

**MINUTES OF MEETING  
ENBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Enbrook Community Development District held a Regular Meeting on May 26, 2022 at 1:00 p.m., at the offices of RWA, Inc., 6610 Willow Park Dr., Ste. #200, Naples, FL 34109.

**Present were:**

Christian Cotter	Chair
Mary Moulton	Vice Chair
Michael Bone	Assistant Secretary
Matt Hermanson	Assistant Secretary (appointed at meeting)

**Also present were:**

Chuck Adams	District Manager
Jere Earlywine (via telephone)	District Counsel
Steve Martin	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:02 p.m. Supervisors Cotter, Moulton and Bone were present. Supervisor Carmack was not present. Supervisor Holsinger, who is resigning, was not present. Supervisor-Appointee Mr. Matt Hermanson was present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Jake Holsinger, SEAT 3; *Term Expires November 2022***

Mr. Adams presented Mr. Jake Holsinger's resignation.

**On MOTION by Mr. Bone and seconded by Mr. Cotter, with all in favor, the resignation of Mr. Jake Holsinger from Seat 3, term expires November 2022, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Matt Hermanson to Fill Unexpired Term of Seat 3**

Mr. Cotter nominated Mr. Matt Hermanson to fill Seat 3. No other nominations were made.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, the appointment of Mr. Matt Hermanson to fill Seat 3, was approved.**

• **Administration of Oath of Office (*the following will be provided in a separate package*)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Hermanson. As a Supervisor in another CDD, Mr. Hermanson was familiar with the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. 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**
- E. Form 8B – Memorandum of Voting Conflict**

Mr. Hermanson was advised to file Form 1 with the Supervisors of Elections Office in the County of his residence within 30 days, to prevent being fined. All Supervisors should expect to receive Form 1 in the mail and were instructed to file it before the July 2022 deadline.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04,  
Designating Certain Officers of the District,  
and Providing for an Effective Date**

Mr. Adams presented Resolution 2022-04. Mr. Cotter nominated the following slate of officers:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Chesley E. Adams, Jr.	Secretary
Michael Bone	Assistant Secretary
Andre Carmack	Assistant Secretary
Matt Hermanson	Assistant Secretary
Craig Wrathell	Assistant Secretary

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, Resolution 2022-04, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05,  
Adopting Amended and Restated Prompt  
Payment Policies and Procedures  
Pursuant to Chapter 218, Florida Statutes;  
Providing a Severability Clause; and  
Providing an Effective Date**

Mr. Adams presented Resolution 2022-05. The existing policy was updated to comply with the new “Local Government Prompt Payment Act” requirements, pertaining specifically to construction activities, invoicing and payments; whereby, the interest rate on past due invoices increased from 1% to 2%.

**On MOTION by Mr. Bone and seconded by Mr. Cotter, with all in favor, Resolution 2022-05, Adopting Amended and Restated Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

Mr. Adams presented Resolution 2022-06. This grants the Chair and Vice Chair the authority to execute certain documents in between meetings to prevent delays on time sensitive matters.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, Resolution 2022-06, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Adams presented Resolution 2022-07. He reviewed the proposed Fiscal Year 2023 budget, highlighting line item increases, decreases and adjustments compared to the Fiscal Year 2022 budget.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, Resolution 2022-07, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 25, 2022 at 1:00 p.m., at the offices of RWA, Inc., 6610 Willow Park Dr., Ste. #200, Naples, FL 34109; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-08, Designating a Date, Time and Location for Landowners’ Meeting; Providing for Publication, Providing for an Effective Date [SEATS 3, 4 & 5]**

Mr. Adams presented Resolution 2022-08. Seats 3, 4 and 5, currently held by Supervisors Hermanson, Carmack and Bone, respectively, will be up for election at the Landowners’ Meeting.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, Resolution 2022-08, Designating a Date, Time and Location of November 1, 2022 at 1:00 p.m., at the offices of RWA, Inc., 6610 Willow Park Dr., Ste. #200, Naples, FL 34109 for a Landowners’ Meeting; Providing for Publication, Providing for an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2022**

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2022. The Construction account will be closed once the District Engineer certifies the project is complete. The financials were accepted.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of October 28, 2021 Regular Meeting Minutes**

Mr. Adams presented the October 28, 2021 Regular Meeting Minutes.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, the October 28, 2021 Regular Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *KE Law Group, PLLC***

Mr. Earlywine reported that the project was declared complete and he is ensuring that all permits are turned over and the maintenance agreements are in order.

**B. District Engineer: *Q Grady Minor & Associates P.A.***

There was no report.

Mr. Earlywine asked Mr. Martin if all the operations permits were transferred into the CDD's name. Mr. Martin believed they were but will confirm. He needs to confirm that the last one submitted to the South Florida Water Management District was approved.

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

**I. 36 Registered Voters in District as of April 15, 2022**

**II. NEXT MEETING DATE: June 23, 2022 at 1:00 P.M.**

**○ QUORUM CHECK**

The next meeting would be held on June 23, 2022, unless cancelled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Cotter and seconded by Mr. Bone, with all in favor, the meeting adjourned at 1:15 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair