

# Wynnmere East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

[www.wynnmerereastcdd.com](http://www.wynnmerereastcdd.com)

The following is the Proposed agenda for the Board of Supervisors' Meeting for the Wynnmere East Community Development District, scheduled to be held on **Thursday, November 5, 2020 at 7:00 p.m. at the Holiday Inn Express & Suites located at 226 Teco Road, Ruskin, Florida 33570.**

**The attendance of three Board Members is required to constitute a quorum.**

To attend the meeting, please use the below conference call information:

Phone: **1-844-621-3956**

Access Code: **790 393 986 #**

## **PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of Resignation of Jim Malasto from the Board**
- 2. **Consideration of the Minutes of the September 10, 2020 and September 24, 2020 Continued Board of Supervisors' Meetings**

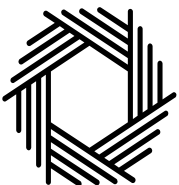
### **Business Matters**

1. **Consideration of Resolution 2021-01, Adapting Amended FY 2020 O&M Budget** *(provided under separate cover)*
2. **Consideration of Qualifications for District Engineering Services** *(provided under separate cover)*
  - Landis Evans + Partners
  - Stantec
  - Johnson, Mirmiran & Thompson, Inc.
  - Johnson Engineering, INC.
3. **Consideration of Proposals for Playground Equipment** *(provided under separate cover)*
4. **Consideration of Proposal for Legal Descriptions for Individual Easement** *(provided under separate cover)*
5. **Consideration of Proposal for Fence Repair** *(provided under separate cover)*
6. **Consideration of Statutory Changes to Website Requirements** *(provided under separate cover)*
7. **Ratification of Payment Authorizations Nos. 149- 150**
8. **Review of Monthly Financials**

### **Other Business**

#### **Staff Reports**

District Counsel



**pfm**

District Engineer  
District Manager  
**Supervisor Requests and Audience Comments  
Adjournment**



**Wynnmere East  
Community Development District**

**Resignation of Jim Malasto**

**Wynnmere East  
Community Development District**

**Minutes**

**MINUTES OF MEETING**

**WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING**

**Thursday, September 10, 2020 at 2:15 p.m.**

**via conference call due to COVID-19 Executive Order 20-193**

Board Members present at roll call:

Fluffy Cazalas	Board Member
Mona Lewis	Board Member
Shawn Fitzgerald	Board Member
Renee Lee	Board Member
Jim Malasto	Board Member

Also Present:

Jane Gaarlandt	PFM Group Consulting, LLC
Christina Hanna	PFM Group Consulting, LLC
Victoria Martinez	PFM Group Consulting, LLC
Dexter Glasgow	PFM Group Consulting, LLC
John Vericker	District Counsel
Ted Swanson	Swanson & Sons
James Rabb	Aqualis
Various Audience Members present via phone	

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at approximately 11:04 a.m. The Board Members and District staff in attendance via phone are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the July 9,  
2020 and July 23, 2020 Continued Board of  
Supervisors' Meetings**

The Board reviewed the minutes of the July 9, 2020 and July 23, 2020 Continued Board of Supervisors' Meetings.

ON MOTION by Ms. Cazalas, seconded by Mr. Fitzgerald, with all in favor, the Board approved the Minutes of the July 9, 2020 and July 23, 2020 Continued Board of Supervisors' Meetings.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposal for Pond Maintenance**

**a) Presentation by Aqualis**

Mr. Rabb presented the proposal for pond maintenance. He discussed dry retention ponds, the wetland preserves. Invasive species control and management, beneficial species. He recommended addressing the Brazilian pepper which are around the wetland and the hydrilla treatment.

Mr. Fitzgerald asked his availability for a walkthrough. Mr. Rabb stated the walkthrough will take place with him or a Senior Manager that will do a site visit. Aqualis has a branch in Tampa and will work with the Board's availability. Mr. Rabb asked Mr. Dexter or Ms. Gaarlandt to share his information with the Board or provide him with Mr. Fitzgerald's information.

Mr. Rabb asked if there are any issues he should be made aware of prior to his site visit. He will do an assessment and present the Board with a Best Manager Practice Plan. Mr. Glasgow stated he touched on the concerns but there is one site that he wants to show him that belongs to Hillsborough County and he would like advice on how to approach the County to get the area cleaned up. Mr. Glasgow thanked him for calling in and he will reach out to him when he gets a time when everyone can meet up for the site visit and schedule the site visit for Monday.

Mr. Glasgow stated he had Mr. Rabb address the Board because there were a lot of questions at the last meeting on how get the ponds in the shape that the community wants. Mr. Glasgow discussed the dry pond. When the District send out the request for any pond company to bid the District will expect them to stick to a stringent expectation of the scope of work. The current vendor is not keeping any of the ponds up to the standard of the Board. Ms. Gaarlandt noted District Staff will reach out and coordinate the onsite visit and items discussed in the meeting today will be addressed during the onsite visit as well.

**FIFTH ORDER OF BUSINESS**

**Consideration of Qualifications for District Engineering Services**

**a) Landis Evans + Partners**

Ms. Gaarlandt explained the District received a termination letter from the current District Engineer. District staff was authorized to run a request for qualifications for a replacement. The District only received one

response which was from Landis Evans + Partners. Mr. Vericker stated the District can extend the deadline for the RFQ if the District only received one response. The Board requested to see multiple bids. Ms. Gaarlandt noted that Mr. Amaden said if the Board ran into this situation he would provide the District with some recommendations. District Management will reach out to a couple more companies and bring back additional letters of interest and qualifications.

## **SIXTH ORDER OF BUSINESS**

### **Review of District Maintenance Areas**

Ms. Gaarlandt asked Mr. Glasgow if he wanted to address the perimeter fencing and other maintenance areas in question. Mr. Glasgow responded it will all fall under the Easement Discussion the District will have later. For the District to do anything they need permission to be on those properties.

Mr. Fitzgerald asked if the letter he sent was received with a rough draft of a legal letter so he could go door to door to get residents permission. Mr. Glasgow stated the letter when to District Counsel and it will come up during the easement discussion.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Proposals for Landscape Maintenance**

- a) Caliber Residential & Commercial Services LLC**
- b) Floralawn**
- c) Swanson & Son**

Mr. Glasgow stated he engaged five companies to bid on the property and received proposals from three. The companies vary in size. Caliber is the smallest of the three companies and the price breakdown totals to an annual amount of \$36,000.00. Mr. Glasgow stated the District needs proof of insurance coverage as the District requires at least \$1,000,000.00 coverage. A discussion took place regarding the bid which is in less detail than the other two companies. Caliber agreed during the walkthrough to do everything in the scope of work. Mr. Glasgow stated everyone was given time to amend their bids and even though Caliber agreed in person to do the work everything needs to be in writing to hold the companies accountable. A discussion took place to allow Caliber more time to update his bid. Mr. Glasgow stated all of these bids were given the exact same amount of time and all of the parameters to submit their bid and he pointed out this is a professional bidding process and if the timeframe is offered and they cannot get it right the first time around that is something to take into consideration. He suggested the Board review the other two bids and it is up to the Board if they want to award the bid to one of the three bidders or hold off on making a decision.

Ms. Lewis stated Swanson & Son initially said they could not beat the price of the Caliber bid and they are now attempting to under bid them. She said she does not want Swanson & Son. Ms. Cazalas stated a bid process needs to be fair. A lengthy argument took place among the Board Members. Ms. Cazalas started if someone put in a bid early and did not adhere to the RFP they are not on a level playing field in that instance. Everything must be in writing included. If there is a future problem there is no legal recourse. A lengthy discussion took place.

Mr. Glasgow explained there was no bias going into the RFP for Landscape Maintenance. After reviewing all three proposals it is up to the Board to make a decision on which company to move forward with and there is no company currently favored. Ms. Glasgow stated once the Board gets to the time to consider the bid the pricing is not the only factor to consider and the Board can consider other criteria.

Mr. Glasgow presented the proposal from Floralawn. They offer landscape lighting, pump maintenance, well services, and many other services that are not listed in their bid. They have their own heavy equipment, are insured in excess of \$2,000,000.00 and are licensed and bonded. Their bid breaks down all of their scope of service. The District gave them as scope of work and they also broke down the scope of service. Their cost for Landscape Maintenance is \$29,400.000 per year and \$900.00 for shrubs and fertilization. A monthly irrigation inspection costs \$2,808.00. For the year for a total bid of \$33,180.00 which comes in well below Caliber and this company is the largest company that bid on the landscape Maintenance. They included a cost for mulching. 55 yards of mulch costs \$45.00 per unit. The amount budgeted for Fiscal Year 2021 exceeds the amount in the Floralawn proposal. Mr. Glasgow went into detail on Floralawn's bid noting the services they offer. Some Board Members brought up concerns over their reviews.

The final bid is from Swanson & son and is very details noting the scope of service that the community requested. To address the dry ponds an aquatic company could come in and spray the overgrown vegetation or a landscape company could remove the vegetation. The Swanson & Son bid is in the amount of \$35,400.00.

Caliber's bid was \$36,000.00, Swanson & Son bid was \$35,400.00 and Floralawn's bid was \$33,180.00. Mr. Glasgow noted the mulching cost for Floralawn is \$2,245.00 and the cost for Swanson is \$2,950.00. A discussion took place about the cost for mulching from each bidder. Mulching for Floralawn is \$2,475.00 and mulching for Swanson & Son is \$2,950.00.

A round table discussion took place about each bid. Mr. Glasgow explained the RFP process. A decision does not need to be made today. Ms. Lewin received a phone call from a resident asking why trees were being removed. Mr. Glasgow explained the property in question was purchased and the new owner is clearing the trees and brush. Mr. Glasgow told the Board if they have residents knocking on their door 24/7 refer them to the District Manager so they can help the Board. The discussion turned back to the landscape bids. Ms. Cazalas asked Ms. Gaarlandt to check her email because it contains conflict of interest concerns. Mr. Vericker asked what conflict of interests she is referring to and if anyone had a financial gain if Caliber was awarded the contract. Mr. Glasgow explained he does not think there is a formal conflict but there is a bias because the homeowners have used Caliber as their lawn service in the past. The board took turns expressing who their choice for Landscape Service provider. Mr. Fitzgerald, Ms. Lewis and Ms. Lee preferred Caliber while Mr. Fitzgerald and Ms. Cazalas. Mr. Fitzgerald asked if the Board chooses Caliber how can they improve their bid. Mr. Glasgow explained the Board cannot allow the bid to be changed at this point. Their bid is what they are presenting and he thinks a majority of the Board would rather go with a company they have a personal relationship with than with Floralawn. If this is the Board's desire they will make a motion to award the bid and District Counsel will draft a formal contract and then the District must verify their insurance and licensing. A lengthy discussion took place about Caliber's services vs. Floralawn's services.



Ms. Lewis asked about the need for lighting. Mr. Glasgow stated that Floralawn would be able to provide that service however if the Board decides to go with Caliber their will need to hire a different company as Caliber only provides landscape services only.

Ms. Gaarlandt requested a motion to authorize staff to enter into contract negotiations with Caliber whose proposal will become and exhibit to the Agreement.

ON MOTION by Ms. Cazalas, seconded by Mr. Fitzgerald, with 4 in favor and 1 opposed, the Board authorized District staff to enter into contract negotiations with Caliber, authorizing District Counsel to prepare the Standard Agreement

Mr. Glasgow requested a motion from the Board to terminate the current contract

ON MOTION by Mr. Fitzgerald, seconded by Ms. Lewis, with all in favor, the Board terminated the contract with Swanson & Son.

Ms. Gaarlandt with provide Mr. Vericker with the current signed contract and the date in which the District wants to terminate.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Resident Easements**

Mr. Glasgow stated the fencing along the same areas the District is cleaning up actually belongs to the homeowners. When Lennar put it in it was for beautification. It does not belong to the District and it is not responsible for cleaning , repairing, or replacing any damaged sections along that area. When Lennar put it in it became the responsibility of the individual who purchased the lot.

Ms. Lewis suggested a community wide meeting to explain to the homeowners that they are responsible for the perimeter fence which is on their property. Mr. Glasgow stated if the Board wants to move forward with that meeting they can direct District Management to move forward with it. They discussed the property which is on the other side of the fence is also homeowner property but they cannot do anything with it due to the Water Management District.

Mr. Fitzgerald stated Caliber agreed to maintain it but needs easements from the homeowners. Mr. Glasgow stated if Caliber goes back there to maintain the area the only thing that they will be able to do is cut the tree branches away from the fence. They cannot make any other changes back there because

Caliber would be heavily fined. A discussion took place about the draft easement agreement. Mr. Fitzgerald created a draft template. Mr. Glasgow noted the District would engage District Counsel to draft something to make sure the District is covered legally.

Mr. Fitzgerald asked if the letter he sent was received with a rough draft of a legal letter so he could go door to door to get residents permission. Mr. Glasgow stated the letter when to District Counsel and it will come up during the easement discussion.

A discussion took place regarding how to present the easements for residents to sign. The easements must need to be notarized. Mr. Vericker asked for the list of all the addressed so he can draft the easement agreements.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Fence Repair**

Mr. Glasgow solicited proposals from three vendors for fence repair but only one responded. This proposal is for the tan vinyl fencing that runs along 11<sup>th</sup> avenue for a total of 1,225 feet. 54 feet at an angle standard height of 6 feet.

Mr. Glasgow detailed the various damage to the fence. He stated the bid seems a bit high because they want to reconstruct the entire fence and are looking to replace a total of 1,279 feet of fencing to include the angled section, new hardware, replace any damaged poles, and retrofit the entire thing to strengthen it. The bid from Family Fencing Company is in the amount of \$33,893.00. Mr. Glasgow recommended that the District seek additional bids. He stated he engaged this company at a different site and got them to do all the repairs at a fraction of this cost. The fact that they came in this high and not realize they were dealing with the same person calls into question how they came up with this number. He requested Board permission too solicit more bids.

Mr. Fitzgerald spoke to Mr. Green from Lennar. Lennar had a different company in 2018 doing the fencing and in 2019 the company was switched and they did not use the same color to replace the panels. He agreed that the price is too high. Mr. Lewis said she can contact the Fence Man and give him Mr. Glasgow's information.

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of FY 2020 Auditor Engagement Letter**

Ms. Gaarlandt presented the Auditor Engagement Letter to the Board. The price is consistent with the price in the original proposal which is \$3,800.00 for Auditing Services for Fiscal year 2020. Sometime next year the District will start the process to request proposals for Auditing Services for Fiscal Year 2021.

ON MOTION by Mr. Malasto, seconded by Mr. Fitzgerald, with all in favor, the Board approved the Engagement Letter.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Payment Authorizations Nos.  
145 - 148**

The Board reviewed Payment Authorizations 145 -148. These have been reviewed and approved by the Chair and just need to be ratified by the Board.

ON MOTION by Mr. Malasto, seconded by Mr. Fitzgerald, with all in favor, the Board ratified Payment Authorizations 145 – 148.

**TWELFTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the financial statements through August 31, 2020. No Board action was required.

A discussion took place regarding an action plan. There are several items that were discussed throughout the year to address such as the lighting. One vendor came out to give proposals and the COVID-19 situation has made it difficult for vendors to come out. The intention is that after the meeting District staff will go through the notes to see what was discussed and they will send out an action list to the Board Members and in between meetings District staff will communicate with the Board if they were successful in getting proposals or if repairs have been made.

Ms. Lewis asked about the carry forward since the Fiscal Year is ending soon. Ms. Gaarlandt replied that there are invoices that will come in after the end of the Fiscal Year that will need to be paid by some of the remaining money in the Fiscal Year 2020 Budget. Its typically a few months later that the Fiscal Year is closed out from an accounting perspective. It will probably not be totally closed out until November and no assessment money comes in for Fiscal Year 2021 until the second half of November so the current Budget for Fiscal year 2020 must fund the first couple months of the new Fiscal Year. Whatever money is not spent will roll over.

Ms. Lewis questioned the amount of the contingency and why is it only \$13,000.00. Ms. Gaarlandt stated the \$13,000.00 is not a reflection of the money that the District has on hand, it is in relation to the Budget that was adopted. There will be a role over amount and that amount is unknown until the District has closed out the Fiscal Year. Mr. Malasto asked what the roll over amount was last November. Ms. Gaarlandt said

she did not know but she can have Ms. Sikder look at that and send it out to the Board Members. Ms. Sikder can look and see what the current cash amount is for the District.

## **THIRTEENTH ORDER OF BUSINESS**

## **Staff Reports**

**District Counsel –** Mr. Vericker thinks this is the last month that the District will be able to hold virtual meetings.

Ms. Gaarlandt stated that will cause an issue with the meeting location because the Libraries are still not open. Mr. Vericker asked if there was a Clubhouse or hotel that the District could use. Ms. Lewis noted Hawk's Point has a Clubhouse and the community on 19<sup>th</sup> has a Clubhouse as well and they are a Lennar property. Ms. Gaarlandt asked if they are willing to open for other communities to utilize their Clubhouse. Ms. Lewis was unsure. Ms. Gaarlandt replied the District Management Team would look into an alternate location.

**District Engineer –** Not Present

**District Manager –** Mr. Glasgow hopes the action report can keep the Board informed on the progress and track which items will be addressed.

Ms. Gaarlandt stated there is a current contract with the website provider for the ADA Auditing to ensure that the documents on the website were able to be accessed by this with disability. There are some recent changes to the Florida Statute. The Audit Report is no longer required to be posted to the District website as long as a link is provided to the Auditor General website which will take individuals to the Audit Report. Public Facilities Reports are no longer required to be posted on the District website and the meeting Agenda Package is no longer required to be posted with all the backup material on the website. It is efficient to only have the agenda pages themselves posted on the website. Ms. Gaarlandt asked the Board's direction with how they want to proceed. It limits the District's exposure for issues with ADA compliance conversions of those documents. Ms. Gaarlandt asked if the Board wanted to directed District staff to follow the new statutory amendments and reduce the number of documents and provide a link to the Audit Report. Mr. Malasto was concerned about the transparency issues. The Board wants District Counsel's recommendation. A discussion took place. The Board will table this discussion for the next meeting.

Ms. Lee asked if the District will be taking care of the lighting issue and other concerns. Ms. Gaarlandt stated there is one proposal for the lighting and District staff will be seeking additional bids for comparison purposes.

Mr. Glasgow stated at some Districts the Board have authorized a not to exceed amount for him to be able to address some issues in between Board meetings. He sought this Board's approval for a not to exceed amount to take care of some issues for this District. A Board Member asked if the repair would come out of the Contingency line item. Mr. Glasgow explained that if it was an irrigation repair the money would come out of the irrigation line item, if it was fencing it will come out of contingency, and if it was lawncare it would come out of landscaping. Mr. Glasgow would cover it at first and then bring it back to the Board for reimbursement and ratification. Ms. Lewis was concerned it would interfere with projects the District wants and needs done in the District. Ms. Gaarlandt explained this process is to speed up the action time to take care of issues instead of going through all the channels to get approval for items to be repaired. Ms. Gaarlandt requested a motion for a not to exceed amount of \$300.00.

ON MOTION by Mr. Malasto, seconded by Ms. Lee, with all in favor, the Board authorized a not to exceed amount of \$300.00 for Mr. Glasgow to make repairs in between Board Meetings.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Ms. Gaarlandt stated there are a couple of open items on today's agenda and asked if the Board wanted to continue this meeting to later in the month or wait until the October 1, 2020 meeting. A discussion took place.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Malasto, seconded by Ms. Lee, with all in favor, the September 10, 2020 Board of Supervisor's Meeting for the Wynnmere East Community Development District was continued to September 24, 2020 at 2:00 p.m.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

**MINUTES OF MEETING**

**WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT  
CONTINUED BOARD OF SUPERVISORS' MEETING**

**Thursday, September 24, 2020 at 2:02 p.m.**

**via conference call due to COVID-19 Executive Order 20-150**

Board Members present at roll call:

Mona Lewis	Board Member
Shawn Fitzgerald	Board Member
Fluffy Cazalas	Board Member
Rene Lee	Board Member
Jim Malasto	Board Member

Also Present:

Jane Gaarlandt	PFM Group Consulting, LLC
Christina Hanna	PFM Group Consulting, LLC
Dexter Glasgow	PFM Group Consulting, LLC
Victoria Martinez	PFM Group Consulting, LLC

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at approximately 2:02 a.m. The Board Members and District staff in attendance via phone are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposal for Pond  
Maintenance**

The District has not yet received the proposal from Aqualis.

**FOURTH ORDER OF BUSINESS**

**Consideration of Qualifications for District  
Engineering Services  
a) Landis Evans + Partners**

The Board reviewed the qualifications for District Engineering Services from Landis Evans + Partners. The Board wants to compare multiple engineering firms. Ms. Gaarlandt stated District staff will have to continue to reach out for someone to give a response. She suggested going back to the Developers to see who they worked with on the project. District staff reached out to Stantec, Absolute Engineering and neither firm provided the District with anything. The District does not have an urgent need for Engineering Services at this time so they have some time to make a decision. The next meeting is November 5, 2020 and will give District staff time to reach out to more companies.

Mr. Malasto asked if there was a representative from Landis + Partners at the last meeting. Ms. Gaarlandt said no. Mr. Malasto stated there was someone at the last meeting that was supposed to get with the District and take a look at some things for the District. Ms. Gaarlandt stated that was James Rabb with Aqualis for the lake and they would also provide a proposal for Pond Maintenance but the District has not received that yet. A discussion took place about the pond maintenance.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Agreement for Landscape Maintenance between the District and Caliber Residential & Commercial Services LLC**

Ms. Gaarlandt stated at the last meeting the Board selected Caliber Residential & Commercial Services, LLC to take over the Landscape Maintenance. District Counsel provided the standard Agreement and Caliber provided a more detailed presentation of their original proposal which is included with this agreement. A discussion took place about the agreement with Caliber.

Ms. Lewis why the remainder of the Bond can't take care of the lighting. Ms. Gaarlandt stated the signature that is required is for the Trust Indenture that is part of the Bond Issuance and is unrelated to the anything that is coming out of the O&M Budget. Ms. Lewis asked why it can't be used to further the improvement. Ms. Gaarlandt stated that money is collected as part of the Debt Assessment and not part of the O&M Assessment. Ms. Lewis has concerns signing the document and sending it to Ms. Glasgow to witness and would feel more comfortable signing it in person in front of a notary. Ms. Gaarlandt stated that is not a problem.

Ms. Gaarlandt discussed the Agreement for Landscape Maintenance between the District and Caliber Residential & Commercial Services. Mr. Malasto asked if the lighting was included in the \$36,000.00 annual price. Mr. Fitzgerald replied that it is included. Mr. Malasto also asked if Mulching was included and Mr. Fitzgerald confirmed. A discussion took place about starting the mulching as soon as Caliber gets the contract.

Ms. Lewis asked about the lighting on page 5. Mr. Glasgow stated the lighting was never part of the scope of work for the Landscaping contract and if Caliber added that into the contract he is not sure where those funds are coming from as that was never part of the original landscaping contract. Mr. Glasgow stated he must find out if Caliber is a licensed electrician to be running power from the City Main to those walls unless

he works with TECO to let that power run. Mr. Glasgow is meeting with Caliber on Tuesday to get it all figured out. A lengthy discussion took place. Ms. Glasgow requested a motion to approve the Agreement for Landscape Maintenance between the District and Caliber Residential & Commercial Services LLC. This agreement goes into effect on October 12, 2020. Ms. Lewis wanted to make sure that all the work due for the Swanson & Son contract is complete and not left for the new Landscaper. Mr. Glasgow will be on site Tuesday going over everything with the new contractor and if he sees anything outstanding he will have Swanson make it right before they leave.

ON MOTION by Mr. Malasto, seconded by Ms. Lee, with all in favor, the Board approved Agreement for Landscape Maintenance between the District and Caliber Residential & Commercial Services.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resident Easements**

Ms. Gaarlandt explained this is the form of the easement drafted by District Counsel as well as individual easements for various homeowners as each homeowner will need to sign the easements and have it notarized.

ON MOTION by Mr. Malasto, seconded by Mr. Fitzgerald, with all in favor, the Board approved the Draft of the Resident Easement Documents..

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Fence Repair**

Mr. Glasgow stated he has not gotten a proposal and he is discussing the fence repair with Caliber on Tuesday when they meet.

Mr. Malasto asked Mr. Glasgow to discuss the mulching with Caliber as it is something they want to get done as soon as possible. Ms. Lewis asked why Swanson & Sons is not responsible for the mulching before they leave. Mr. Glasgow stated they never charged the District for the mulching because they never did it and if the District wants them to do it they need to pay them to do the mulching or the District can have the new Vendor do it. Mr. Malasto explained that mulching was separate from the Landscape Maintenance Contract the District had with Swanson & Son. Ms. Gaarlandt stated mulching is typically a separate item from the Landscape Maintenance Contract.

#### **EIGHTH ORDER OF BUSINESS**

#### **Staff Reports**



**District Counsel –** Not Present

**District Engineer –** Not Present

**District Manager –** Ms. Gaarlandt reminded the Board not to talk to each other about District business outside of a publicly noticed meeting. This is also true for items that may have been mentioned in the past and might come before the Board in the future.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Mr. Malasto asked if the Supervisors are paid for the continued meeting as well as the regular Board meeting. Ms. Glasgow confirmed per Statute the Board Members are entitled to received compensation any time the Board meets.

Ms. Lee asked if the District will ever convert one of the dog parks into a playground. Ms. Glasgow stated October 1, 2020 is the start of the new Fiscal Year and the District will be able to use the new budget and she spoke to Ms. Sikder and she sent an email with the carryover from the accounts some of which will carry over for the budget increase and there will also be some additional cashflow in the District account that can be used for some of the improvements that have been discussed like the entrance lighting and putting in a playground.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Malasto, seconded by Mr. Fitzgerald, with all in favor, the September 24, 2020 Continued Board of Supervisor’s Meeting for the Wynnmere East Community Development District was adjourned.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

**Wynnmere East  
Community Development District**

**Resolution 2021-01**

*(provided under separate cover)*

**Wynnmere East Community Development District**  
**FY 2020 Proposed Revised O&M Budget**  
**Exhibit A**

	Year To Date			
	Actual through 9/30/2020	FY 2020 Adopted Budget	FY 2020 Proposed Revised	
<b>Revenues</b>				
On-Roll Assessments	\$196,828.01	\$192,150.00	\$192,150.00	
<b>Net Revenues</b>	<b>\$196,828.01</b>	<b>\$192,150.00</b>	<b>\$192,150.00</b>	
<b>General &amp; Administrative Expenses</b>				
Supervisor Fees	\$4,600.00	\$4,000.00	\$4,600.00	Increased
D&O Insurance	2,652.00	2,846.00	2,846.00	
Trustee Services	3,717.38	4,000.00	4,000.00	
District Management	30,000.00	30,000.00	30,000.00	
Engineering	1,022.50	6,000.00	6,000.00	
Dissemination Agent	5,000.00	5,000.00	5,000.00	
District Counsel	8,879.60	10,000.00	10,000.00	
Assessment Administration	5,000.00	5,000.00	5,000.00	
Reamortization Schedule	0.00	250.00	250.00	
Audit	3,700.00	5,000.00	5,000.00	
Travel and Per Diem	310.82	358.00	358.00	
Telephone	0.00	50.00	50.00	
Postage & Shipping	252.13	100.00	255.00	Increased
Copies	0.00	100.00	100.00	
Legal Advertising	1,497.44	1,500.00	1,500.00	
Bank Fees	0.00	300.00	300.00	
Miscellaneous	8.97	1,000.00	1,000.00	
Contingency	0.00	8,534.00	4,219.00	Reduced
General Reserve	0.00	9,150.00	9,150.00	
Office Supplies	0.00	250.00	250.00	
Web Site Maintenance	2,100.00	2,400.00	2,400.00	
Dues, Licenses, and Fees	175.00	200.00	200.00	
Electric	24,950.95	28,000.00	28,000.00	
Aquatic Contract	6,555.00	3,000.00	6,560.00	Increased
General Insurance	3,242.00	3,479.00	3,479.00	
Property & Casualty	94.00	133.00	133.00	
Landscaping Maintenance & Material	51,900.00	58,000.00	58,000.00	
Flower & Plant Replacement	0.00	3,500.00	3,500.00	
<b>Total General &amp; Administrative Expenses</b>	<b>\$155,657.79</b>	<b>\$192,150.00</b>	<b>\$192,150.00</b>	
<b>Total Expenses</b>	<b>\$155,657.79</b>	<b>\$192,150.00</b>	<b>\$192,150.00</b>	
<b>Income (Loss) from Operations</b>	<b>\$41,170.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Income (Expense)</b>				
Interest Income	\$109.87	\$0.00	\$0.00	
<b>Total Other Income (Expense)</b>	<b>\$109.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Net Income (Loss)</b>	<b>\$41,280.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**Wynnmere East  
Community Development District**

**District Engineering Services**

*(provided under separate cover)*

**Wynnmere East  
Community Development District**

**Proposal for Playground Equipment**

*(provided under separate cover)*

**Wynnmere East  
Community Development District**

**Proposal for Legal Descriptions for  
Individual Easement**

*(provided under separate cover)*

**Wynnmere East  
Community Development District**

**Proposal for Fence Repair**

*(provided under separate cover)*

**Wynnmere East  
Community Development District**

**Statutory Changes to Website Requirements**

*(provided under separate cover)*



**Wynnmere East  
Community Development District**

**Payment Authorization Nos. 149 – 150**

**WYNNMERE EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 149**

9/18/2020

Item No.	Payee	Invoice Number	FY20 General Fund	FY21 General Fund
1	<b>Business Observer</b>			
	Legal Advertising 8/21/20	20-02678H	\$ 111.56	
	Legal Advertising 8/28/20	20-02733H	\$ 74.38	
2	<b>Egis</b>			
	Insurance Policy Renewal FY 2021	11998		\$ 7,978.00
3	<b>PFM Group Consulting LLC</b>			
	Tax Roll	FY21-TR-0031		\$ 5,000.00
	Postage/ Fed Ex Mar 2020	OE-EXP-00816	\$ 13.42	
	Postage/ Fed Ex Apr 2020	OE-EXP-00877	\$ 5.40	
	Postage Jul 2020	OE-EXP-01044	\$ 3.00	
	Postage Aug 2020	OE-EXP-01104	\$ 5.50	
4	<b>SOLitude Lake Management</b>			
	Lake & Pond Mgmt Svcs Feb-Sep 2020	PI-A00475288	\$ 2,464.00	
5	<b>Straley Robin Vericker</b>			
	Legal Counsel thru 8/15/2020	18750	\$ 976.00	
6	<b>Swanson &amp; Son Inc.</b>			
	Lawn Care Aug 2020	15399	\$ 4,325.00	
7	<b>TECO</b>			
	Acct # 211005933836 Svcs 07/30/20 - 08/27/20	--	\$ 25.89	
	Acct # 211005934289 Svcs 07/30/20 - 08/27/20	--	\$ 915.39	
	Acct # 221001988080 Svcs 07/30/20 - 08/27/20	--	\$ 1,364.19	
			\$ 10,283.73	\$ 12,978.00
<b>TOTAL</b>			<b>\$23,261.73</b>	

Board Member

## Lubna Sikder

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**From:** Board Member <boardmember2@wynnmereeastcdd.com>  
**Sent:** Friday, September 25, 2020 10:45 AM  
**To:** Lubna Sikder  
**Subject:** Re: Wynnmere East CDD PA#149

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**EXTERNAL EMAIL:** Use care with links and attachments.

Approval to pay #149

On 09/22/2020 1:49 AM Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona

Attached is the payment authorization #149 / Wynnmere East for your review and approval.

Lubna Sikder

District Accountant

PFM Group Consulting LLC

12051 Corporate Blvd., Orlando, FL 32817

407.723.5900 – main number // 407.723.5901 – fax

844.736.4233 // 844.PFM.4CDD

[sikderl@pfm.com](mailto:sikderl@pfm.com)

**WYNNMERE EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 150**

10/9/2020

Item No.	Payee	Invoice Number	FY20 General Fund	FY21 General Fund
<b>1</b>	<b>Board Member Fees Meeting September 10, 2020</b>			
	Fluffy N. Cazals	--	\$ 200.00	
	Mona Lewis	--	\$ 200.00	
	Renee Lee	--	\$ 200.00	
	<b>Board Member Fees Meeting September 24, 2020</b>			
	Mona Lewis	--	\$ 200.00	
	Renee Lee	--	\$ 200.00	
<b>2</b>	<b>Caliber Residential &amp; Commercial Services</b>			
	Repair Broken Pipe	0220		\$ 73.00
<b>3</b>	<b>Landmark Engineering</b>			
	Engineering Svcs thru Aug 2020	2140054-48	\$ 402.50	
<b>4</b>	<b>PFM Group Consulting LLC</b>			
	Dist. Mgmt. Fee Sep 2020	DM-09-2020-0050	\$ 2,500.00	
	Website Maint. Fee Sep 2020	DM-09-2020-0051	\$ 100.00	
	Postage Sep 2020	OE-EXP-01164	\$ 1.50	
<b>5</b>	<b>Swanson &amp; Son Inc.</b>			
	Lawn Care Sept 2020	15453	\$ 4,325.00	
<b>6</b>	<b>VGlobal Tech</b>			
	Quarter 3 ADA Audit / Website	1957	\$ 300.00	
			\$ 8,629.00	\$ 73.00
<b>TOTAL</b>			<b>\$8,702.00</b>	

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Board Member

## Lubna Sikder

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**From:** MONA LEWIS <magddiva77@aol.com>  
**Sent:** Thursday, October 15, 2020 8:28 AM  
**To:** Lubna Sikder  
**Subject:** Re: Wynnmere East CDD PA#150

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**EXTERNAL EMAIL:** Use care with links and attachments.

Authorization to pay invoice number 150 but I need you to hold off on paying Swanson and son until I talk to Dexter to find out what is going to be the outcome of him completing his work

Sent from my iPhone

On Oct 13, 2020, at 11:00 AM, Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona

Attached is the payment authorization #150 / Wynnmere East for your review and approval.

Lubna Sikder  
District Accountant  
PFM Group Consulting LLC  
12051 Corporate Blvd., Orlando, FL 32817  
407.723.5900 – main number // 407.723.5901 – fax  
844.736.4233 // 844.PFM.4CDD  
[sikderl@pfm.com](mailto:sikderl@pfm.com)

<WE PA 150.pdf>

**Wynnmere East  
Community Development District**

**Monthly Financials**

**Wynnmere East CDD**  
Statement of Financial Position  
As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	General Long- Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$153,816.00				\$153,816.00
Prepaid Expenses	1,858.69				1,858.69
Deposits	2,825.00				2,825.00
Debt Service Reserve Series 2016		\$193,412.50			193,412.50
Revenue Series 2016		183,309.33			183,309.33
Prepayment Series 2016		722.73			722.73
Acquisition/Construction Series 2016			\$28.39		28.39
Total Current Assets	<u>\$158,499.69</u>	<u>\$377,444.56</u>	<u>\$28.39</u>	<u>\$0.00</u>	<u>\$535,972.64</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$377,444.56	\$377,444.56
Amount To Be Provided				4,947,555.44	4,947,555.44
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,325,000.00</u>	<u>\$5,325,000.00</u>
<b>Total Assets</b>	<u><u>\$158,499.69</u></u>	<u><u>\$377,444.56</u></u>	<u><u>\$28.39</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$5,860,972.64</u></u>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$16,607.26				\$16,607.26
Total Current Liabilities	<u>\$16,607.26</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,607.26</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$5,325,000.00	\$5,325,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,325,000.00</u>	<u>\$5,325,000.00</u>
<b>Total Liabilities</b>	<u><u>\$16,607.26</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$5,341,607.26</u></u>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	(\$6,961.00)				(\$6,961.00)
Current Year Net Assets, Unrestricted	(0.01)				(0.01)
Net Assets - General Government	107,573.35				107,573.35
Current Year Net Assets - General Government	41,280.09				41,280.09
Net Assets, Unrestricted		\$362,188.33			362,188.33
Current Year Net Assets, Unrestricted		15,256.23			15,256.23
Net Assets, Unrestricted			\$28.22		28.22
Current Year Net Assets, Unrestricted			0.17		0.17
<b>Total Net Assets</b>	<u><u>\$141,892.43</u></u>	<u><u>\$377,444.56</u></u>	<u><u>\$28.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$519,365.38</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$158,499.69</u></u>	<u><u>\$377,444.56</u></u>	<u><u>\$28.39</u></u>	<u><u>\$5,325,000.00</u></u>	<u><u>\$5,860,972.64</u></u>

**Wynnmere East CDD**

Statement of Activities

As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$196,828.01				\$196,828.01
Inter-Fund Transfers In	(0.01)				(0.01)
On-Roll Assessments		\$392,756.43			392,756.43
Inter-Fund Group Transfers In		0.01			0.01
Total Revenues	<u>\$196,828.00</u>	<u>\$392,756.44</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$589,584.44</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$4,600.00				\$4,600.00
D&O Insurance	2,652.00				2,652.00
Trustee Services	3,717.38				3,717.38
District Management	30,000.00				30,000.00
Engineering	1,022.50				1,022.50
Dissemination Agent	5,000.00				5,000.00
District Counsel	8,879.60				8,879.60
Assessment Administration	5,000.00				5,000.00
Audit	3,700.00				3,700.00
Travel and Per Diem	310.82				310.82
Postage & Shipping	252.13				252.13
Legal Advertising	1,497.44				1,497.44
Miscellaneous	8.97				8.97
Web Site Maintenance	2,100.00				2,100.00
Dues, Licenses, and Fees	175.00				175.00
Electric	24,950.95				24,950.95
Aquatic Contract	6,555.00				6,555.00
General Insurance	3,242.00				3,242.00
Property & Casualty	94.00				94.00
Landscaping Maintenance & Material	51,900.00				51,900.00
Principal Payment		\$95,000.00			95,000.00
Interest Payments		284,293.76			284,293.76
Total Expenses	<u>\$155,657.79</u>	<u>\$379,293.76</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$534,951.55</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$109.87				\$109.87
Interest Income		\$1,793.55			1,793.55
Interest Income			\$0.17		0.17
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$109.87</u>	<u>\$1,793.55</u>	<u>\$0.17</u>	<u>\$0.00</u>	<u>\$1,903.59</u>
<b>Change In Net Assets</b>	<b>\$41,280.08</b>	<b>\$15,256.23</b>	<b>\$0.17</b>	<b>\$0.00</b>	<b>\$56,536.48</b>
<b>Net Assets At Beginning Of Year</b>	<b><u>\$100,612.35</u></b>	<b><u>\$362,188.33</u></b>	<b><u>\$28.22</u></b>	<b><u>\$0.00</u></b>	<b><u>\$462,828.90</u></b>
<b>Net Assets At End Of Year</b>	<b><u><u>\$141,892.43</u></u></b>	<b><u><u>\$377,444.56</u></u></b>	<b><u><u>\$28.39</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$519,365.38</u></u></b>



**Wynnmere East CDD**  
 Budget to Actual  
 For the Month Ending 09/30/2020

	Actual	Year To Date Budget	Variance	FY 2020 Adopted Budget
<b><u>Revenues</u></b>				
On-Roll Assessments	\$196,828.01	\$192,150.00	\$4,678.01	\$192,150.00
<b>Net Revenues</b>	<b>\$196,828.01</b>	<b>\$192,150.00</b>	<b>\$4,678.01</b>	<b>\$192,150.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$4,600.00	\$4,000.00	\$600.00	\$4,000.00
D&O Insurance	2,652.00	2,846.00	(194.00)	2,846.00
Trustee Services	3,717.38	4,000.00	(282.62)	4,000.00
District Management	30,000.00	30,000.00	0.00	30,000.00
Engineering	1,022.50	6,000.00	(4,977.50)	6,000.00
Dissemination Agent	5,000.00	5,000.00	0.00	5,000.00
District Counsel	8,879.60	10,000.00	(1,120.40)	10,000.00
Assessment Administration	5,000.00	5,000.00	0.00	5,000.00
Reamortization Schedule	0.00	250.00	(250.00)	250.00
Audit	3,700.00	5,000.00	(1,300.00)	5,000.00
Travel and Per Diem	310.82	358.00	(47.18)	358.00
Telephone	0.00	50.00	(50.00)	50.00
Postage & Shipping	252.13	100.00	152.13	100.00
Copies	0.00	100.00	(100.00)	100.00
Legal Advertising	1,497.44	1,500.00	(2.56)	1,500.00
Bank Fees	0.00	300.00	(300.00)	300.00
Miscellaneous	8.97	1,000.00	(991.03)	1,000.00
Contingency	0.00	8,534.00	(8,534.00)	8,534.00
General Reserve	0.00	9,150.00	(9,150.00)	9,150.00
Office Supplies	0.00	250.00	(250.00)	250.00
Web Site Maintenance	2,100.00	2,400.00	(300.00)	2,400.00
Dues, Licenses, and Fees	175.00	200.00	(25.00)	200.00
Electric	24,950.95	28,000.00	(3,049.05)	28,000.00
Aquatic Contract	6,555.00	3,000.00	3,555.00	3,000.00
General Insurance	3,242.00	3,479.00	(237.00)	3,479.00
Property & Casualty	94.00	133.00	(39.00)	133.00
Landscaping Maintenance & Material	51,900.00	58,000.00	(6,100.00)	58,000.00
Flower & Plant Replacement	0.00	3,500.00	(3,500.00)	3,500.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$155,657.79</b>	<b>\$192,150.00</b>	<b>(\$36,492.21)</b>	<b>\$192,150.00</b>
<b>Total Expenses</b>	<b>\$155,657.79</b>	<b>\$192,150.00</b>	<b>(\$36,492.21)</b>	<b>\$192,150.00</b>
<b>Income (Loss) from Operations</b>	<b>\$41,170.22</b>	<b>\$0.00</b>	<b>\$41,170.22</b>	<b>\$0.00</b>
<b><u>Other Income (Expense)</u></b>				
Interest Income	\$109.87	\$0.00	\$109.87	\$0.00
<b>Total Other Income (Expense)</b>	<b>\$109.87</b>	<b>\$0.00</b>	<b>\$109.87</b>	<b>\$0.00</b>
<b>Net Income (Loss)</b>	<b>\$41,280.09</b>	<b>\$0.00</b>	<b>\$41,280.09</b>	<b>\$0.00</b>

**Wynnmere East  
Community Development District**

**Staff Reports**