeting	1:00 P.M.
August 11, 2021	Public Hearing & Regular Meeting	1:00 P.M.