

**MINUTES OF MEETING  
ENBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Enbrook Community Development District held a Public Hearing and Regular Meeting on August 24, 2023 at 1:00 p.m., at the offices of RWA, Inc., 6610 Willow Park Drive, Suite #200, Naples, Florida 34109.

**Present at the meeting were:**

Christian Cotter	Chair
Mary Moulton	Vice Chair
Andre Carmack	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Ashely Ligas (via telephone)	District Counsel
Steven Martin	District Engineer
David Caplivski	Grau & Associates

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:00 p.m.

Supervisors Moulton, Cotter and Carmack were present. Supervisor Bone and Supervisor-Elect Aiken were not present. The Oath of Office was administered to Mr. Andre Carmack before the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for the Fiscal Year Ended September 30,  
2022, Prepared by Grau & Associates**

Mr. Adams presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022 and accompanying disclosures. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022**

Mr. Adams presented Resolution 2023-04.

**On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-04, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisor Andre Carmack [Seat 4] (the following to be provided in a separate package)**

Mr. Adams stated the Oath of Office was administered to Mr. Andre Carmack before the meeting. Mr. Carmack is already familiar with the following:

- 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**

**SIXTH ORDER OF BUSINESS**

**Acceptance of Steve Aiken's Notice of Intent to Decline Seat 3**

Mr. Adams presented Mr. Steve Aiken's notice of intent to decline appointment to the Board.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Mr. Steve Aiken's notice of intent to decline appointment to the Board, was accepted.**

**SEVENTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2026**

- **Administration of Oath of Office to Appointed Supervisor**

This item was presented following the Thirteenth Order of Business.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Designating Certain Officers of the District, and Providing for an Effective Date**

This item was presented following the Thirteenth Order of Business.

**NINTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2023-06, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Adams presented Resolution 2023-06. He reviewed the proposed Fiscal Year 2024 budget, which is unchanged since it was last presented. The expenses in the Operating Fund are expected to decrease because the initial setup of the CDD has occurred and the Legal and

Engineering portions of the budget are expected to decrease. As presented, assessments will decrease by approximately \$12 year-over-year.

**Mr. Adams opened the Public Hearing.**

No members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, the Resolution 2023-06, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

#### **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Adams presented Resolution 2023-07. This Resolution that takes into consideration the budget that was just adopted and the assessment levels contained therein, directs Staff to prepare a lien roll and transmit the lien roll to the Tax Collector for placement of the assessments on the property tax bill.

**On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, the Resolution 2023-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors for Fiscal Year 2023/2024 and Providing for an Effective Date**

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Resolution 2023-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2023**

Mr. Adams presented the Unaudited Financial Statements as of July 31, 2023.

The financials were accepted.

**THIRTEENTH ORDER OF BUSINESS**

**Approval of April 27, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, the April 27, 2023 Regular Meeting Minutes, as presented, were approved.**

▪ **Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2026**

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

Ms. Moulton nominated Mr. Charles Marsala to fill Seat 3.

No other nominations were made.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the appointment of Mr. Charles Marsala to Seat 3, was approved.**

• **Administration of Oath of Office to Appointed Supervisor**

Mr. Adams stated the Oath of Office will be administered to Mr. Marsala at or before the next meeting.

▪ **Consideration of Resolution 2023-05, Designating Certain Officers of the District, and Providing for an Effective Date**

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

Mr. Adams presented Resolution 2023-05. Mr. Cotter nominated the following slate:

Chair	Christian Cotter
Vice Chair	Mary Moulton
Assistant Secretary	Michael Bone
Assistant Secretary	Andre Carmack
Assistant Secretary	Charles Marsala
Assistant Secretary	Craig Wrathell

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution

**On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-05, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

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

There were no District Counsel or District Engineer reports.

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

- **123 Registered Voter in District as of April 15, 2023**
- **NEXT MEETING DATE: September 28, 2023 at 1:00 PM**
  - **QUORUM CHECK**

The next meeting will be held on September 28, 2023, unless cancelled.

**FIFTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

<p>On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, the meeting adjourned at 1:12 p.m.</p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair