

**MINUTES OF MEETING
BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brookstone Community Development District held a Public Hearing and Regular Meeting on August 4, 2023 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

Present were:

Ryan Zook	Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Tucker Mackie (via telephone)	District Counsel
Sheri Johnson (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:01 a.m. Supervisors Zook, Lutz and Mundell were present. Supervisor Janek and Supervisor-Elect Aparicio were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor, Nicolas Aparicio [Seat 2] (the following to be provided in separate package)

This item was deferred.

- 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**

FOURTH ORDER OF BUSINESS

Consider Appointment of Qualified Elector to Fill Vacant Seat 4; Term Expires November 2026

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

Regarding this and the Fifth Order of Business, Mr. Rom stated that he and Mr. Zook are preparing a letter seeking qualified candidates to fill Seats 4 and 5, which were declared vacant at the last meeting. Mr. Zook stated that the letter will be posted on the HOA website. Mr. Brian Janek and Mr. Greg Mundell will remain as holdover Supervisors until appointments are made to fill these vacant Seats.

This item was deferred.

FIFTH ORDER OF BUSINESS

Consider Appointment of Qualified Elector to Fill Vacant Seat 5; Term Expires November 2026

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

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

SEVENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

- A. **Proof/Affidavit of Publication**

B. Consideration of Resolution 2023-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-08 and the proposed Fiscal Year 2024 budget, which is the same as the version presented at the last meeting. The assessment amounts are exactly the same as in Fiscal Year 2023.

On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Mundell and seconded by Mr. Zook, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2023-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-09, 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. Rom presented Resolution 2023-09, which enables the CDD to utilize the services of the Tax Collector and Property Appraiser. Ms. Mackie asked if the lots are fully platted within

Brookstone CDD. Mr. Zook confirmed that all phases are platted, as of 60-days ago. Mr. Rom will have Exhibit B updated to show that all assessment collections will be on roll, using the Uniform Method, and none will be direct billed.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2023-09, 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.

NINTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2022, Prepared by Carr, Riggs & Ingram, LLC

Mr. Rom presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022 and noted the pertinent information. It was a clean audit; there were no findings, irregularities, recommendations, deficiencies on internal control or instances of non-compliance.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-10, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2022

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2023-10, Hereby Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2022, was adopted.

ELEVENTH ORDER OF BUSINESS

Consent Agenda

- A. Acceptance of Unaudited Financial Statements as of June 30, 2023**
- B. Approval of June 2, 2023 Regular Meeting Minutes**

On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Consent Agenda Items, as presented, were accepted and approved, respectively.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Ms. Mackie stated that, per the District Engineer, the utilities within Phase 3 are nearing completion and ready for turnover to the CDD, which subsequently will be turned over to the County. About \$1.7 million of construction proceeds is remaining for purposes of acquiring future improvements. She will prepare the acquisition documents next week.

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

There was no report.

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

- **NEXT MEETING: September 1, 2023 at 11:00 a.m.**
 - **QUORUM CHECK**

The September 1, 2023 meeting will likely be cancelled. The next meeting will likely be April or May of 2024. The adopted Fiscal Year 2024 Meeting Schedule will be advertised but meetings will only be calendared for April or May 2024 to present the proposed Fiscal Year 2025 budget and August 2024 to adopt the Fiscal Year 2025 budget.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

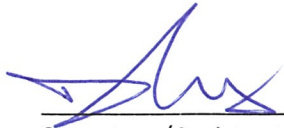
Public Comments

No members of the public spoke.

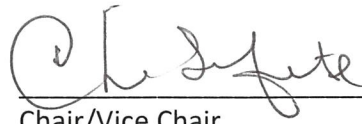
FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the meeting adjourned at 11:10 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair