

**MINUTES OF MEETING  
BROOKSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brookstone Community Development District held a Regular Meeting on December 6, 2019, at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Ave., Dr. E, Bradenton, Florida 34208.

**Present at the meeting were:**

Ryan Zook	Chair
Anne Mize	Assistant Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Tucker Mackie (via telephone)	District Counsel

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:00 a.m. Supervisors Zook, Mize, Lutz and Mundell were present, in person. Supervisor Snyder was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

Ms. Cerbone noted that the Oath of Office was administered to Ms. Anne Mize after the November meeting and Management received the document.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2020-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District and Providing for an Effective Date**

Mr. Lutz nominated the slate of officers, as follows:

Ryan Zook	Chair
John Snyder	Vice Chair
Craig Wrathell	Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary
Anne Mize	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

**On MOTION by Mr. Zook and seconded by Ms. Mize with all in favor, Resolution 2020-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Discussion: Updated Provisions of District's Rules of Procedure**

- **Resolution 2020-02, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2020-02.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2020-02, To Designate Date, Time and Place of Public Hearing for March 6, 2020 at 10:00 a.m., at ZNS Engineering, 201 5<sup>th</sup> Avenue Drive E, Bradenton, Florida 34208, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion/Consideration: Meeting Schedule for Remainder of Fiscal Year**

No changes were made to the meeting schedule.

**SIXTH ORDER OF BUSINESS**

**Consideration of Assignment and Assumption of Agreement Regarding the Acquisition of Certain Work Product, Infrastructure and Real Property**

This item is presented during the Eighth Order of Business.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Assignment and Assumption of Agreement Regarding the Completion of Certain Improvements**

This item is presented during the Eighth Order of Business.

**EIGHT ORDER OF BUSINESS**

**Consideration of Assignment and Assumption of Agreement Regarding the True-Up and Payment of Series 2018 Special Assessments**

Ms. Mackie presented the documents from the Sixth, Seventh and Eighth Orders of Business.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the Assignment and Assumption of Agreement Regarding the Acquisition of Certain Work Product, Infrastructure and Real Property, Assignment and Assumption of Agreement Regarding the Completion of Certain Improvements and Assignment and Assumption of Agreement Regarding the True-Up and Payment of Series 2018 Special Assessments, in substantial form, subject to review by DR Horton’s Counsel, were approved.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2019**

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

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the Unaudited Financial Statements as of October 31, 2019, were accepted.**

TENTH ORDER OF BUSINESS

Approval of November 1, 2019 Regular Meeting Minutes

Ms. Cerbone presented the November 1, 2019 Regular Meeting Minutes.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the November 1, 2019 Regular Meeting Minutes, as presented, were approved.**

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

There being nothing to report, the next item followed.

B. District Engineer: *ZNS Engineering, L.C.*

There being nothing to report, the next item followed.

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

- NEXT MEETING: January 3, 2020 at 10:00 a.m.
  - QUORUM CHECK

Discussion ensued regarding canceling the January and February meetings.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, cancellation of the January 3 and February 7, 2020 meetings, was approved.**

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Ms. Mize presented an additional ZNS work authorization related to preparation and review of construction requisitions, in a not-to-exceed amount of \$5,000 and in accordance with the established and previously approved hourly rates. This item would be presented for ratification at the March 2020 meeting.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the ZNS work authorization related to preparation and review of construction requisitions, in a not-to-exceed amount of \$5,000 and in accordance with the established and previously approved hourly rates, was approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the meeting adjourned at 10:20 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

*Cindy Carlson*

Secretary/Assistant Secretary

A stylized, handwritten signature in black ink, consisting of several sweeping, overlapping strokes.

Chair/Vice Chair