

**MINUTES OF MEETING
BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brookstone Community Development District held a Regular Meeting on May 21, 2024 at 1:30 p.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

Present were:

Christine Sifonte	Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Ryan Dugan (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:37 p.m. Supervisors Lutz and Mundell were present. Mr. Rom noted that resignations were received several months ago from Supervisors Zook, Aparicio and Janek, who are not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Ryan Zook
(Seat 1)**

Mr. Rom presented Mr. Ryan Zook's resignation.

<p>On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the resignation of Mr. Ryan Zook, from Seat 1, was accepted.</p>
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FOURTH ORDER OF BUSINESS

**Consider Appointment of Christine Sifonte
to Fill Unexpired Term of Seat 1; Term
Expires November 2024**

Mr. Lutz nominated Ms. Christine Sifonte to fill Seat 1.

No other nominations were made.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the appointment of Ms. Christine Sifonte to Seat 1, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Christine Sifonte and provided the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Discussion ensued regarding registering with the Florida Commission on Ethics (FCOE) to file Form 1 electronically, with the FCOE in advance of the July 1, 2024 deadline.

Mr. Rom presented a Memorandum with links to free online courses that explains the ethics training requirement. Supervisors should keep records of completion of online courses.

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

These items were discussed again following the Sixth and Tenth Orders of Business.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Nicolas Aparicio (Seat 2)

Mr. Rom presented Mr. Nicolas Aparicio’s resignation.

On MOTION by Ms. Sifonte and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Nicolas Aparicio, from Seat 2, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2026

The preference to appoint Ms. Sifonte to Seat 2, rather than Seat 1, was discussed.

Mr. Rom stated that the Board accepted the resignation of Mr. Ryan Zook from Seat 1, as motioned and seconded by Mr. Lutz and Mr. Mundell, respectively, and approved 2-0. The Board’s intention is now to leave Seat 1 vacant, at this time, and to instead appoint Ms. Christine Sifonte to Seat 2.

Mr. Lutz nominated Ms. Christine Sifonte to fill Seat 2.

No other nominations were made.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the appointment of Ms. Christine Sifonte to Seat 2, was approved.

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

The Oath of Office was previously administered to Ms. Sifonte.

SEVENTH ORDER OF BUSINESS

Acceptance of Resignation of Brian Janek (Seat 4)

Mr. Rom presented Mr. Brian Janek’s resignation.

On MOTION by Ms. Sifonte and seconded by Mr. Mundell, with all in favor, the resignation of Mr. Brian Janek, from Seat 4, was accepted.

EIGHTH ORDER OF BUSINESS

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

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

This item was presented following the Tenth Order of Business.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Rom presented Resolution 2024-01. Mr. Lutz nominated the following:

- | | |
|------------|-------------------|
| Chair | Christine Sifonte |
| Vice Chair | Hal Lutz |

Assistant Secretary	Greg Mundell
Assistant Secretary	Kristen Thomas

No other nominations were made.

This Resolution removes the following from the Board:

Chair	Ryan Zook
Vice Chair	Nicolas Aparicio
Assistant Secretary	Brian Janek

The following prior appointments by the Board remain unaffected by this Resolution:

Secretary	Craig Wrathell
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that Manatee County Supervisor of Elections Conduct 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 2024-01 and noted the following:

- Seat 1, currently vacant, and Seat 3, currently held by Mr. Lutz, will be up for election at the November 2024 General Election.
- Candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida, reside within the CDD and be a registered voter in Manatee County.
- Each Seat carries a four-year term.

On MOTION by Ms. Sifonte and seconded by Mr. Lutz, with all in favor, Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and

Requesting that Manatee County Supervisor of Elections Conduct 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, was adopted.

- **Discussion resumed: Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2024**

Mr. Lutz nominated Mr. Peter Eduardo to fill Seat 1. No other nominations were made.

On MOTION by Mr. Mundell and seconded by Ms. Sifonte, with all in favor, the appointment of Mr. Peter Eduardo to Seat 1, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Rom presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2025 budget, for which assessments are completely on roll. He discussed the need to revise the “Engineering” line item and recommended utilizing unassigned fund balance to keep the Fiscal Year 2025 assessment levels unchanged compared to Fiscal Year 2024.

The following change was made to the proposed Fiscal Year 2025 budget:

Page 1: Increase “Engineering” to “5,000”

On MOTION by Ms. Sifonte and seconded by Mr. Mundell, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 2, 2024 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for

Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Mr. Rom presented Resolution 2024-04. All meetings will be at 11:00 a.m.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATE, POTENTIAL DISCUSSION/FOCUS & LOCATION: Insert “November 5, 2024” and “Landowners’ Meeting” and “Home2 Suites by Hilton - Lakewood Ranch, 6015 Exchange Way, Bradenton, Florida 34202”

DATE & POTENTIAL DISCUSSION/FOCUS: Insert “February 7, 2024” and “Regular Meeting”

On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

Mr. Rom discussed the EMMA® software enabling electronically filing.

On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was approved.

FOURTEENTH ORDER OF BUSINESS

Ratification of Request for Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity [Permit No. 30935.027, Bella Lago, Phase III]

On MOTION by Ms. Sifonte and seconded by Mr. Lutz, with all in favor, the Request for Transfer of the Environmental Resource Permit to the Perpetual Operation and Maintenance Entity [Permit No. 30935.027, Bella Lago, Phase III], was ratified.

Consent Agenda

- A. Acceptance of Unaudited Financial Statements as of March 31, 2024**
- B. Approval of August 4, 2023 Public Hearing and Regular Meeting Minutes**

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

SIXTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP**

Mr. Dugan encouraged Supervisors to contact District Management or District Counsel with any questions about the ethics training requirements or paperwork distributed today. He discussed the need to ensure a quorum for the August 2, 2024 budget public hearing.

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

There was no report.

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

- **860 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: August 2, 2024 at 11:00 AM**
 - **QUORUM CHECK**

Supervisors Mundell and Sifonte confirmed their attendance at the August 2, 2024 meeting. Supervisor Lutz will not attend. It was noted that Supervisor-appointee Peter Eduardo will attend; he will be sworn in before the meeting to achieve quorum.

SEVENTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS

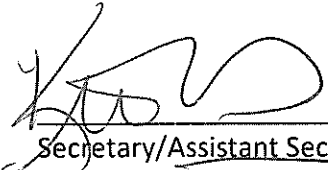
Public Comments

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Mundell and seconded by Ms. Sifonte, with all in favor, the meeting adjourned at 2:03 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair