

BROOKSTONE

COMMUNITY DEVELOPMENT DISTRICT

April 29, 2021

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

Brookstone Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 22, 2021

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
--

Board of Supervisors
Brookstone Community Development District

Dear Board Members:

The Board of Supervisors of the Brookstone Community Development District will hold a Regular Meeting on April 29, 2021 at 11:00 a.m., at the office of ZNS Engineering, 201 5th Avenue Dr. E., Bradenton, Florida 34208. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2021-03, Approving Proposed Budgets for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date
5. Consideration of Matters Pertaining to Construction and Acquisition of District Infrastructure
6. Authorization for Chair to Review and Accept Fiscal Year 2020 Audit for Purpose of Timely Filing with the State
7. Acceptance of Unaudited Financial Statements as of March 31, 2021
8. Approval of March 5, 2021 Regular Meeting Minutes
9. Staff Reports
 - A. District Counsel: *Hopping Green & Sams, PA*
 - B. District Manager: *Wrathell, Hunt and Associates, LLC*
 - I. 92 Registered Voters in District as of April 15, 2021
 - II. NEXT MEETING: June 4, 2021 at 10:00 a.m.

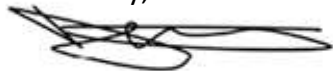
• QUORUM CHECK

Ryan Zook	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
John Snyder	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Hal Lutz	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Anne Mize	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Greg Mundell	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 10. Board Members' Comments/Requests
- 11. Public Comments
- 12. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
District Manager

TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 435668

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Brookstone Community Development District (“**District**”) prior to June 15, 2021, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: August 6, 2021

HOUR: 10:00 A.M.

LOCATION: ZNS Engineering
201 5th Avenue Dr. E.
Bradenton, Florida 34208

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 29th DAY OF APRIL, 2021.

ATTEST:

**BROOKSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2021/2022 Proposed Budget

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2022**

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2
Debt Service Fund Budget - Series 2018	3
Amortization Schedule - Series 2018	4 - 5
Assessment Summary	6

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Fiscal Year 2021			Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
	Adopted Budget FY 2021	Actual through 3/31/2021	Projected through 9/30/2021		
REVENUES					
Assessment levy: on-roll - gross	\$ 53,240				\$ 53,240
Allowable discounts (4%)	(2,130)				(2,130)
Assessment levy: on-roll - net	51,110	\$ 50,774	\$ 336	\$ 51,110	51,110
Assessment levy: off-roll	41,566	10,392	31,174	41,566	41,566
Total revenues	<u>92,676</u>	<u>61,166</u>	<u>31,510</u>	<u>92,676</u>	<u>92,676</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording	45,900	22,950	22,950	45,900	45,900
DSF accounting/assessment collections ¹	5,500	2,750	2,750	5,500	5,500
Legal	15,000	2,204	12,796	15,000	12,000
Engineering	1,500	-	1,500	1,500	2,500
Audit	6,500	6,500	-	6,500	6,700
Arbitrage rebate calculation	750	-	750	750	750
Dissemination agent ²	1,000	500	500	1,000	1,000
Trustee	5,000	-	5,000	5,000	5,000
Telephone	200	100	100	200	200
Postage	500	29	471	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,500	334	1,166	1,500	1,500
Annual special district fee	175	175	-	175	175
Insurance	5,638	5,381	-	5,381	5,919
Contingencies/bank charges	500	-	500	500	500
Website					
Hosting & maintenance	705	705	-	705	705
ADA compliance	210	210	-	210	210
Property appraiser	799	-	799	799	799
Tax collector	799	1,523	(724)	799	799
Total expenditures	<u>\$ 92,676</u>	<u>\$ 43,611</u>	<u>\$ 48,808</u>	<u>\$ 92,419</u>	<u>\$ 91,157</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	17,555	(17,298)	257	1,519
Fund balance - beginning (unaudited)	28,128	34,889	52,444	34,889	35,146
Fund balance - ending					
Assigned:					
Committed:					
3 months working capital	27,398	27,398	27,398	27,398	27,229
Unassigned	730	25,046	7,748	7,748	9,436
Fund balance - ending (projected)	<u>\$ 28,128</u>	<u>\$ 52,444</u>	<u>\$ 35,146</u>	<u>\$ 35,146</u>	<u>\$ 36,665</u>

¹ \$5,500 per bond issuance.

² \$1,000 per bond issuance.

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 45,900
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
DSF accounting/assessment collections	5,500
Legal	12,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,500
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	6,700
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	750
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Trustee	5,000
<p>Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	1,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,919
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	500
<p>Bank charges, automated AP routing, and other miscellaneous expenses incurred during the year.</p>	
Website	
Hosting & maintenance	705
ADA compliance	210
Property appraiser	799
Tax collector	799
Total expenditures	<u><u>\$ 91,157</u></u>

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2018
FISCAL YEAR 2022**

	Fiscal Year 2021			Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
	Adopted Budget FY 2021	Actual through 3/31/2021	Projected through 9/30/2021		
REVENUES					
Assessment levy: on-roll	\$ 442,688				\$ 442,688
Allowable discounts (4%)	(17,708)				(17,708)
Net assessment levy - on-roll	424,980	\$ 421,981	\$ 2,999	\$ 424,980	424,980
Assessment levy: off-roll	432,940	-	432,940	432,940	432,940
Interest	-	35	-	35	-
Total revenues	<u>857,920</u>	<u>422,016</u>	<u>435,939</u>	<u>857,955</u>	<u>857,920</u>
EXPENDITURES					
Debt service					
Principal	150,000	150,000	-	150,000	205,000
Principal prepayment	-	15,000	-	15,000	-
Interest	602,100	299,005	303,095	602,100	587,347
Property appraiser & Tax collector	13,280	12,660	620	13,280	13,280
Total expenditures	<u>765,380</u>	<u>476,665</u>	<u>303,715</u>	<u>780,380</u>	<u>805,627</u>
Excess/(deficiency) of revenues over/(under) expenditures	92,540	(54,649)	132,224	77,575	52,293
Fund balance:					
Beginning fund balance (unaudited)	<u>2,054,036</u>	<u>1,447,805</u>	<u>1,393,156</u>	<u>1,447,805</u>	<u>1,525,380</u>
Ending fund balance (projected)	<u>\$2,146,576</u>	<u>\$1,393,156</u>	<u>\$ 1,525,380</u>	<u>\$ 1,525,380</u>	<u>1,577,673</u>
Use of fund balance:					
Debt service reserve account balance (required)					(948,675)
Principal expense - November 1, 2022					(215,000)
Interest expense - November 1, 2022					(291,688)
Projected fund balance surplus/(deficit) as of September 30, 2022					<u>\$ 122,310</u>

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/21	205,000.00	3.875%	295,659.38	500,659.38	13,720,000.00
05/01/22			291,687.50	291,687.50	13,720,000.00
11/01/22	215,000.00	3.875%	291,687.50	506,687.50	13,505,000.00
05/01/23			287,521.88	287,521.88	13,505,000.00
11/01/23	225,000.00	3.875%	287,521.88	512,521.88	13,280,000.00
05/01/24			283,162.50	283,162.50	13,280,000.00
11/01/24	230,000.00	4.625%	283,162.50	513,162.50	13,050,000.00
05/01/25			277,843.75	277,843.75	13,050,000.00
11/01/25	240,000.00	4.625%	277,843.75	517,843.75	12,810,000.00
05/01/26			272,293.75	272,293.75	12,810,000.00
11/01/26	255,000.00	4.625%	272,293.75	527,293.75	12,555,000.00
05/01/27			266,396.88	266,396.88	12,555,000.00
11/01/27	265,000.00	4.625%	266,396.88	531,396.88	12,290,000.00
05/01/28			260,268.75	260,268.75	12,290,000.00
11/01/28	275,000.00	4.625%	260,268.75	535,268.75	12,015,000.00
05/01/29			253,909.38	253,909.38	12,015,000.00
11/01/29	290,000.00	5.125%	253,909.38	543,909.38	11,725,000.00
05/01/30			246,478.13	246,478.13	11,725,000.00
11/01/30	305,000.00	5.125%	246,478.13	551,478.13	11,420,000.00
05/01/31			238,662.50	238,662.50	11,420,000.00
11/01/31	320,000.00	5.125%	238,662.50	558,662.50	11,100,000.00
05/01/32			230,462.50	230,462.50	11,100,000.00
11/01/32	335,000.00	5.125%	230,462.50	565,462.50	10,765,000.00
05/01/33			221,878.13	221,878.13	10,765,000.00
11/01/33	355,000.00	5.125%	221,878.13	576,878.13	10,410,000.00
05/01/34			212,781.25	212,781.25	10,410,000.00
11/01/34	370,000.00	5.125%	212,781.25	582,781.25	10,040,000.00
05/01/35			203,300.00	203,300.00	10,040,000.00
11/01/35	390,000.00	5.125%	203,300.00	593,300.00	9,650,000.00
05/01/36			193,306.25	193,306.25	9,650,000.00
11/01/36	410,000.00	5.125%	193,306.25	603,306.25	9,240,000.00
05/01/37			182,800.00	182,800.00	9,240,000.00
11/01/37	435,000.00	5.125%	182,800.00	617,800.00	8,805,000.00
05/01/38			171,653.13	171,653.13	8,805,000.00
11/01/38	455,000.00	5.125%	171,653.13	626,653.13	8,350,000.00
05/01/39			159,993.75	159,993.75	8,350,000.00
11/01/39	480,000.00	5.250%	159,993.75	639,993.75	7,870,000.00
05/01/40			147,393.75	147,393.75	7,870,000.00
11/01/40	505,000.00	5.250%	147,393.75	652,393.75	7,365,000.00
05/01/41			134,137.50	134,137.50	7,365,000.00

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/41	530,000.00	5.250%	134,137.50	664,137.50	6,835,000.00
05/01/42			120,225.00	120,225.00	6,835,000.00
11/01/42	560,000.00	5.250%	120,225.00	680,225.00	6,275,000.00
05/01/43			105,525.00	105,525.00	6,275,000.00
11/01/43	585,000.00	5.250%	105,525.00	690,525.00	5,690,000.00
05/01/44			90,168.75	90,168.75	5,690,000.00
11/01/44	620,000.00	5.250%	90,168.75	710,168.75	5,070,000.00
05/01/45			73,893.75	73,893.75	5,070,000.00
11/01/45	650,000.00	5.250%	73,893.75	723,893.75	4,420,000.00
05/01/46			56,831.25	56,831.25	4,420,000.00
11/01/46	685,000.00	5.250%	56,831.25	741,831.25	3,735,000.00
05/01/47			38,850.00	38,850.00	3,735,000.00
11/01/47	720,000.00	5.250%	38,850.00	758,850.00	3,015,000.00
05/01/48			19,950.00	19,950.00	3,015,000.00
11/01/48	760,000.00	5.250%	19,950.00	779,950.00	2,255,000.00
Total	11,670,000.00		10,378,409.44	22,048,409.44	

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2022 ASSESSMENTS**

On-Roll Assessments					
		Fiscal Year 2022			Fiscal Year 2021
		O&M	DS	Total	Total
		Assessment	Assessment	Assessment	Assessment
Units		per Unit	per Unit	per Unit	per Unit
SF 40'	88	\$ 178.06	\$ 1,290.32	\$ 1,468.38	\$ 1,468.38
SF 50'	209	178.06	1,559.14	1,737.20	1,737.20
SF 60'	2	178.06	1,639.78	1,817.84	1,817.84
Total	299				

Note: DS Assessment amounts are the result of partial prepayments

Off-Roll Assessments					
		Fiscal Year 2022			Fiscal Year 2021
		O&M	DS	Total	Total
		Assessment	Assessment	Assessment	Assessment
Units		per Unit	per Unit	per Unit	per Unit
SF Units	251	\$ 165.60	\$ 1,724.86	\$ 1,890.46	\$ 1,890.46
Total	251				

Note: O&M Assessment amounts for off-roll collection differ from those for on-roll collection by the Manatee County collection costs and early payment discount allowance

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2021-04

A RESOLUTION OF THE BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2021/2022 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Brookstone Community Development District (“District”) is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2021/2022 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Manatee County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 29th day of April, 2021.

Attest:

**BROOKSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE		
LOCATION		
<i>ZNS Engineering, 201 5th Avenue Dr. E., Bradenton, Florida 34208</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2021	Regular Meeting	10:00 AM
November 5, 2021	Regular Meeting	10:00 AM
December 3, 2021	Regular Meeting	10:00 AM
January 7, 2022	Regular Meeting	10:00 AM
February 4, 2022	Regular Meeting	10:00 AM
March 4, 2022	Regular Meeting	10:00 AM
April 1, 2022	Regular Meeting	10:00 AM
May 6, 2022	Regular Meeting	10:00 AM
June 3, 2022	Regular Meeting	10:00 AM
July 1, 2022	Regular Meeting	10:00 AM
August 5, 2022	Public Hearing & Regular Meeting	10:00 AM
September 2, 2022	Regular Meeting	10:00 AM

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

7

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2021**

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2021**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 59,093	\$ -	\$ 59,093
Investments			
Revenue	-	591,718	591,718
Reserve	-	801,438	801,438
Due from DR Horton	-	160,292	160,292
Total assets	\$ 59,093	\$ 1,553,448	\$ 1,612,541
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 1,000	\$ -	\$ 1,000
Due to Developer	5,649	-	5,649
Total liabilities	6,649	-	6,649
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	-	160,292	160,292
Total deferred inflows of resources	-	160,292	160,292
Fund balances:			
Restricted for:			
Debt service	-	1,393,156	1,393,156
Unassigned	52,444	-	52,444
Total fund balances	52,444	1,393,156	1,445,600
Total liabilities, deferred inflows of resources and fund balances	\$ 59,093	\$ 1,553,448	\$ 1,612,541

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2021**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 50,774	\$ 51,110	99%
Assessment levy: off-roll	10,392	10,392	41,566	25%
Total revenues	<u>10,392</u>	<u>61,166</u>	<u>92,676</u>	66%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	3,825	22,950	45,900	50%
DSF accounting/assessment collections	458	2,750	5,500	50%
Legal	85	2,204	15,000	15%
Engineering	-	-	1,500	0%
Audit	-	6,500	6,500	100%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	500	1,000	50%
Trustee	-	-	5,000	0%
Telephone	17	100	200	50%
Postage	10	29	500	6%
Printing & binding	42	250	500	50%
Legal advertising	-	334	1,500	22%
Annual special district fee	-	175	175	100%
Insurance	-	5,381	5,638	95%
Contingencies/bank charges	-	-	500	0%
Website				
Hosting	-	705	705	100%
ADA compliance	-	210	210	100%
Total professional & administrative	<u>4,520</u>	<u>42,088</u>	<u>91,078</u>	46%
Other fees & charges				
Property appraiser	-	-	799	0%
Tax collector	-	1,523	799	191%
Total other fees & charges	<u>-</u>	<u>1,523</u>	<u>1,598</u>	95%
Total expenditures	<u>4,520</u>	<u>43,611</u>	<u>92,676</u>	47%
Excess/(deficiency) of revenues over/(under) expenditures	5,872	17,555	-	
Fund balances - beginning	46,572	34,889	28,128	
Assigned:				
Committed:				
3 months working capital	27,398	27,398	27,398	
Unassigned	25,046	25,046	730	
Fund balances - ending	<u>\$ 52,444</u>	<u>\$ 52,444</u>	<u>\$ 28,128</u>	

**BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED MARCH 31, 2021**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 421,981	\$ 424,980	99%
Assessment levy: off-roll	-	-	432,940	0%
Interest	6	35	-	N/A
Total revenues	<u>6</u>	<u>422,016</u>	<u>857,920</u>	49%
EXPENDITURES				
Debt service				
Principal	-	150,000	150,000	100%
Principal prepayment	-	15,000	-	N/A
Interest	-	299,005	602,100	50%
Total debt service	<u>-</u>	<u>464,005</u>	<u>752,100</u>	62%
Other fees & charges				
Tax collector	-	12,660	6,640	191%
Property appraiser	-	-	6,640	0%
Total other fees and charges	<u>-</u>	<u>12,660</u>	<u>6,640</u>	191%
Total expenditures	<u>-</u>	<u>476,665</u>	<u>758,740</u>	63%
Excess/(deficiency) of revenues over/(under) expenditures	6	(54,649)	99,180	
Fund balances - beginning	<u>1,393,150</u>	<u>1,447,805</u>	<u>2,054,036</u>	
Fund balances - ending	<u><u>\$ 1,393,156</u></u>	<u><u>\$ 1,393,156</u></u>	<u><u>\$ 2,153,216</u></u>	

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

8

DRAFT

**MINUTES OF MEETING
BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

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 5th Avenue Dr. E., Bradenton, Florida 34208.

Present were:

Ryan Zook	Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Daniel Rom (via telephone)	Wrathell, Hunt and Associates, LLC (WHA)
Tucker Mackie (via telephone)	District Counsel
Deborah Sier (via telephone)	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

39 21, with an amount payable of \$1,199,095.70, to Oak City South. Ms. Cerbone clarified that the
40 amount to be funded was \$56,907.36.

41

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.

47

48

FOURTH ORDER OF BUSINESS

Consideration of Special Warranty Deed from SFTEN, LLC

50

51

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

61

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.

65

66

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

68

69

70

71

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

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

77

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

81

82

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

85

86 **SIXTH ORDER OF BUSINESS**

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

87

88

89

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

94

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

95

96

97

98

99

100 **SEVENTH ORDER OF BUSINESS**

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

101

102

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

104

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

105

106

107

108

109

110 **EIGHTH ORDER OF BUSINESS** **Approval of Minutes**

111

112 **A. November 3, 2020 Landowners' Meeting**113 **B. November 6, 2020 Regular Meeting**

114 Ms. Cerbone presented the November 3, 2020 Landowners' Meeting and November 6,
115 2020 Regular Meeting Minutes.

116

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

120

121

122 **NINTH ORDER OF BUSINESS** **Staff Reports**

123

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

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

126 **B. District Manager: *Wrathell, Hunt and Associates, LLC***127

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

128

- **QUORUM CHECK**

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

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

135

136 **TENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

137

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

139

140 **ELEVENTH ORDER OF BUSINESS** **Public Comments**

141

142 There being no public comments, the next item followed.

143 TWELFTH ORDER OF BUSINESS

Adjournment

144

145 There being nothing further to discuss, the meeting adjourned.

146

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

149

150

151

152

153

154

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

155
156
157
158
159
160

Secretary/Assistant Secretary

Chair/Vice Chair

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

9BI

MICHAEL BENNETT • SUPERVISOR OF ELECTIONS • MANATEE COUNTY

600 301 Boulevard West, Suite 108, Bradenton, Florida 34205-7946
PO Box 1000, Bradenton, Florida 34206-1000



Phone: 941-741-3823 • Fax: 941-741-3820 • VoteManatee.com • Info@VoteManatee.com

April 15, 2021

Brookstone Community Development District
Wrathell, Hunt and Associates, LLC
Attn: Daphne Gillyard
2300 Glades Rd., Suite 410W
Boca Raton FL 33431

Dear Ms. Gillyard:

We are in receipt of your request for the number of registered voters in the Brookstone Community Development District of April 15, 2021. According to our records, there were 92 persons registered in the Brookstone Community Development District as of that date.

I hope this information is helpful to you. If I can be of any further assistance to you, please do not hesitate to contact my office at your earliest convenience.

Sincerely,

Michael Bennett
Supervisor of Elections

MB/sas

BROOKSTONE
COMMUNITY DEVELOPMENT DISTRICT

9B11

BROOKSTONE COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE****LOCATION***ZNS Engineering, 201 5th Avenue Dr. E., Bradenton, Florida 34208*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 2, 2020 CANCELED	Regular Meeting	10:00 AM
November 3, 2020	Landowners' Meeting	10:00 AM
November 6, 2020	Regular Meeting	10:00 AM
December 4, 2020 CANCELED	Regular Meeting	10:00 AM
January 8, 2021* CANCELED	Regular Meeting	10:00 AM
February 5, 2021 CANCELED	Regular Meeting	10:00 AM
March 5, 2021	Regular Meeting	10:00 AM
April 2, 2021 CANCELED	Regular Meeting	10:00 AM
April 29, 2021	Regular Meeting	11:00 AM
May 7, 2021 CANCELED	Regular Meeting	10:00 AM
June 4, 2021	Regular Meeting	10:00 AM
July 2, 2021	Regular Meeting	10:00 AM
August 6, 2021	Public Hearing & Regular Meeting	10:00 AM
September 3, 2021	Regular Meeting	10:00 AM

ExceptionJanuary meeting is one week later to accommodate New Year's Day Holiday*