

**MINUTES OF MEETING
NAPLES RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Naples Reserve Community Development District held a Regular Meeting on May 7, 2019 at 11:00 a.m., at the offices of Coleman, Yovanovich & Koester, P.A., Northern Trust Bank Building, 4001 Tamiami Trail N., Suite 300, Naples, Florida 34103.

Present at the meeting were:

Donald Mears	Chair
Thomas Marquardt	Vice Chair
Robert Mulhere	Assistant Secretary
Heather Thompson	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Lisa Dao	Wrathell, Hunt and Associates, LLC
Greg Urbancic	District Counsel
Terry Cole	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:00 a.m. Supervisors Mears, Marquardt, Mulhere and Supervisor-elect Thomas were present, in person.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Tom Marquardt [Seat 2] and Heather Thompson [Seat 3] (*the following to be provided in a separate package*)

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Marquardt and Ms. Heather Thompson. She provided and briefly explained the following items:

- 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**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes

Ms. Cerbone reported the results of the Landowners’ Election and the terms for each seat, as follows:

Seat 2	Tom Marquardt	634 votes	Four-year Term
Seat 3	Heather Thompson	633 votes	Two-year Term
Seat 5	Chris Rogers	634 votes	Four-year Term

Ms. Cerbone presented Resolution 2019-01.

On MOTION by Mr. Mulhere and seconded by Mr. Marquardt, with all in favor, Resolution 2019-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, as presented, was adopted.

FIFTH ORDER OF BUSINESS

Consider Vacancy in Seat 5, Due to Chris Rogers’ Inability to Accept Board Seat Due to Recent Relocation Out of Area

- **Consider Appointment of Jeff Bieker to Seat 5, Term Expires November, 2022**
- **Administration of Oath of Office to Newly Appointed Supervisor**

This item was presented following the Eighth Order of Business.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2019-02,
Electing the Officers of the District**

This item was presented following the Ninth Order of Business.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-03,
Approving a Proposed Budget for Fiscal
Year 2019/2020 and Setting a Public
Hearing Thereon Pursuant to Florida Law;
Addressing Transmittal, Posting and
Publication Requirements; Addressing
Severability; and Providing an Effective
Date**

Ms. Cerbone presented the proposed Fiscal Year 2020 budget and reported the following:

- As proposed, the Fiscal Year 2020 assessment levels would decrease slightly, compared to Fiscal Year 2019.

Mr. Mears requested a comparison sheet of the 2019 and 2020 assessments, broken down by the General Fund and Debt Service Fund, and confirmation of whether the District adopted a maximum annual assessment.

Ms. Cerbone stated that, typically, Management would update the off-roll and on-roll assessments with current information from the Developer and from the Property Appraiser's website just prior to recording the proposed budget with the Property Appraiser and Tax Collector office, sometime in July or August. Discussion ensued regarding the Developer determining the criteria of an unit transitioning from off to on-roll assessments, including any expected additional costs in the operating fund before adopting the budget, maintenance and the highest budget variable typically being contracted with the Master Association or HOA. Ms. Cerbone confirmed there could be a nine to ten month gap before an item appears on the tax roll, which is why Management's process of collecting data is done off-line, to ensure estoppel letters are done properly and the information to the Tax Collector, Property Appraiser or other entity is correct. Mr. Mears stated the Developer had been funding the deficit; however, iStar would no longer be the major landowner at the end of the year; it would transition to two

builders. Ms. Cerbone stated, due to timing and in order for assessments to be billed correctly, estoppels would be needed at the closing.

A Board Member asked whether there were sufficient funds in the proposed Fiscal Year 2020 budget to cover legal and engineering expenses. Mr. Cole referred to the Unaudited Financial Statements and the current balances in Capital Projects Funds for the Series 2014 and Series 2018 bonds. He believed the final Engineer's Report for 2014 was done but he would need to confirm. Ms. Cerbone stated, once confirmed, she would provide the Trustee with the Engineer's Certificate of Completion and request a release of funds, which, based on the Trust Indenture, would be used for the bond prepayment. With regard to the Series 2018 bonds, some of those funds would be use to cover the expense of Mr. Cole performing an accounting and summary reconciliation of how bond funds were spent, before issuing a Final Certification Letter, indicating that the bond work was completed in accordance with how the costs were actually spent. Mr. Mears would notify the two builders that they would be responsible for debt service, once they obtain ownership. Mr. Urbancic stated it was not necessary for Mr. Mulhere, a Representative of Holes Montes, Inc., to recuse himself from voting on this agenda item.

Ms. Cerbone presented Resolution 2019-03.

On MOTION by Mr. Mulhere and seconded by Mr. Marquardt, with all in favor, Resolution 2019-03, Approving a Proposed Budget for Fiscal Year 2019/2020 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 20, 2019 at 11:00 a.m., at the Offices of Coleman, Yovanovich & Koester, P.A., 4001 Tamiami Trail N., Suite 300, Naples, Florida 34103; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of March 31, 2019

Ms. Cerbone presented the Unaudited Financial Statements as of March 31, 2019.

On MOTION by Mr. Mulhere and seconded by Mr. Marquardt, with all in favor, the Unaudited Financial Statements as of March 31, 2019, were approved.

- **Consider Vacancy in Seat 5, Due to Chris Rogers’ Inability to Accept Board Seat Due to Recent Relocation Out of Area**
- **Consider Appointment of Jeff Bieker to Seat 5, *Term Expires November, 2022***
- **Administration of Oath of Office to Newly Appointed Supervisor**

This item, previously the Fifth Order of Business, was presented out of order.

Ms. Cerbone stated Management’s records indicate that, in January, Mr. Rogers notified Mr. Mears that he was relocating out of the area, preventing him from accepting election to Seat 5. Mr. Mears would forward, Mr. Rogers’ notification to Ms. Cerbone and, if necessary, request that Mr. Rogers officially decline the Seat.

This item was deferred to the next meeting.

NINTH ORDER OF BUSINESS

Approval of Minutes

- A. **August 21, 2018 Public Hearings and Regular Meeting**
- B. **September 26, 2018 Special Meeting**
- C. **November 27, 2018 Landowners’ Meeting**

Ms. Cerbone presented the Meeting Minutes.

On MOTION by Mr. Mears and seconded by Mr. Thompson, with all in favor, the August 21, 2018 Public Hearings and Regular Meeting, September 26, 2018 Special Meeting and the November 27, 2018 Landowners’ Meeting Minutes, as presented, were approved.

- **Consideration of Resolution 2019-02, Electing the Officers of the District**

This item, previously the Sixth Order of Business, was presented out of order.

Ms. Cerbone presented the District’s current slate of officers. A Board Member then nominated a slate of officers and then subsequently withdrew the nomination. Mr. Mears nominated Mr. Marquardt as Vice Chair and Mr. Mulhere as Assistant Secretary and placing Heather Thompson as an Assistant Secretary and kept the remaining slate of officers as is, as follows:

Chair	Donald Mears
Vice Chair	Thomas Marquardt

Secretary	Craig Wrathell
Assistant Secretary	Heather Thompson
Assistant Secretary	Robert Mulhere
Assistant Secretary	_____
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

Ms. Cerbone presented Resolution 2019-02.

On MOTION by Mr. Marquardt and seconded by Mr. Mulhere, with all in favor, Resolution 2019-02, Electing the Officers of the District, as nominated, was adopted.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Coleman, Yovanovich & Koester, P.A.*

Mr. Urbancic stated the Legislative Session ended. He would confirm whether the State House and Senate approved the two bills related to CDDs; legal advertising for governmental entities on the District’s website and bond issues requiring approval from the majority of Supervisors. If passed, the bills would go into effect sometime in 2020.

B. District Engineer: *Hole Montes, Inc.*

• Collier County Stormwater Fee

Mr. Cole stated the Collier County Board of County Commissioners (CCBOCC) voted, in September, to delay implementation of the proposed stormwater fee another year. The CCBOCC was considering whether to provide credits to those with a Master Water Management System if they submit an Engineering Report on the inspection and operation of the system.

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

i. 367 Registered Voters in District as of April 15, 2019

Ms. Cerbone reported that there were 367 registered voters residing within the District as of April 15, 2019. Because certain criteria were met, Seats 1 and 3 would transfer to election in the 2020 General Election. Seat 4 would remain a Landowner-elected Seat. Interested candidates must submit forms and payment to the Supervisor of Elections office during the candidate qualifying period. If a candidate is unopposed, they are automatically elected to the seat. At the next meeting, adopting the budget, the meeting schedule and possibility of additional meetings, whether to direct Management to work with the HOA or Property Manager to e-blast general election information to residents, etc., would be discussed.

ii. NEXT MEETING DATE: August 20, 2019 at 11:00 A.M.

The next meeting will be held on August 20, 2019 at 11:00 a.m.

TWELFTH ORDER OF BUSINESS

**Audience
Requests**

Comments/Supervisors'

There being no audience comments or 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. Mulhere and seconded by Mr. Mears, with all in favor, the meeting adjourned at 12:09 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair