

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

The Board of Supervisors of the Naples Reserve Community Development District held a Regular Meeting on June 1, 2023 at 10:30 a.m., at the Island Club at Naples Reserve, Activities Room, 14885 Naples Reserve Circle, Naples, Florida 34114.

**Present at the meeting were:**

Deborah Lee Godfrey  
Charlene Hill  
Anna Harmon

Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Jamie Sanchez  
Shane Willis  
Meagan Magaldi  
Kevin Dowty  
Heidi McIntyre

District Manager  
Operations Manager  
District Counsel  
District Engineer  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:30 a.m. Supervisors Harmon, Hill and Godfrey were present. Supervisors Marquardt and Inez were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Chair's Opening Remarks**

There were no opening remarks.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing**

**Severability; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2023-02. She reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget and explained the reasons for any changes.

Discussion ensued regarding the proposed and current amounts in the “Engineering” and “Operations management” budget line items.

Mr. Willis was commended for his swift response in addressing a clogged pipe issue.

The “Field operations” portion of the budget was discussed as follows:

➤ GIS Solutions: Ms. Sanchez expects to present the proposal to initiate Phase One in October; this is a new budget line item.

Mr. Willis discussed the initial cost for Phase One, ability to add additional features for a one-time charge and the overall benefits of the GIS mapping system.

➤ “Other repairs & maintenance”: Mr. Willis discussed an upcoming lake bank erosion repair project caused by homeowners’ runoff into the lake. The Board must decide whether to continue with erosion repairs without first requiring homeowners to install a drainage pipe in their yards. This will be a discussion item on the next agenda.

The Board consensus was to hear public comments.

Resident Heidi McIntyre asked if the homeowner’s drainage pipe would be visible. Mr. Willis explained the installation process that connects to the CDD pipe going into the lake. Proceeding with a preventative maintenance approach is more cost effective to the CDD and, ultimately, to homeowners than the CDD potentially being fined for violating the Southwest Florida Water Management District (SWFWMD) permit.

➤ “Lake maintenance/water quality”: Mr. Willis stated that the contract expires in November 2023. He expects the costs to increase. He will obtain bids for the next meeting.

Discussion ensued regarding increasing the Fiscal Year 2024 assessments more to address concerns that the fund balance available for lake bank remediation might be too low and to build up reserves, given that there were unexpected expenditures in Fiscal Year 2023, and the recent preparation and submittal of the 20-Year Stormwater Management Needs Analysis Report, which is due every five years.

The Board consensus was to increase the Fiscal Year 2024 assessments up to \$100 over the Fiscal Year 2023 assessments.

Ms. Sanchez will apply the increased amount to the “Other repairs & Maintenance” budget line item and email a revised proposed Fiscal Year 2024 budget to the Board.

**On MOTION by Ms. Godfrey and seconded by Ms. Harmon, with all in favor, the Resolution 2023-02, Approving a Proposed Budget for Fiscal Year 2023/2024, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for September 7, 2023 at 10:30 a.m., at the Island Club at Naples Reserve, Activities Room, 14885 Naples Reserve Circle, Naples, Florida 34114; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

▪ **District Staff, Operations Manager – Monthly Report**

**This item, previously Item 10C, was presented out of order.**

The Field Operations Report was included for informational purposes.

Mr. Willis noted the following:

- Additional homeowner complaints about clogged drains and erosion issues are being addressed. The builder should remember to remove silt fences once work is completed.
- Mr. Cole contacted the Parrot Cay resident to discuss elevation concerns on their property and told them to contact the builder since this is not a CDD issue.
- Regarding a Laguna homeowner who removed littorals, the Board consensus was to continue the same process of sending letters to the homeowner.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing an Effective Date**

**On MOTION by Ms. Godfrey and seconded by Ms. Hill, with all in favor, Resolution 2023-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Ratification of Napier Sprinkler, Inc., Proposals**

**A. #e1104**

**B. #e1105**

Ms. Sanchez conveyed Mr. Cole’s sense of urgency to complete the repairs and the question of whether the Board wants to bill the HOA for all or a portion of the costs, as these are HOA facilities. It was noted that this is not on the vendor’s schedule, yet. The Board consensus is for the CDD to incur the costs and advise the HOA that this is a one-time courtesy.

Discussion ensued regarding monitoring other areas, such as the pump stations, and Mr. Cole tasked at the last meeting to provide information on long-term on-going expenses.

**On MOTION by Ms. Hill and seconded by Ms. Harmon, with all in favor, Napier Sprinkler, Inc., Proposals #e1104 and #e1105, for lake bank erosion repairs, due to recharge and irrigation well discharge pipes from the Charthouse and Tennis Courts, in the amounts of \$3,819.65 and \$3,111.97, respectively, were ratified.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2023**

**On MOTION by Ms. Harmon and seconded by Ms. Godfrey, with all in favor, the Unaudited Financial Statements as of April 30, 2023, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. March 2, 2023 Regular Meeting**
- B. April 18, 2023 Special Meeting**

**On MOTION by Ms. Godfrey and seconded by Ms. Hill, with all in favor, the March 2, 2023 Regular Meeting and April 18, 2023 Special Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Other Business**

Ms. Hill asked for updates on Lots 62 and 63 that were discussed at the last meeting. It was noted that the Design Review Committee (DRC) is reviewing the plans for Lot 62. The DRC did not approve the original plans, which showed several second-floor balconies jutting into the setback, and Mr. Cole was to discuss this further with the County. Ms. Sanchez will obtain updates from Mr. Cole about these two matters.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Magaldi stated she is incorporating language into vendor contracts to coincide with legislative changes to the E-Verify requirements. Pending the Governor’s signature, Board Members will be required to attend an annual four-hours ethics training session.

Regarding Mr. Wright and the Encroachment Agreement, Ms. Magaldi stated that the CDD executed its portion of the Tri-Party Easement Use Agreement and sent the Letter of No Objection (LONO). She has not heard back on whether the County executed the Agreement. It was noted that the CDD received payment before issuing these documents.

**B. District Engineer: Bowman Consulting Group LTD**

There was no report.

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

**• Monthly Report**

This item was presented following the Fourth Order of Business.

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

- 1,312 Registered Voters in District as of April 15, 2023**
- NEXT MEETING DATE: August 3, 2023 at 10:30 AM**
  - QUORUM CHECK**

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

There were no Supervisors’ requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Hills and seconded by Ms. Godfrey, with all in favor, the meeting adjourned at 11:38 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair