

*Bonnet Creek Resort Community
Development District*

Agenda

July 15, 2024

AGENDA

Bonnet Creek Resort

Community Development District

219 East Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 8, 2024

Board of Supervisors
Bonnet Creek Resort
Community Development District

Dear Board Members:

The Board of Supervisors of the Bonnet Creek Resort Community Development District will meet Monday, July 15, 2024, at 1:30 p.m. at the Beekman Meeting Room, Waldorf Astoria Orlando, 14200 Bonnet Creek Resort Ln, Orlando, FL 32821. Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Organizational Matters
 - A. Appointment of Individual to Fulfill Board Vacancy
 - B. Administration of Oath of Office to Newly Appointed Board Members
 - C. Consideration of Resolution 2024-03 Electing an Assistant Secretary
4. Approval of Minutes of the June 6, 2024, Board of Supervisors Meeting
5. Consideration of Proposal for Cosby Island Berm Repair
6. Adoption of District Goals and Objectives
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - D. Field Manager's Report
8. Supervisor's Requests
9. Other Business
10. Adjournment

Sincerely,

George Flint

George S. Flint
District Manager

SECTION III

SECTION C

RESOLUTION 2024-03

**A RESOLUTION OF THE BONNET CREEK RESORT
COMMUNITY DEVELOPMENT DISTRICT ELECTING
AN ASSISTANT SECRETARY OF THE BOARD OF
SUPERVISORS**

WHEREAS, the Board of Supervisors of the Bonnet Creek Resort Community District desires to elect _____ as an Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE BONNET CREEK RESORT
COMMUNITY DEVELOPMENT DISTRICT:**

1. _____ is elected Assistant Secretary of the Board of Supervisors.

Adopted this 15th day of July, 2024.

ATTEST:

**BONNET CREEK RESORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

SECTION IV

**MINUTES OF MEETING
BONNET CREEK RESORT
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bonnet Creek Resort Community Development District was held Thursday, **June 6, 2024** at 1:30 p.m. at the JW Marriot Orlando Bonnet Creek Resort, 14900 Chelonia Parkway, Orlando, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman by telephone
Herb Von Kluge	Assistant Secretary
Becky Frasier	Assistant Secretary
Richard Scinta	Assistant Secretary

Also Present were:

George Flint	District Manager
Jay Lazarovich	District Counsel
Jim Nugent	District Engineer
Clayton Smith	Field Manager

The following is a summary of the discussions and actions taken at the June 6, 2024 Bonnet Creek Resort Community Development District regular Board of Supervisor's meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Fred Sawyers' Resignation

On MOTION by Mr. Scinta seconded by Mr. Von Kluge with all in favor Fred Sawyers' resignation was accepted.

- B. Appointment of Individual to Fill Board Vacancy**
- C. Administration of Oath of Office to Newly Appointed Supervisor**
- D. Consideration of Resolution 2024-03 Electing an Assistant Secretary**

Items B, C, and D were tabled to a future meeting.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 4, 2024 Meeting

On MOTION by Ms. Frasier seconded by Mr. Scinta with all in favor the minutes of the April 4, 2024 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing

Mr. Flint stated Resolution 2024-02 approves a proposed budget for Fiscal Year 2025 and sets the public hearing for September 4, 2024 at 1:30 p.m. for its final consideration. Attached to the resolution as Exhibit A is the proposed budget. This is not binding on the board. We did have an increase coming into this year to be able to do the Chelonia paving and we recommend that we lower it back by about \$400,000. You can adjust this again at the public hearing, but we decreased the total amount of the recommended assessments to the properties by about \$400,000. The total revenue is going down from \$1.6 million to about \$1.2 million. On the expense side based on the activity level this year, which has been higher than prior years because of the different projects we have going on, with engineering and legal, the administrative costs are increasing from \$117,000 to \$132,000. This is a proposed budget you are not adopting this as final. On the operations side field management is increasing slightly and the landscape contractor has asked for a 5% increase and that is included under the landscape and irrigation maintenance line. We think that is fair because they held the contract level for a significant period of time. This is to start the process but their contract expires on September 30th and can be extended if the board desires. The transfer out to the capital reserve is going down by \$453,000 and because we reduced the assessments, we reduced the transfer out first, then adjusted the assessments

accordingly. The capital project fund is where the \$500,000 flows into and projected at the end of the fiscal year is \$1.95 million. The paving contract was about \$1.3 million, the final payments on the entry monument were \$172,000 and we had some miscellaneous expenses in the contingency line of about \$33,000. We are projecting the carry forward into next year of about \$478,000, add another \$500,000 of the transfer in. On the expense side for next year we have Phase 2 paving, which is the two-lane section, \$275,000: the offsite way finding signs \$150,000 and Crosby Island berm \$150,000. I think we need to freshen up the offsite way finding bids and we need to refine the cost estimate for the berm repair.

On MOTION by Mr. Scinta seconded by Mr. Von Kluge with all in favor Resolution 2024-02 approving the proposed fiscal year 2025 budget and setting the public hearing for September 5, 2024 was approved.

SIXTH ORDER OF BUSINESS

Review and Acceptance of the Fiscal Year 2023 Audit Report

Mr. Flint stated the CDD as a governmental entity is required to have an annual independent audit, you selected Berger Toombs through the RFQ process, and they have prepared the audit that is included in the agenda package. There were no current year or prior year findings or recommendations and we have complied with the provisions of the auditor general. It is a clean audit.

On MOTION by Ms. Frasier seconded by Mr. Von Kluge with all in favor the Fiscal Year 2023 audit was accepted and staff was authorized to transmit the final report to the State of Florida.

SEVENTH ORDER OF BUSINESS

Ratification of Pay Applications 1 and 2

Mr. Flint stated these pay applications are associated with the Chelonia repaving project and they have been reviewed and signed by the district engineer’s office.

On MOTION by Mr. Scinta seconded by Mr. Von Kluge with all in favor Requisitions for Pay Applications 1 And 2 were ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Proposal from DWMA for Annual Engineer’s Report

Mr. Flint stated the trust indenture requires that your district engineer perform an annual inspection of all the district’s assets, review the budget, review the insurance policy, etc. The engineer has provided a proposal in the amount of \$7,500 and that is consistent with what they charged last year.

On MOTION by Mr. Von Kluge seconded by Mr. Scinta with all in favor the Proposal from DWMA for the annual engineer’s report was ratified.

NINTH ORDER OF BUSINESS

Consideration of Additional Services Agreement with DWMA

Mr. Flint stated during the paving process they found a couple places on Chelonia that are holding water, the primary location is near the entrance to the golf course maintenance facility. This proposal is related to that, and they have already had a surveyor out to shoot elevations and that sort of thing. This covers that and construction admin, bidding the ultimate fix and that sort of thing. In the draft proposed budget you have in the current year projected expenses for Chelonia. I put the entire contract amount in there but a portion of that is for base repair that we are not having to do. We will be able to use that base repair work to do this work and it won’t impact the current year projections we have because we already have room in that projection.

On MOTION by Ms. Frasier seconded by Mr. Von Kluge with all in favor the Agreement with DWMA in the amount of \$9,360.00 for additional services was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Reminder of Florida Laws for Public Officials

Mr. Lazarovich stated this memo didn’t make it into the agenda but as of July 1st, HB 7013 is going to take effect. There were a lot of laws that went into effect for special districts, only two apply to CDDs. There is a new requirement that special districts set forth goals and objectives and the report needs to be adopted by the board by October 1st and every December 1st following. It must be published on the CDD’s website and they also have to set forth whether

they met or failed to meet those objectives and rules. George is drafting some rules and that will come before the board in September.

Mr. Flint stated we intend to start with some very basic goals and objectives, most of which you are already required to do.

Mr. Lazarovich stated included in the agenda is our annual reminder that sets forth your requirements as a board member, it goes over an ethics reminder, voting conflicts and after your review if you have any questions reach out to George, myself or Jan.

Mr. Flint stated the form 1 financial disclosure is due by July 1, those are being filed electronically now. If you haven't done that, make sure you do that by July 1. The other issue is the four hours of ethics training that has to be done by December 31st and that will be reported on your July 1, 2025 form 1.

B. Engineer

i. Status on Paving of Chelonia Parkway

Mr. Nugent stated the paving has been completed. The striping was predominantly completed over the weekend. There are still some MOT barrels that need to be removed.

The engineer's report is in process and will be done on time. The field memo is done with the observations. I have noticed in Clayton's report that he has already fixed some of the things that we included.

ii. Status of CIMMA Berm Repair

Mr. Nugent stated I have closed the loop with Jay. Casper this morning. I told him we want to come up with something, whether it is a temporary interim repair before the summer rains and we went through the history of our last visit.

Are we going to rebid the offsite way finding signage?

Mr. Smith stated the last time I talked to them they said they would hold their price.

Mr. Flint stated I recommend contacting who we got the pricing from to see if they will hold it. I think we should tee it up now because we have to go through that whole process where we have to stake the locations and they have to agree. We should start that sooner rather than later.

C. District Manager’s Report

i. Consideration of Check Register

On MOTION by Mr. Von Kluge seconded by Mr. Scinta with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Presentation of number of Registered Voters, 0

A copy of the letter from the supervisor of elections indicating that there are no registered voters residing in the district was included in the agenda package.

iv. Reminder of Form 1 Filing Requirement Deadline: July 1st

Mr. Flint stated your form 1 is due by July 1st.

v. Designation of November 7, 2024 as the Landowners’ Meeting Date

Mr. Flint stated we have a landowner meeting required this year. There are three seats up for election and we recommend your November 7th meeting date for that. We included instructions with a sample agenda, the form of proxy and there will be a ballot that will be provided.

On MOTION by Mr. Von Kluge seconded by Ms. Frasier with all in favor November 7, 2024 was designated as the landowners meeting date.

D. Field Manager’s Report

i. Status of Relocation of Landscape Staging Area

Mr. Smith reviewed the field manager’s report, copy of which was included in the agenda package.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Scinta stated the Uber staging area is becoming a problem.

Mr. Smith stated if they get too far, I tell them they need to get in the bus lane because they are starting to get in the turn lane.

Mr. Flint stated at one point we talked about constructing a staging lane on the two-lane section. Then we created that bus lane on the Hilton side, which seemed to work well for a significant period of time. The cost of that staging lane came in twice what we had estimated.

TWELFTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Von Kluge seconded by Mr. Scinta with all in favor the meeting adjourned at 2:20 p.m.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

PROPOSAL



Drinkwater & Drinkwater, Inc.
129 Commerce Way
Sanford, FL 32771

Attention: Mcintosh Associates
Project: Crosby Island Berm Repair
Date: 6/17/24

Description	Quantity	Unit Price	Cost
Fixing wash outs along berm. Filling with filter fabric/rock per plans. Capping with sand material and turf mat per plans. Sod for final finish	1 L.S	\$143,000.00	\$143,000.00
Mobilizations/Deliveries	1 L.S		\$10,000.00
		Subtotal	\$153,000.00
		Total	\$153,000.00

SECTION VI



Memorandum

To: Board of Supervisors

From: District Management

Date: July 15, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives and Annual Reporting Form

Bonnet Creek Resort Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections

Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within district management services agreement

Achieved: Yes No

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD’s website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Bonnet Creek Resort Community Development District

District Manager: _____

Date: _____

Print Name: _____

Bonnet Creek Resort Community Development District