

**MINUTES OF MEETING  
BROOKSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brookstone Community Development District held a Regular Meeting on March 5, 2021 at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Avenue Dr. E., Bradenton, Florida 34208.

**Present were:**

Ryan Zook  
Hal Lutz  
Greg Mundell

Chair  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Cindy Cerbone  
Daniel Rom (via telephone)  
Tucker Mackie (via telephone)  
Deborah Sier (via telephone)

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel  
Hopping Green & Sams (HGS)

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:04 a.m. Supervisors, Zook, Lutz and Mundell were present, in person. Supervisors Snyder and Mize were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Ratification of Authorization for Chair and Staff to Execute and Submit Pay Application 21 to Trustee for Payment of \$1,199,095.70 to Oak City South**

Ms. Cerbone presented Requisition 38 for ratification and for ratification of the actions of the Chair and Staff to execute and submit. This was related to payment of Pay Application

21, with an amount payable of \$1,199,095.70, to Oak City South. Ms. Cerbone clarified that the amount to be funded was \$56,907.36.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Requisition 38, related to payment of Pay Application 21, with an amount payable of \$1,199,095.70, to Oak City South, with \$56,907.36 as the amount to be funded, and the actions of the Chair and Staff to execute and submit, were ratified.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Special Warranty Deed from SFTEN, LLC**

Ms. Mackie presented the Special Warranty Deed from SFTEN, LLC, to the Brookstone CDD. The District already accepted a deed of stormwater tracts that were platted to be dedicated to the District. Referencing the "Property Due Diligence" exhibit, Ms. Mackie stated the tracts included within the deed in the agenda packet were highlighted in yellow. The District would be accepting conveyance of the open space tract, that are meant to be owned, operated and maintained by the District, going forward, with the understanding that the District has an agreement with the HOA that stipulates that the HOA would replace the CDD for maintenance purposes and assess the HOA members for the same. Asked if the Board could approve the document, Ms. Mackie replied affirmatively.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Special Warranty Deed from SFTEN, LLC, to the Brookstone CDD, was approved.**

**FIFTH ORDER OF BUSINESS**

**Presentation of Second Amendment to the Declaration of Covenants, Conditions and Restrictions of Bella Lago and Consideration of Joinder to Same**

Ms. Mackie presented the Second Amendment to the Declaration of Covenants, Conditions and Restrictions and the Joinder and stated this is a clean-up item on the HOA side.

Ms. Mackie stated a motion to approve the document was needed, unless the Chair has already executed it, in which case the motion would be to ratify. Mr. Zook stated the motion should be to ratify.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Second Amendment to the Declaration of Covenants, Conditions and Restrictions of Bella Lago and the Joinder, were ratified.**

Ms. Mackie requested a copy of the executed Joinder. Mr. Zook would email the Joinder to Ms. Mackie, Ms. Cerbone and Mr. Rom.

**SIXTH ORDER OF BUSINESS**

**Discussion: Memorandum of Understanding Section 448.095, Florida Statutes/E-Verify Requirements**

Ms. Cerbone stated this item was forwarded to all of the Districts managed by WHA. She briefly reviewed the HGS Memorandum for Understanding related to Section 448.095, Florida Statutes/E-Verify Requirements. Ms. Mackie stated, regardless of whether the District has direct employees, it must register with E-Verify as soon as possible.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, authorizing registration of the Brookstone CDD with the United States Department of Homeland Security’s E-Verify system, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of January 31, 2021**

Ms. Cerbone presented the Unaudited Financial Statements as of January 31, 2021.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Unaudited Financial Statements as of January 31, 2021, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. November 3, 2020 Landowners' Meeting**
- B. November 6, 2020 Regular Meeting**

Ms. Cerbone presented the November 3, 2020 Landowners' Meeting and November 6, 2020 Regular Meeting Minutes.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the November 3, 2020 Landowners' Meeting and November 6, 2020 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

There being nothing further to report, the next item followed.

- B. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING: April 2, 2021 at 10:00 a.m.**
  - **QUORUM CHECK**

The next meeting would be cancelled unless there is an urgent business matter to discuss. The proposed Fiscal Year 2022 budget would be presented at the May meeting.

Ms. Cerbone asked if there would be any Board turnovers in Fiscal Year 2022, which starts October 1, 2021 and runs through September 30, 2022, and if anything else was going on in Brookstone CDD besides regular and professional administrative fees. Mr. Zook replied no to both questions.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the meeting adjourned at 10:17 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair