

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

The Board of Supervisors of the Naples Reserve Community Development District held a Continued Regular Meeting on February 9, 2021 at 11:00 a.m., in the Naples Reserve Clubhouse Parking Lot, 14885 Naples Reserve Circle, Naples, Florida 34114.

**Present at the meeting were:**

Thomas Marquardt	Chair
Jeffrey Bieker	Vice Chair
Deborah Lee Godfrey	Assistant Secretary
Charlene Hill	Assistant Secretary
Gregory Inez	Assistant Secretary

**Also present, were:**

Cindy Cerbone	District Manager
Daniel Rom	Wrathell, Hunt and Associates, LLC
Greg Urbancic	District Counsel
Meagan Magaldi	Coleman, Yovanovich & Koester, P.A.
Terry Cole	District Engineer
Randy Sparrazza	Resident
Heidi McIntyre	Resident
Ed Moore	Resident
Linda Houde	Resident
Leo Desjardins	Resident
Additional members of the public	

**DUE TO AUDIO DIFFICULTIES, PORTIONS OF THE  
MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 11:03 a.m. All Supervisors were present.

Mr. Marquardt summarized issues identified at the last meeting, as follows:

1. Storm Drain and Catch Basin Maintenance: CDD or HOA responsibility?

2. Operations & Maintenance (O&M) Agreement
3. Independent Inspection or Analysis
4. More Map Detail

An informational conference call was held with the District Manager to review and attempt to clarify CDD responsibility and to discuss the O&M Agreement. A conference call was needed with District Counsel for the CDD and Counsel for the HOA to discuss the O&M Agreement. An inspection was already underway, including the CDD property. The CDD would need to decide whether to conduct an independent study. It was deemed difficult to argue that erosion issues are a construction issue and CDD responsibility. Rather, they were a maintenance issue and the responsibility of the HOA; however, these issues would become the CDD's responsibility if the HOA fails to make corrections. Items cited on the lakes as related to runoff from pools and eaves were also considered a maintenance issue, which falls to the HOA, in Staff's interpretation. Per a Turnover Study posted on the Naples Reserve HOA website, on behalf of the Developer, an assessment of properties due compensation stated all were HOA property.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Staff Report**

- **District Engineer: *Hole Montes, Inc.***
  - A. Discussion: District Engineer's Report on Status of CDD Improvements**

Mr. Cole reviewed the Status Report presented at the previous meeting and responded to questions. Discussion ensued regarding catch basin inspection and maintenance, Developer responsibilities, HOA versus CDD responsibilities, damage to curbs and valley gutters, repair estimates and potential remediation efforts.

Ms. Cerbone noted that the Board could direct Staff to work with one Board Member, the HOA and the Property Manager to develop a maintenance schedule. Construction processes, inspections, ongoing routine catch basin cleanouts and curb and valley gutter repairs

by the Developer, during construction, were discussed. Ms. Cerbone explained the need to develop a To-Do List for Staff.

**B. Discussion: Lake/Storm Water Pond Ownership**

Mr. Urbancic discussed ownership and dedication of plats and tracts, as outlined in the table, and responded to questions.

Mr. Cole noted that numerous South Florida Water Management District (SFWMD) permits should be transferred from the HOA to the CDD, as the operating entity.

**C. Discussion: CDD Improvements Map**

Mr. Cole stated that, when the Master Plan changed, the number of lakes was reduced; lake numbers reflected original lake numbers, as indicated in the plats.

**D. Discussion: Potential Storm Impact Damage on CDD Improvements (Restoration Activities and Related Cost Estimates)**

This item was not addressed.

**E. Discussion: Certificate of Completion for 2014 Bond Series**

This item was included for informational purposes.

**F. Discussion: Certificate of Completion for 2018 Bond Series**

Mr. Cole stated that the 2018 bond series was not yet certified and as much as \$14,000 in the bond funds remained. Discussion ensued regarding requirements and procedures for expending those funds.

**G. Discussion: Developer to CDD Conveyances**

This item was not addressed.

▪ **Discussion: Next Steps**

**This item was an addition to the agenda.**

Mr. Marquardt stated the Engineer completed a survey and the HOA committed to an inspection of all HOA and CDD property. He asked if there was any interest in having the CDD conduct an independent survey. Mr. Sparrazza discussed the HOA studies and stated that a Reserve Study, an Engineering Study and a Hydro Engineering firm survey were planned. Mr. Sparrazza would forward a copy of the Request for Proposals (RFP).

Mr. Marquardt stated that a conference call would be scheduled with District Counsel and Counsel for the HOA and a timetable was needed for the O&M Agreement.

Discussion ensued regarding the June 15 deadline for the proposed budget, the Management Agreement with the HOA and procedures for the CDD assuming management of District maintenance.

**FOURTH ORDER OF BUSINESS**

**NEXT MEETING DATE: March 2, 2021 at 11:00 A.M.**

Discussion ensued regarding the need for an indoor meeting location that can accommodate a quorum of the Board while social distancing. Ms. Cerbone would work with Mr. Bieker and the HOA to find a meeting location.

The following change was made to the Fiscal Year 2021 Meeting Schedule:

LOCATION: TBD

**On MOTION by Ms. Godfrey and seconded by Mr. Bieker, with all in favor, holding the March 2, 2021 meeting in one of the HOA buildings available to the CDD, with Staff and the public able to attend via Zoom audio/visual or audio only, was approved.**

○ **QUORUM CHECK**

The next meeting will be held on March 2, 2021 at 11:00 a.m.

Discussion ensued regarding meetings. A workshop might be scheduled to discuss the draft proposed budget.

**FIFTH ORDER OF BUSINESS**

**Audience Requests**

**Comments/Supervisors'**

Mr. Desjardins asked about further discussions with the Federal Emergency Management Agency (FEMA) for possible future funding. Mr. Urbancic and Ms. Cerbone discussed how CDDs work with FEMA on debris removal and debris monitoring.

Mr. Desjardins asked if a study of the littoral shelves would be worthwhile. Discussion ensued regarding studies, lake management, littorals and HOA versus Developer responsibilities.

Mr. Moore asked why paying for lake bank erosion after Hurricane Irma was not the Developer's responsibility.

Ms. Houde stated her property has drainage issues and she does not live on a lake. She asked if correcting the issues is a CDD or HOA were responsibility. Ms. Cerbone asked Ms. Houde to forward information to her so that Mr. Cole could review it and provided feedback.

Mr. Sparrazza asked for clarification between ownership and maintenance responsibilities of the lakes. Mr. Urbancic reviewed the table discussed in conjunction with Item 3B and issues related to the maintenance agreement and stormwater management.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

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

**On MOTION by Mr. Marquardt and seconded by Ms. Hill, with all in favor, the meeting adjourned at 12:43 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair