

**MINUTES OF MEETING
BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Beach Road Golf Estates Community Development District held Public Hearings and a Regular Meeting on August 18, 2025 at 1:00 p.m., at the Bonita National Golf and Country Club, 2nd Floor of the Clubhouse, 17501 Bonita National Blvd., Bonita Springs, Florida 34135 and via Zoom at <https://zoom.us/j/95544868880>, and telephonically at 1-305-224-1968, Meeting ID: 955 4486 8880, Passcode: 5522 for both.

Present:

Barry Kove	Chair
Daniel DiTommaso	Vice Chair
Joseph Grillo	Assistant Secretary
Timothy Vanderhyden	Assistant Secretary
Denise Kempf	Assistant Secretary

Also present:

Shane Willis	Operations Manager
Greg Urbancic (via Zoom)	District Counsel
Mark Zordan	District Engineer
Andy Nott	Superior Waterway Services, Inc.
Shelley Olsen	HOA Community Association Manager (CAM)
Natalie Garavelli	HOA Assistant CAM
Jeff Caris	Valencia Bonita Member of the Public
Residents	

The names of all attendees, residents and/or members of the public might not be included in these meeting minutes. If the person did not identify themselves, their name was inaudible or their name did not appear in the meeting notes or on an attendee sign in sheet, the name was not listed.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Willis called the meeting to order at 1:00 p.m. All Supervisors were present.

- **District Engineer: Johnson Engineering, Inc.**

This item, previously Item 10B, was presented out of order.

I. LDO21-78030-BOS Notification from Bonita Springs

II. Bonita National Lake Bank Inspection for LDO Closeout

Mr. Zordan stated that, about six weeks ago, Miley Jacobs of the City of Bonita Springs notified him that the Limited Development Order (LDO) closeout was never complete. Ms. Jacobs stated the City fell behind after storms and hurricanes; the permitted work was inspected in June and she compiled an extensive list of deficiencies.

Mr. Willis stated the list included lakes on the LDO that were still open, as well as other lakes that require ongoing maintenance separate from the LDO that should not have been included. The LDO was dated in 2021; Banks Engineering was managing the permit, and Johnson Engineering (JEI) did not realize that the LDO was still open.

Discussion ensued regarding whether the LDO in question was prior to or related to the very extensive lake bank erosion project MRI completed, a previous project, or new erosion.

Mr. Willis stated the LDO is from before he joined CDD Staff two years ago.

Mr. Zordan stated new erosion was observed at various lakes and, while the LDO was limited to six lakes, the list compiled by Ms. Jacobs included sixteen lakes. He and Mr. Willis determined that the LDO permit should be closed out and the additional washouts should be addressed within the upcoming budget year. In order to obtain proposals, a pre-bid meeting was held with five contractors, including Mr. Nott. Questions raised include the type of sod, staging areas for materials, warranty, access points, work hours, specifications for contractors, and whether to bid the project as a lump sum or on a time and material basis.

Mr. Zordan referred to pictures of the washouts and discussed cost concerns. Given that the contractors do not want to proceed while water levels are high, he recommended allowing Mr. Nott to perform interim repairs now, or wait for repairs to be done during the dry season and repairing all 16 lakes at once. Mr. Willis stated he and Mr. Zordan just learned of this issue.

Discussion ensued regarding whether the City will allow a delay in making the repairs, the need to determine who opened the permit and who Banks Engineering engaged to perform the work, differentiating between the lakes under the LDO and the remaining lakes with erosion.

Mr. Willis stated work cannot proceed until water levels recede because contractors do not want to work in high water conditions and will not warranty such work.

Discussion ensued regarding whether to utilize Operations & Maintenance (O&M) funds or the Construction Fund, whether to combine the projects, the contractors' consensus to work on a time and materials basis with a not-to-exceed amount, potential costs in the \$20,000 range, and Staff's recommendation complete the work on the six lakes now to close out the LDO.

Ms. Kempf asked if Banks Engineering submitted the paperwork to close out the LDO. She thinks if it was submitted and the County failed to perform the inspection in a timely manner, they should view the issue differently. Mr. Willis agreed and stated that will be asked, as neither he nor Mr. Zordan were involved; however, the repairs must be completed to close the permit. He noted the need to develop a better timeline and gather information and stated his belief that the City will probably accept a reasonable timeline. Staff can explain what happened while simultaneously making arrangements for the repairs.

Mr. DiTommaso asked Staff to determine if the issue was due to the City's delay or an issue with Banks Engineering. He asked if the lakes are reviewed annually for erosion. Mr. Willis replied affirmatively and stated JEI will determine if there are any other issues or any other outstanding LDOs. He and Mr. Zordan reviewed the lakes the last two years and planned for repairs to be completed during the dry season but this upcoming work will alter those plans.

On a photo, Mr. Willis identified areas below control elevation that were identified during review of the lakes that need maintenance but are not considered lake bank erosion; however, because the LDO was still open and the project was reviewed by the City, those areas must be repaired. It was noted that these issues likely did not exist when the project was completed.

Discussion ensued regarding the photos, washouts likely caused by irrigation, lake bank erosion, presence of riprap, need to complete the proposed repairs and close out the LDO, need to understand what occurred, whether Banks Engineering can be held accountable, and whether it is worth pursuing.

Mr. Willis stated Staff will present answers to these matters at the next meeting. He thinks the City will likely state that the CDD is responsible, regardless of the City's failure to perform a timely inspection.

Whether to repair the six lakes now or combine them into one project was discussed.

Mr. Vanderhyden thinks the LDO scope of work is small and supports Superior Waterways addressing it promptly, in accordance with the lake management contract with a not-to-exceed amount, when the water is at the proper level and it can be fixed properly. Mr. Willis agreed and stated his belief that the City will accept a reasonable timeline. Additional information and proposals for the LDO work and the entire scope of work will be presented at the next meeting.

Mr. Zordan will complete additional due diligence on any open LDOs or permits.

III. Sidewalk Project Update

Mr. Zordan stated that Bonness is waiting for the right-of-way (ROW) permit from the City. Staff is following up; once the permit is received, the project will begin within two weeks. Advance notice will be given and the HOA will alert residents accordingly.

▪ Update: Superior Waterway Services, Inc. Treatment Report

This item, previously the Fourth Order of Business, was presented out of order.

Mr. Nott presented the Monthly Treatment Report and noted that the planting behind the resident's home on Lake 4 was completed. His map will be corrected, as Lakes 3 and 4 were reversed. Regarding the cost, a standard three rows of plants were installed, one plant per foot, and the cost was not substantial.

Regarding Lake 18, Mr. Nott stated the main aerator breaker will be relocated and a subpanel will be installed closer to the cabinet to see if interference is occurring, at no cost to the CDD. He noted that the lakes look good.

Discussion ensued regarding broken equipment opposite the ninth green. Mr. Nott believes it is an old rain sensor that does not belong to the CDD; he will inspect the area.

SECOND ORDER OF BUSINESS

Chairman's Opening Comments

Mr. Kove asked about the Cavan Court Pedestrian/Golf Cart Crosswalk project. Mr. Willis stated the poles were initially estimated to arrive in four to six weeks, and it is currently the fifth week. He will follow up with the vendor. Mr. Kove asked for AV-Tech to repair holes left on one side of the road when reflectors were removed on Wicklow Court.

Mr. Kove asked if there was an update from Florida Power & Light (FPL) about the sidewalk lighting project pertaining to the lights that are still on. Mr. Willis stated he requested the maintenance person's contact information, but it was not provided. He has asked Eric Colling, the Project Manager for the installation, to review it. Mr. Adams also followed up with him personally. He cannot explain why they were not adjusted, unless they have decided it is low priority. He and Mr. Adams will continue to follow up.

Mr. Kove asked a resident to inform residents at Valencia that Staff is addressing this.

Mr. Kove recalled that a Maintenance Agreement is needed to address improper angling of lights in the median. Mr. Willis stated a proposal from Steve Bentley is pending. He included them in the Landscaping Request for Proposals (RFP), where a special requirement will include adjusting the lights if they are bumped and reviewing the lights weekly. Mr. Bentley will conduct a semi-annual infrastructure review of the lights; only the cost of repairs will be billed. Mr. Willis will follow up regarding the proposal for the currently needed repairs.

Asked if LandCare should be charged for the repair of the median lights, Mr. Willis stated that, while he would normally have the conversation, it was not included in their contract.

Mr. Urbancic stated if the CDD has sufficient belief or proof that LandCare did not exercise due care, a demand can be made; the discussion regarding the CDD's request for compensation can be had under a general due care standard. Mr. Willis stated he will do that; Bentley replaced one section around the trees and an invoice will be provided for the portion related to the tree that fell, for which reimbursement will not be sought. He will ask for a second invoice for the other repairs and present it to the Area Manager. This item will be added to the new contract, under special requirements. LandCare is working on a month-to-month basis.

THIRD ORDER OF BUSINESS**Public Comments (3 minutes per speaker)**

Public comments were heard during the meeting.

FOURTH ORDER OF BUSINESS**Update: Superior Waterway Services, Inc.
Treatment Report**

This item was presented following the First Order of Business.

FIFTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2025/2026 Budget****A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Willis presented Resolution 2025-09. He reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget. Fiscal Year 2026 assessments are proposed to increase slightly year-over-year.

Discussion ensued regarding the need to continue building fund balance to have working capital in the early months of the Fiscal Year before revenues are received.

It was noted that a typo will be corrected on the bottom of Page 3, where both the Property Appraiser and the Tax Collector fees are listed as \$2,189 despite a \$0.50 fee difference, based on the same number of parcels.

Mr. Willis opened the Public Hearing.

No affected property owners or members of the public spoke.

Mr. Willis closed the Public Hearing.

Mr. Willis noted that, while Engineering expenses exceeded the amount budgeted in Fiscal year 2025 due to special projects, he does not expect that in Fiscal Year 2026.

On MOTION by Mr. Grillo and seconded by Mr. Kove, with all in favor, Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS**Public Hearing to Hear Comments and
Objections on the Imposition of
Maintenance and Operation Assessments**

to Fund the Budget for Fiscal Year
2025/2026, Pursuant to Florida Law

A. Proof/Affidavit of Publication

B. Mailed Notice(s) to Property Owners

These items were included for informational purposes.

Mr. Willis stated this is not the first year Mailed Notices were sent to property owners; Mailed Notices are sent only in those years when an assessment increase occurs.

A Board Member asked for the copy of the newspaper advertisement to be enlarged so it is readable. Mr. Willis will share the request with District Management.

Mr. Willis opened the Public Hearing.

Resident Jeff Caris asked which homeowners receive Mailed Notices.

Mr. Willis stated that every single property owner of the CDD receives a Mailed Notice.

Mr. Urbancic stated when there is an increase in the Operation & Maintenance (O&M) Assessment, a Mailed Notice is sent to property owners at the address listed with the Property Appraiser and Tax Collector website and a notice is published in the newspaper. Mailed Notices are not sent in years with no assessment increase; the newspaper notice is the only notification.

Mr. Caris stated that he did not receive a Mailed Notice and questioned if any other Valencia Bonita (Valencia) residents did not receive one. Mr. Kove asked if the Mailed Notices are limited to CDD residents and noted that Valencia Bonita is not part of the CDD. Mr. Urbancic stated the CDD only assesses properties within its boundaries. Valencia is not part of the CDD but Valencia has certain obligations under a Cost Sharing Agreement to which this CDD and the Bonita Landing CDD are parties. The CDD does not have jurisdiction over Valencia.

Mr. Willis stated that the CDD assessments do not apply to Valencia; Valencia residents have a shared cost for landscaping. CDD homeowners might not receive a Mailed Notice if they do not update their address with the Property Appraiser and Tax Collector.

It was noted that the Valencia HOA does not pay into the CDD budget; rather, the Valencia HOA pays a proportionate share of the landscaping costs.

Mr. Willis closed the Public Hearing.

- C. **Consideration of Resolution 2025-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Willis presented Resolution 2025-10, which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. Kove and seconded by Mr. Grillo, with all in favor, Resolution 2025-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Mr. Urbancic presented the Goals and Objectives Reporting for Fiscal Year 2026. Mr. Willis noted that the Chair needs to be authorized to approve the findings related to the Fiscal Year 2025 Goals and Objectives Reporting.

On MOTION by Mr. Vanderhyden and seconded by Mr. Grillo, with all in favor, the Goals and Objectives Reporting for Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2025

- **Construction Fund Sources and Uses Reconciliation**

Mr. Willis presented the Unaudited Financial Statements as of June 30, 2025. He noted that the Reconciliation Report, which is not included in the agenda, is unchanged from the previous month. The only two projects are the sidewalk project and the Cavan Court Pedestrian/Golf Cart Crosswalk project. Mr. Willis will email the Report to the Board.

Ms. Kempf asked about the \$150,000 budgeted for “Lake bank erosion repair” that was unspent. Mr. Willis stated that unspent budgeted funds from Fiscal Year 2025 will be directed to Unassigned funds balance in the 2026 budget.

The financials were accepted.

NINTH ORDER OF BUSINESS**Approval of July 21, 2025 Regular Meeting Minutes**

Mr. Willis presented the July 21, 2025 Regular Meeting Minutes. He noted that changes to the Minutes must be discussed on the record, rather than outside of a public meeting.

The following changes were made:

Line 25: Change “Shelly” to “Shelley”

Line 26: Insert “Garavelli” after “Natalie”

Line 62: Change “on the list” to “lit”

Line 115: Add the following verbatim:

“Mr. DiTommaso questioned the \$150,000 budgeted for “Lake bank erosion repair” and the footnote which reads, “Intended to fund long term lake bank erosion repairs in District owned ponds”. He noted that that has been budgeted for the last three or four budget years without any actual expenses against it. He noted the increase in this year’s budget and asked if that line item can be diluted in any way to achieve a savings. He asked for an explanation of how unused funds works, and if they carry forward.

Mr. Willis stated that unused funds go into the unassigned fund balance; it is not a reserve, but it does act as a budgetary reserve for other line items. He recalled that such funds were used for the FoxRock project. Mr. DiTommaso

stated he understands that it is not a reserve, and asked there are three years like that, totaling \$450,000, where do those funds reside? Mr. Willis stated that those funds would be reflected in the “Fund balance – ending” total shown on Page 3, which shows what is available to the CDD, in the event that those funds are needed.”

Regarding Line 126, Mr. DiTommaso asked if the letter was sent to the Golf Board. Mr. Willis stated that Shelley was notified that the CDD was pulling out of the project and removed all the equipment and that it would not be replaced.

On MOTION by Mr. Grillo and seconded by Mr. Kove, with all in favor, the July 21, 2025 Regular Meeting Minutes, as amended, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Coleman, Yovanovich & Koester, P.A.

There was no report.

B. District Engineer: Johnson Engineering, Inc.

I. LDO21-78030-BOS Notification from Bonita Springs

II. Bonita National Lake Bank Inspection for LDO Closeout

III. Sidewalk Project Update

This item was presented following the First Order of Business.

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

○ **NEXT MEETING DATE: September 15, 2025 at 1:00 PM**

○ **QUORUM CHECK**

All Supervisors confirmed their attendance at the September 15, 2025 meeting.

D. Field Operations: Wrathell, Hunt and Associates, LLC

The Project Tracker Report was included for informational purposes.

Mr. Willis presented the Landscaping Services RFP. The Board can email their edits. Mr. Grillo submitted his edits directly to Mr. Willis.

Mr. Willis stated the responses will be considered at the September meeting.

Ms. Kempf asked if a checklist is kept to ensure that projects are completed before payments are made. Mr. Willis stated he approves routine payments, such as aquatics and landscaping contractual maintenance, and forwards invoices to District Management for issuance of payment. He described the requisition process for specific jobs, such as those carried out by Mr. Zordan's team, and discussed the processes.

ELEVENTH ORDER OF BUSINESS**Audience Comments/Supervisors' Requests**

No members of the public spoke.

There were no Supervisors' requests.

TWELFTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Grillo and seconded by Mr. Kove, with all in favor, the meeting adjourned at 2:29 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair