



**ARBORWOOD
COMMUNITY DEVELOPMENT
DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
JULY 15, 2024
9:00 A.M.**

Special District Services, Inc.
27499 Riverview Center Boulevard, #253
Bonita Springs, FL 33134

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AGENDA
ARBORWOOD COMMUNITY DEVELOPMENT DISTRICT
Amenity Center Community Room
Somerset at the Plantation
10401 Dartington Drive
Fort Myers, Florida, 33913
REGULAR BOARD MEETING
July 15, 2024
9:00 A.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. June 17, 2024 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Sewer Viewer for the Drainage Pipe Inspection
 - 2. Status of Dragonfly Bank Repairs
 - 3. Status of Pulte Parcel Transfer and Conditions for Acceptance
- H. New Business
- I. Administrative Matters
 - 1. Manager's Report
 - a. Financials.....Page 7
 - 2. Attorney's Report
 - 3. Engineer Report
 - 4. Field Inspectors Report
 - 5. Preserves Compliance Updates
- J. Board Members Comments
- K. Adjourn

NOTICE OF REGULAR BOARD MEETING

ARBORWOOD COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the Board) of the Arborwood Community Development District (the District) will hold a Regular Board Meeting (the Meeting) on July 15, 2024, at 9:00 a.m. in the Amenity Center Community Room, Somerset at the Plantation, 10401 Dartington Drive, Fort Myers, Florida 33913. The purpose of the Regular Board Meeting is for the Board to consider any business which may properly come before it.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued in progress without additional notice to a time, date, and location stated on the record. A copy of the agenda for the Meeting may be obtained from the Districts website or by contacting the District Manager, Special District Services, at (941) 223-2475. There may be occasions when one or more Supervisors will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this Meeting is asked to advise the District Office at least forty-eight (48) hours before the Meeting by contacting the District Manager at (561) 630-4922. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the Meeting with respect to any matter considered at the Meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager

Arborwood Community

Development District

www.arborwoodcdd.org

No. 10350419 July 8, 2024

**ARBORWOOD COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JUNE 17, 2024**

A. CALL TO ORDER

The June 17, 2024, Regular Board Meeting of the Arborwood Community Development District (the “District”) was called to order at 9:02 a.m. in the Amenity Center Community Room of the Somerset at the Plantation located at 10401 Dartington Drive, Fort Myers, Florida 33913.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Fort Myers News-Press* on June 7, 2024, as legally required.

C. CONSIDER BOARD MEMBER RESIGNATION

The Board thanked Joan Pattison for all her years of dedicated service.

There was a brief discussion regarding the vacancy. The vacant seat is Seat 5 and there was only one person, Christopher Anderson, who qualified with the Supervisor of Elections for November. Mr. Anderson was present at the meeting.

A **MOTION** was made by Mr. Schrotenboer, seconded by Ms. Hagen and passed unanimously appointing Christopher Anderson to Seat 5.

Ms. Krizen administered the Oath of Office to Mr. Anderson. Mr. Haber gave an overview of the Public Records and Sunshine Laws. There were no questions at this time.

D. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting:

Chairman	Jeff Gordish	Present
Vice Chairperson	Karin Hagen	Present
Supervisor	Jack Aycock	Present
Supervisor	Donald Schrotenboer	Present
Supervisor	Christopher Anderson	Present

Staff members in attendance were:

District Manager	Michelle Krizen	Special District Services, Inc.
General Counsel	Wes Haber (via phone)	Kutak Rock, LLC
District Engineer	Ryan Lorenz	JR Evans Engineering
Field Inspector	Bohdan Hirniak	Special District Services, Inc.

Also present was Bethany Brosious of Passarella & Associates.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

G. APPROVAL OF MINUTES

1. May 20, 2024, Regular Board Meeting

The May 20, 2024, Regular Board Meeting minutes were presented for consideration.

A **MOTION** was made by Mr. Schrotenboer, seconded by Ms. Hagen and passed unanimously approving the May 20, 2024, Regular Board Meeting minutes, as presented.

H. OLD BUSINESS

There were no Old Business items to come before the Board at this time.

I. NEW BUSINESS

1. Discussion Regarding Sewer Viewer for Drainage Pipe Inspection

Mr. Lorenz will save this item for his Engineer's Report.

2. Status of Dragonfly Bank Repairs

The repairs have been completed by Dragonfly. Due to heavy rains, more than 10 inches in 4 days, Dragonfly went back out to check the completed work and the repairs held up for the first 3 days, but there is approximately \$9,000 in repairs that need to be done to remediate the damage caused by the heavy rains. Dragonfly and Mr. Lorenz will work together to create a more accurate estimate for the Board. Mr. Schrotenboer asked if there were any delays by the contractor. The contractor was on site working within 2 weeks of the contract execution.

3. Status of Pulte Parcel Transfer and Conditions for Acceptance

Mr. Haber noted that the CDD had agreed to accept new property, when needed, for CDD functions, operating and maintaining District assets. F.D.5 is not needed. The CDD can accept the parcel but would not be required to do so. The Bridgetown HOA would be a potential fit for the parcel. The Lakes 1-5, as depicted on the exhibit, would be parcels that are needed for operating and maintaining District assets. The golf course legal team are still reviewing the platting issue that Mr. Gordish shared.

4. Acceptance of Centex Parcels

A **MOTION** was made by Mr. Schrotenboer, seconded by Mr. Gordish and passed unanimously accepting the Centex parcels and authorizing the Chairman to work with District Staff to complete the execution of the documents related to Lakes 1-5, as presented.

5. Discussion Regarding Filling Board Vacancy

The vacancy was filled previously during the meeting. Compensation in the amount of \$200 per meeting per Supervisor was discussed and all Supervisors elected accepting the payment.

6. Consider Resolution No. 2024-02 – Designating Officers

Resolution No. 2024-02 was presented, entitled:

RESOLUTION 2024-02

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

A **MOTION** was made by Mr. Schrotenboer, seconded by Ms. Hagen and passed unanimously designating the following officers of the District: Chairman Jeff Gordish; Vice Chairperson Karin Hagen and the other Supervisors would be designated as Assistant Secretaries.

7. Consider Resolution No. 2024-03 – Authorizing Electronic Approvals and Check Signers

Resolution No. 2024-03 was presented, entitled:

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARBORWOOD COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

A **MOTION** was made by Mr. Schrotenboer, seconded by Mr. Gordish and passed unanimously adopting Resolution NO. 2024-03, as presented.

J. ADMINISTRATIVE MATTERS

1. Manager's Report

a. Financials

The financials were shared with the Board. There were no questions.

Ms. Krizen shared that she called regarding a nuisance alligator, requesting that it be removed.

There was a pool completed and the HOA has requested the District Engineer look at the drainage prior to the HOA releasing the deposit. Mr. Lorenz will take a look and let the HOA know accordingly.

2. Attorney's Report

Mr. Haber had nothing further to report but was available for questions. The Board had no questions at this time.

3. Engineer's Report

The traffic monitoring was part of the Department of Regional Impact requirements. This was last done in 2018. Since the community is built out and there are other entities that complete the study, the CDD is hoping to be granted an exemption. Mr. Lorenz has reached out regarding the redundancy and will update the Board once he receives a response.

The Lawndale pool drain is an HOA amenity and HOA responsibility.

The sewer viewer cost is \$3,900 a day for scoping and approximately \$4,000 for cleanouts of blockages.

4. Field Inspector's Report

Mr. Hirniak advised that the lakes were functioning as designed and that the rain came quickly. Twelve inches in one week. The flow ways are flowing correctly and water levels are going down, as anticipated. He further indicated that the overgrowth needed to be sprayed.

5. Preserves Compliance Report

Woods & Wetlands work had started and was ongoing. Passarella encouraged them to finish prior to the rainy season. Inspections found some exotics and reported them to Woods & Wetlands. This area will be rechecked.

K. BOARD MEMBER COMMENTS

Mr. Gordish fielded calls from concerned residents about the pond levels. He noted that he explained drainage to the residents.

Mr. Aycock was concerned about the 2 drains by Basin 1 being cleaned and maintained properly by the HOA.

Mr. Schrotenboer asked about the credits. It was noted that there had been no action by the entities. Ms. Krizen will reach out to the entities.

L. ADJOURNMENT

There being no further business to come before the Board, a MOTION was made by Mr. Aycock, seconded by Mr. Schrotenboer and passed unanimously adjourning the Regular Board Meeting at 10:13 a.m.
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Secretary/Assistant Secretary

Chair/Vice-Chair

Arborwood Community Development District
Budget vs. Actual
October 2023 through June 2024

	<u>Oct '23 - Jun 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
01-3100 • O & M Assessments	536,266.05	539,375.00	-3,108.95	99.42%
01-3812 • Debt Assessments (2018)	2,618,635.55	2,633,569.00	-14,933.45	99.43%
01-3818 • Debt Assessments (2014)	615,174.30	618,715.00	-3,540.70	99.43%
01-3822 • Debt Assess-Pd To Trustee-2018	-2,512,445.80	-2,528,226.00	15,780.20	99.38%
01-3829 • Debt Asses-Pd To Trustee-2014	-590,228.30	-593,966.00	3,737.70	99.37%
01-3830 • Assessment Fees	-11,715.00	-10,000.00	-1,715.00	117.15%
01-3831 • Assessment Discounts	-141,142.24	-151,642.00	10,499.76	93.08%
01-9400 • Other Revenue	0.00	18,000.00	-18,000.00	0.0%
Total Revenue	514,544.56	525,825.00	-11,280.44	97.86%
Expenditures				
01-1130 • Payroll Tax Expense	520.20	880.00	-359.80	59.11%
01-1131 • Supervisor Fees	6,800.00	11,000.00	-4,200.00	61.82%
01-1310 • Engineering	3,471.33	50,000.00	-46,528.67	6.94%
01-1311 • Management Fees	29,790.00	39,720.00	-9,930.00	75.0%
01-1313 • Website Management	1,499.94	2,000.00	-500.06	75.0%
01-1315 • Legal Fees	5,419.00	22,000.00	-16,581.00	24.63%
01-1318 • Assessment/Tax Roll	0.00	5,000.00	-5,000.00	0.0%
01-1320 • Audit Fees	0.00	5,350.00	-5,350.00	0.0%
01-1330 • Arbitrage Rebate Fee	1,000.00	2,000.00	-1,000.00	50.0%
01-1332 • Amortization Schedule Fee	0.00	500.00	-500.00	0.0%
01-1450 • Insurance	12,371.00	12,000.00	371.00	103.09%
01-1480 • Legal Advertisements	1,763.46	5,500.00	-3,736.54	32.06%
01-1512 • Miscellaneous	1,930.17	3,300.00	-1,369.83	58.49%
01-1513 • Postage and Delivery	479.93	1,150.00	-670.07	41.73%
01-1514 • Office Supplies	562.35	2,300.00	-1,737.65	24.45%
01-1540 • Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
01-1555 • Trustee Fees	12,738.75	30,000.00	-17,261.25	42.46%
01-1743 • Continuing Disclosure Fee	3,000.00	4,000.00	-1,000.00	75.0%

Arborwood Community Development District
Budget vs. Actual
October 2023 through June 2024

	<u>Oct '23 - Jun 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
01-1811 • Professional Fee & Permits	0.00	1,250.00	-1,250.00	0.0%
01-1816 • Treeline Preserve Maint-Exotics	6,000.00	6,000.00	0.00	100.0%
01-1818 • DRI / Traffic Monitoring	0.00	10,000.00	-10,000.00	0.0%
01-1819 • Environmentl Cnsltng-Passarella	14,536.05	22,000.00	-7,463.95	66.07%
01-1820 • Panther Mitigation Mnt-Exotics	40,000.00	80,000.00	-40,000.00	50.0%
01-1822 • Street Lighting-Utility & Maint	79,791.68	10,000.00	69,791.68	797.92%
01-1824 • Field Inspector - Somerset Only	16,027.60	25,500.00	-9,472.40	62.85%
01-1825 • Lake Maintenance-Somerset Only	35,472.36	46,100.00	-10,627.64	76.95%
01-1826 • Preserve Maint - Somerset Only	18,250.00	35,000.00	-16,750.00	52.14%
01-1827 • Flowway Maintenance	0.00	4,600.00	-4,600.00	0.0%
01-1828 • Preserve Maint (Parcel C Only)	0.00	7,000.00	-7,000.00	0.0%
01-1829 • Lake Bank Erosion Mte(Somerset)	44,995.00	45,000.00	-5.00	99.99%
01-1830 • Strmwtr Drains Ins/MTE-Somerset	0.00	20,000.00	-20,000.00	0.0%
01-1831 • Strmwtr Drains Ins (Bridgetown)	0.00	2,500.00	-2,500.00	0.0%
01-1839 • Lake Bank Inspection-Somerset	5,401.88	6,500.00	-1,098.12	83.11%
01-1840 • Lake Bank Inspection-Bridgetown	5,401.88	6,500.00	-1,098.12	83.11%
01-1850 • Capital Outlay - Small	0.00	1,000.00	-1,000.00	0.0%
Total Expenditures	<u>347,397.58</u>	<u>525,825.00</u>	<u>-178,427.42</u>	<u>66.07%</u>
Net Income	<u>167,146.98</u>	<u>0.00</u>	<u>167,146.98</u>	<u>100.0%</u>

Note: Street Lighting - Utility & Maintenance Includes \$74,590 Expenditure which was almost entirely covered by Fiscal Year 2022/2023 Insurance Claim Reimbursements.

Bank Balance As Of 6/30/24	\$ 647,202.09
Accounts Payable As Of 6/30/24	\$ 50,820.29
Other Assets As Of 6/30/24	\$ -
Total Fund Balance As Of 6/30/24	\$ 596,381.80

Series 2014A-1 Bond Balance As Of 6/30/24	\$ 4,015,000.00
Series 2014A-2 Bond Balance As Of 6/30/24	\$ 470,000.00
Series 2018A-1 Bond Balance As Of 6/30/24	\$ 17,540,000.00
Series 2018A-2 Bond Balance As Of 6/30/24	\$ 6,100,000.00
Total Bond Balance As Of 6/30/24	\$ 28,125,000.00