

**MINUTES OF MEETING  
BROOKSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brookstone Community Development District held a Regular Meeting on May 6, 2022 at 11:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Avenue Dr. E., Bradenton, Florida 34208.

**Present were:**

Ryan Zook	Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Tucker Mackie	District Counsel
Emily Zook	D.R. Horton

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 11:02 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**

**Consideration of Resolution 2022-01,  
Designating a Registered Agent and  
Registered Office of the Brookstone  
Community Development District**

Ms. Mackie presented Resolution 2022-01.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-01, Designating Ms. Tucker Mackie as the Registered Agent and the office of Kutak Rock, LLP, 107 W. College Avenue, Tallahassee, Florida 32301 as the Registered Office of the Brookstone Community Development District, was adopted.**

**BROOKSTONE CDD  
FOURTH ORDER OF BUSINESS**

**May 6, 2022**

**Ratification of ZNS Engineering, L.C., Work Authorization No. 3, to Provide Supplemental Engineer's Report with Cost Estimate**

Mr. Rom presented ZNS Engineering, L.C., Work Authorization No. 3.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, ZNS Engineering, L.C., Work Authorization No. 3, to provide a Supplemental Engineer's Report with cost estimate for the remaining lands in Phase II, in a not-to-exceed amount of \$3,500, was ratified.**

**FIFTH ORDER OF BUSINESS**

**Ratification of HGS Transition Letter**

**• Kutak Rock LLP Retention and Fee Agreement**

Mr. Rom presented the executed Hopping Green & Sams, P.A. (HGS) joint letter to transition District Counsel Services to Kutak Rock, LLP, and the Kutak Rock LLP Retention and Fee Agreement.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Hopping Green & Sams, P.A. and Kutak Rock LLP Joint Transition Letter and the Kutak Rock, LLP Retention and Fee Agreement to serve as District Counsel, were ratified and approved.**

**SIXTH ORDER OF BUSINESS**

**Update: Statutory Changes from 2021 Legislative Session**

**A. Prompt Payment Policies**

- Consideration of Resolution 2022-02, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2022-02.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-02, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**B. Wastewater and Stormwater Needs Analysis**

- I. Ratification of ZNS Engineering, L.C., Professional Services Agreement**
- II. Ratification of ZNS Engineering, L.C., Work Authorization Number 4**

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the ZNS Engineering, L.C., Professional Services Agreement and Work Authorization Number 4 to prepare the 20-Year Stormwater Management Needs Analysis Report, at an hourly rate, in a not-to-exceed amount of \$20,000, were ratified.**

**SEVENTH ORDER OF BUSINESS**

**Presentation of Audited Financial Statements for Fiscal Year Ended September 30, 2021, Prepared by Carr, Riggs & Ingram, LLC**

Mr. Rom presented the Audited Financial Statements for the Fiscal Year Ended September 30, 2021. There were no findings, deficiencies, irregularities or instances of noncompliance; it was a clean audit.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2021**

Mr. Rom presented Resolution 2022-03.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-03, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2021, was adopted.**

**NINTH ORDER OF BUSINESS**

**Ratification of Documents Related to Bella Lago Phase IIA-II**

Mr. Rom presented the following:

- A. Affidavit by Developer - Completion of Work**
- B. Bill of Sale**

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Affidavit by Developer, SFTEN, LLC, for the Completion of Work and the Bill of Sale for Bella Lago Phases IIA-II projects, were ratified.**

**TENTH ORDER OF BUSINESS**

**Consideration of Bill of Sale - Bella Lago Phase I to Manatee County (*to be provided under separate cover*)**

Although not provided or in the agenda package, Ms. Mackie suggested ratifying the executed Bill of Sale for Bella Lago Phase I, as those documents are identical to the versions just approved for Phase IIA-II.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Bill of Sale for Bella Lago Phase I to Manatee County, was ratified.**

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Acceptance of Special Warranty Deed for Multiple Tracts**

Ms. Mackie presented the Special Warranty Deed for multiple tracts associated with the stormwater ponds and public areas designated to the CDD to own and maintain.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, acceptance of the Special Warranty Deed for multiple tracts, was ratified.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2022-04 and read the title. The Public Hearings and Regular Meeting would be held at ZNS Engineer’s new office address. Mailed Notices will be sent to the property owners, as required, since assessments are increasing.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings for August 5, 2022 at 11:00 a.m., at the office of ZNS Engineering, 1023 Manatee Avenue W., 7<sup>th</sup> Floor, Bradenton, Florida 34205; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Designating a Date, Time and Location for a Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2022-05 and read the title. Seat 2, currently held by Supervisor Snyder, will be up for election at the November 2022 Landowners’ Meeting. Seats 4 and 5, currently held by Supervisors Mize and Mundell, respectively, will be up for election at the November 2022 General Election.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-05, Designating a Date, Time and Location of November 1, 2022 at 11:00 a.m., at the office of ZNS Engineering, 1023 Manatee Avenue W., 7<sup>th</sup> Floor, Bradenton, Florida 34205 for a Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.**

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Manatee County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2022-06.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Consideration of Resolution 2022-06, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Manatee County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date**

Mr. Rom presented Resolution 2022-07.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.**

**SIXTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of March 31, 2022**

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2022.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.**

**SEVENTEENTH ORDER OF BUSINESS**

**Approval of August 6, 2021 Public Hearing and Regular Meeting Minutes**

Mr. Rom presented the August 6, 2021 Public Hearing and Regular Meeting Minutes.

The Board agreed to consider the Unaudited Financial Statements and Meeting Minutes as Consent Agenda Items on future agendas.

Mr. Zook stated he cannot attend the June 3 and September 2, 2022 meetings. Quorum concerns were discussed. The resignations of Supervisors Snyder and Mize and appointment of new Supervisors will be included on the next agenda.

Regarding the two general elector seats, Mr. Rom noted that interested CDD resident candidates must apply with the Supervisor of Elections office during the candidate qualifying period, commencing at noon on June 13, 2022 and closing at noon on June 17, 2022.

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the August 6, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**EIGHTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

There was no report.

Regarding updating information on Form 1; Form 1 will be emailed to the Board Members to file with the Supervisor of Elections Office in their County of residence.

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

There was no report.

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

- **385 Registered Voters in District as of April 15, 2022**
- **NEXT MEETING: June 3, 2022 at 11:00 a.m.**
  - **QUORUM CHECK**

If the June and July meetings are cancelled, the next meeting will be on August 5, 2022.

**NINETEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TWENTIETH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**TWENTY-FIRST ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the meeting adjourned at 11:20 a.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair