

FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
Suite 100, 707 Orchid Drive
Naples, FL 34102

November 15, 2023

Board of Supervisors
Fronterra Community Development District

Dear Board Members:

The next meeting of the Board of Supervisors of the Fronterra Community Development District will be held on **November 15, 2023 at 6:00 p.m., at the Staybridge Suites Naples Marco Island, 9401 Triangle Boulevard, Naples, FL 34113.**

The Board Meeting agenda is as follows:

1. Call to Order/Roll Call for the current Board of Supervisors.
2. Public Comment Period on agenda items.
3. Proof of Publication Exhibit 1

GENERAL DISTRICT ITEMS

4. CDD/HOA General Discussion.
5. Fronterra Irrigation Plan Exhibit 2

ADMINISTRATIVE MATTERS

6. Consideration of the August 16, 2023 Meeting Minutes Exhibit 3
7. Consideration of Grau & Associates Audit Proposal Exhibit 4

ORGANIZATIONAL MATTERS

None to be Considered at this Time.

BUDGETARY MATTERS

8. Consideration of October 2023 Financial Statements Exhibit 5

FINANCING MATTERS

None to be considered at this time.

OTHER MATTERS

9. Staff Reports
- A. District Manager
 - 1. Florida Department of Economic Opportunity Special District Accountability Program filing
 - 2. Florida Department of State compliance with records retention compliance
 - 3. Public Depositor annual reports
 - 4. Budgets to County
 - 5. CDD approval of easement encroachment Exhibit 6
 - B. District Counsel
 - C. District Engineer
15. Board Member Comments/Requests
16. Public Comments
17. Adjournment

EXHIBIT 1

**FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF MEETING**

The Meeting of the Board of Supervisors (the “Board”) of the Fronterra Community Development District is scheduled for Wednesday, November 15, 2023 at 6:00 p.m. at the Staybridge Suites Naples Marco Island, 9401 Triangle Boulevard, Naples, FL 34113. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 707 Orchid Drive, Suite 100, Naples, Florida 34102, during normal business hours.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (239) 269-1341, at least forty-eight (48) hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager

November 8, 2023

Govt Public Notices

**FRONTERRA COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF MEETING**

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Govt Public Notices

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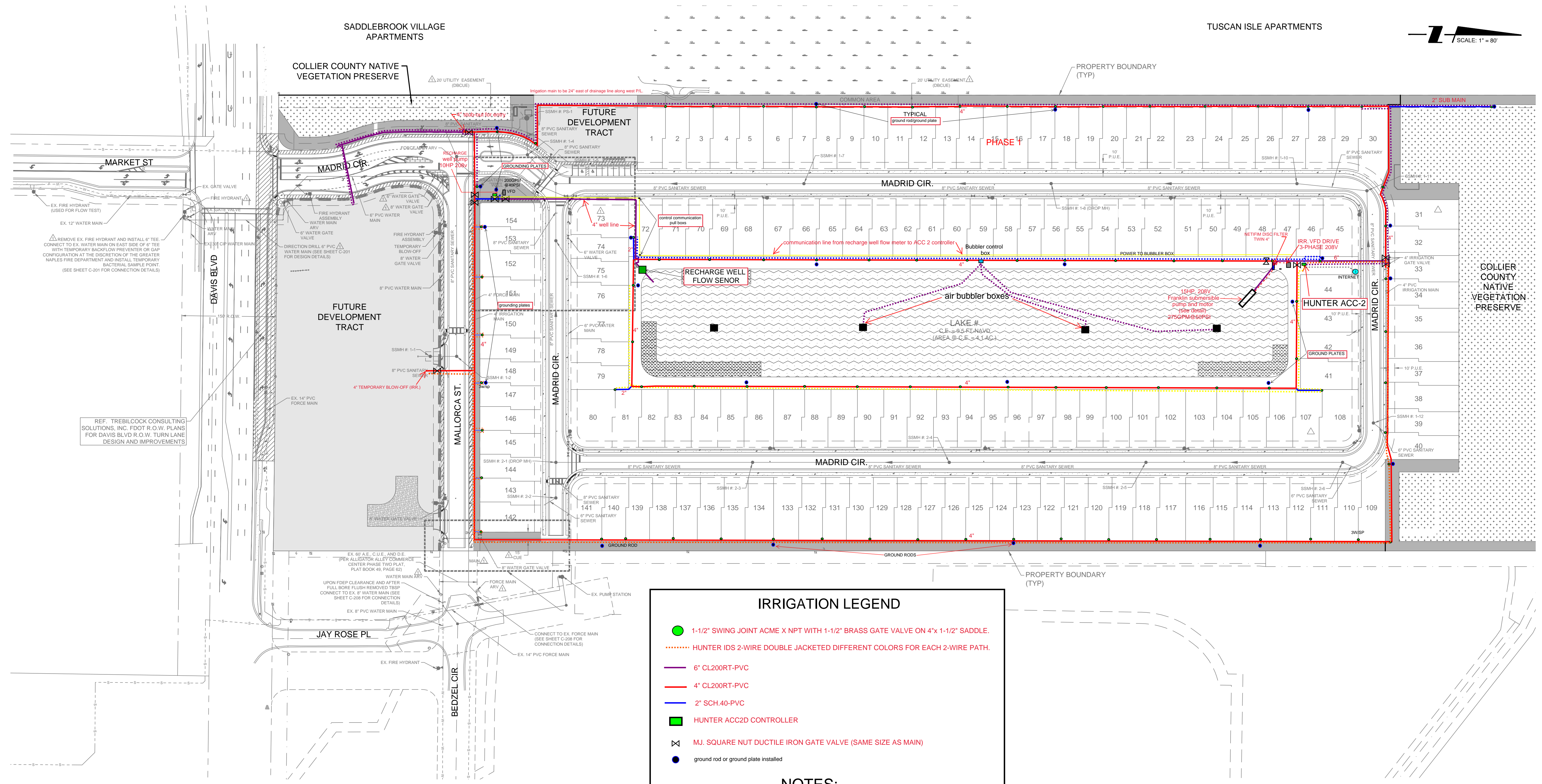
Meetings may be cancelled from time to time without advertised notice.

District Manager
November 8, 2023









EXHIBIT 2

APPROVED

AMI DESIGNS 11/2018



IRRIGATION LEGEND

-  1-1/2" SWING JOINT ACME X NPT WITH 1-1/2" BRASS GATE VALVE ON 4"x 1-1/2" SADDLE.
-  HUNTER IDS 2-WIRE DOUBLE JACKETED DIFFERENT COLORS FOR EACH 2-WIRE PATH.
-  6" CL200RT-PVC
-  4" CL200RT-PVC
-  2" SCH.40-PVC
-  HUNTER ACC2D CONTROLLER
-  M.J. SQUARE NUT DUCTILE IRON GATE VALVE (SAME SIZE AS MAIN)
-  ground rod or ground plate installed

NOTES:

ALL MAINLINE CHANGE OF DIRECTION FITTINGS TO BE DUCTILE IRON AND PROPERLY THRUST BLOCKED.
15HP, FRANKLIN SUBMERSIBLE PUMP AND MOTOR WITH CERUS™ DRIVE TO DELIVER 250GPM @ 55PSI
6" PVC WELL, DRILED TO 80', CASED TO 50' USING 10HP VFD FRANKLIN SUBMERSIBLE PUMP AND MOTOR TO DELIVER 150GPM AT 25PSI.

EXHIBIT 3

1 **FRONTERRA COMMUNITY DEVELOPMENT DISTRICT**
2 **Suite 100, 707 Orchid Drive**
3 **Naples, FL 34102**

4
5
6 **MINUTES OF MEETING**

7
8 **Board of Supervisors Meeting**
9 **Wednesday, August 16, 2023, 6:04 p.m.**
10 **Staybridge Suites Naples-Marco Island**
11 **9401 Triangle Boulevard**
12 **Naples, FL 34113**

13
14 Present on the call and constituting a quorum were:

15		
16	Michelle Hurvitz Kaiser	Board Member
17	Elliot Barton	Board Member
18	Hala Altaee	Board Member (joined at 6:10 p.m.)
19	Denmarie Reid	Board Member
20	Abe Prawiradilaga	Board Member (joined on Zoom)

21
22 Also present were:

23		
24	Russ Weyer	District Manager, Real Estate Econometrics, Inc.
25	Lindsay Whelan	District Counsel, Kutak Rock, L.L.P. (by phone)
26		
27	Jean Fleury	Fronterra Resident

28
29 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

30
31 Mr. Weyer called the meeting to order and proceeded with the roll call. The members in
32 attendance are as outlined above and constitute a quorum.

33
34
35 **SECOND ORDER OF BUSINESS**

Public Comments

36
37 Mr. Weyer noted that the Florida Statutes require that there be an opportunity for Public
38 Comment.

39
40 Ms. Fleury had a question regarding what is the phrase “imposing a special assessment” in
41 Resolution 2023-5. She asked if that means the District will be imposing additional special
42 assessments this year. Mr. Weyer explained that the special assessment is the regular
43 special assessment that appears on the property tax bill and the District has no plans for
44 additional special assessments this year.
45

1
2 **THIRD ORDER OF BUSINESS**

Administrative Matters

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4
5 **CONSIDERATION OF THE JUNE 7, 2023, MEETING MINUTES.**

6
7 Ms. Kaiser noted that on page 2 Ms. Willson should be Ms. Whelan.

8
9 There was no further discussion.

10
11 On MOTION by Mr. Reid and seconded by Mr. Barton with changes noted and with all in favor,
12 the Board of Supervisors of the Fronterra Community Development District approved the minutes
13 of the June 7, 2023, Fronterra Community Development District Regular Meeting.

14
15 **FOURTH ORDER OF BUSINESS**

Budgetary Items

16
17 **OPEN BUDGET ADOPTION AND ASSESSMENT LEVY PUBLIC HEARING**

18
19 Mr. Weyer requested the Board open the Budget Adoption and Assessment Levy Public
20 Hearing

21
22 On MOTION by Ms. Kaiser and seconded by Mr. Reid with all in favor, the Board of
23 Supervisors of the Fronterra Community Development District opened the budget adoption and
24 assessment levy public hearing.

25
26 There were no public comments.

27
28 **Consideration of Resolution 2023-4. The Annual Appropriation Resolution of the**
29 **Fronterra Community Development District (“District”) relating to the Annual**
30 **Appropriations and Adopting the Budgets for the Fiscal Year beginning October 1,**
31 **2023, and ending September 30, 2024; Authorizing Budget Amendments; and**
32 **Providing an Effective Date.**

33
34 Mr. Weyer reiterated the budget line items that did not change from the June preliminary
35 budget adoption. He did point out that he included the sign cleaning budget number under
36 field operations since the District did pressure clean the signs this past year.

37
38 Ms. Kaiser was a bit confused as she thought that the Fronterra HOA is responsible for the
39 maintenance of all CDD assets and was concerned that having the sign cleaning in the field
40 operations does not align with the agreement.

41
42 Ms. Kaiser suggested that the \$765 should be moved to the miscellaneous line item. She
43 also said that the net assessment total on the debt service fund page should read
44 \$185,112.62.

1 There was no further discussion.
2

3 On MOTION by Mr. Reid and seconded by Mr. Barton, with changes noted and all in favor, the
4 Board of Supervisors of the Fronterra Community Development District approved Resolution
5 2023-4 which adopts the FY 2023-2024 Budget and Appropriations .
6

7 For the record, Mr. Weyer said that the budget was sent to Collier County on June 15, 2023,
8 as noted in the agenda package.
9

10 **Consideration of Resolution 2023-5. A Resolution of the Board of Supervisors of the**
11 **Fronterra Community Development District making a determination of Benefit and**
12 **Imposing Special Assessment for Fiscal Year 2023/2024; Providing for the Collection**
13 **and Enforcement of Special Assessments, including but not limited to Penalties and**
14 **Interest Theron; Certifying an Assessment Roll; Providing a Severability Clause; and**
15 **Providing an Effective Date.**
16

17 Ms. Kaiser clarified that there is no additional special assessment as asked by Ms. Fleury
18 earlier. Mr. Weyer said that the net assessments are marked up by 7.5% for discount and
19 collection costs.
20

21 Ms. Altaee asked if the assessment goes with the land and has nothing to do with the house.
22 Mr. Weyer said that the assessment is not based on the value of the house/land combination.
23

24 Ms. Kaiser said that Exhibit A needs to be revised to reflect the moving of the \$765 being
25 moved to miscellaneous costs and the assessment roll will reflect the most recent roll with
26 names updated.
27

28 Mr. Barton asked what happens if a home goes into foreclosure. Mr. Weyer said that since
29 we are on the property tax bill, we are paid equal to the county property tax and therefore
30 the assessment will be collected if a property tax certificate sale takes place.
31

32 On MOTION by Ms. Altaee and seconded by Ms. Kaiser, with changes noted and all in
33 favor, the Board of Supervisors of the Fronterra Community Development District approved
34 Resolution 2023-5 which determines special benefit, imposes special assessments, provides for
35 collections and enforcement, and certifies the assessment roll for FY 2023-2024.
36

37 Mr. Weyer then presented the affidavit of publication for the public hearing and asked for
38 a motion to close the public hearing.
39

40 On MOTION by Mr. Reid and seconded by Mr. Elliot with all in favor, the Board of Supervisors
41 of the Fronterra Community Development District closed the budget adoption and assessment levy
42 public hearing.
43

44 **Consideration of the July 2023 Financial Statements.**
45

1 Mr. Weyer presented the July 2023 Financial Statements to the Board. He said that the
2 District will have about \$600 left in the budget for the rest of the fiscal year due to the
3 issues created in the early spring that required additional legal attention. The District will
4 need about \$9,000 to cover the rest of the year and fortunately there are enough reserve
5 funds to cover that deficit. He said that the District has put in additional stop gap measures
6 to prevent further incidents.
7

8 From a cash flow perspective, the District should end up at \$34,000 in carryover funds at
9 fiscal year-end.
10

11 There was no further discussion.
12

13 On MOTION by Ms. Altaee and seconded by Mr. Prawiradilaga with all in favor, the Board of
14 Supervisors of the Fronterra Community Development District accepted the July 2023 financial
15 statements.

16
17
18 **Consideration of the FY 2021-2022 Audit Report.**
19

20 Mr. Weyer reviewed the report highlights. He went through the various accounts and how
21 they interrelate. He then went through the auditor's report to management which shows
22 there were no findings for this fiscal year.
23

24 There was no further discussion.
25

26 On MOTION by Ms. Altaee and seconded by Mr. Barton with all in favor, the Board of
27 Supervisors of the Fronterra Community Development District accepted the FY 2021-2022 Audit.
28
29
30
31

32 **FIFTH ORDER OF BUSINESS**

Organizational Matters

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35 **Consideration of Resolution 2023-6. A resolution of the Board of Supervisors of the**
36 **Fronterra Community Development District designating the officers of the District**
37 **for fiscal year 2023-2024 and providing for an effective date.**
38

39 Mr. Weyer said that he did not change the names and offices from last fiscal year.
40

41 There was no further discussion.
42

43 On MOTION by Ms. Altaee and seconded by Mr. Barton with all in favor, the Board of
44 Supervisors of the Fronterra Community Development District approved Resolution 2023-6
45 designating the officers for FY 2023-2024.
46

1 **Consideration of Resolution 2023-7. A resolution of the Board of Supervisors of the**
2 **Fronterra Community Development District adopting the annual meeting schedule**
3 **for fiscal year 2023-2024; and providing for an effective date.**
4

5
6 Mr. Weyer indicated that the District is meeting on a quarterly basis which is tied to the
7 annual budgeting process and the semi-annual November election schedule. The meetings
8 are scheduled for November, February, May, and August.
9

10 Ms. Kaiser said that the February date should be February 21st not February 23rd.
11

12 On MOTION by Mr. Barton and seconded by Mr. Reid with the February change and all in favor,
13 the Board of Supervisors of the Fronterra Community Development District approved Resolution
14 2023-7 which adopts the annual meeting schedule for FY 2023-2024.
15

16 **SIXTH ORDER OF BUSINESS**

Other Matters

17
18 **CDD/HOA Discussion Items.**
19

20 Mr. Weyer said that this is a placeholder for discussion. He is collaborating with
21 Joe at the HOA regarding HOA issues when issues arise. Eblast is working and
22 communications is getting better.
23

24 **SEVENTH ORDER OF BUSINESS**

Staff Reports

25
26 **A. Manager's Report –**
27

28 Mr. Weyer had nothing further to report.
29

30 **B. Attorney's Report –**
31

32 Ms. Whelan had nothing further to report. Mr. Weyer asked he for an update on the
33 ethics training program being implemented by the state. Ms. Whelan said that the
34 state is still working on the program, and she hopes that she will have further
35 information at the November meeting.
36

37 **C. Interim Engineer's Report –**
38

39 There was no report from the District Manager.
40
41

42 **EIGHTH ORDER OF BUSINESS**

Supervisors' Requests

43 There were no Supervisors' Request.
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45

46 **NINTH ORDER OF BUSINES**

Public Comments

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There were no public comments.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Kaiser and seconded by Mr. Barton with all in favor, the meeting of the Board of Supervisors of the Fronterra Community Development District was adjourned.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Print Name

Print Name

EXHIBIT 4

**FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Fronterra Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Collier County, Florida, and has an annual operating budget of approximately \$122,270.00.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District's Management Company at the address and telephone number listed below.

Proposers must provide one (1) electronic copy of their proposal to Real Estate Econometrics, Inc., 707 Orchid Drive, Suite 100, Naples, Florida 34102 (the "District Manager") telephone (239)-269-1341, in an envelope marked on the outside "Auditing Services, Fronterra Community Development District." Proposals must be received by 12 Noon on Friday, December 1, 2023, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager

FRONTERRA COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2023

Collier County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Friday, December 1, 2023**, at 12 Noon, at the offices of the District Manager, located at 707 Orchid Drive, Suite 100, Naples, Florida 34102, telephone 239-269-1341. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Fronterra Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of two (2) optional annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**AUDITOR SELECTION
EVALUATION CRITERIA (WITHOUT PRICE)**

1. Ability of Personnel. (25 Points)

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

2. Proposer's Experience. (25 Points)

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

3. Understanding of Scope of Work. (25 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (25 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

EXHIBIT 5

FRONTERRA CDD BUDGET TO ACTUAL THROUGH 10/31/2023

FY 2022-2023 Budget Line Item	FY 2023-2024 Budget	Cash Flow (10/31/23)	Remaining (9/30/23)	Variance
Board of Supervisors Payroll	4,000.00	\$0.00	\$4,000.00	\$0.00
Management Consulting Services	15,000.00	1,250.00	\$13,750.00	\$0.00
Lien Book, MBS Capital, Tax Collector, U.S. Bank	10,000.00	1,036.44	\$8,963.56	\$0.00
Assessment Roll Prep for Property Appraiser	1,250.00	0.00	\$1,250.00	\$0.00
Office Supplies	865.00	0.00	\$865.00	\$0.00
Mattice Business Services	5,830.00	400.00	\$5,430.00	\$0.00
Auditor	5,000.00	0.00	\$5,000.00	\$0.00
DAO Insurance	6,000.00	6,536.00	\$0.00	\$536.00
Legal Advertising	1,800.00	224.00	\$1,576.00	\$0.00
State Filing Fee	175.00	175.00	\$0.00	\$0.00
Legal Services	8,500.00	983.50	\$7,516.50	\$0.00
Engineering Services	2,500.00	0.00	\$2,500.00	\$0.00
Staybridge Naples/Marco Island	300.00	0.00	\$300.00	\$0.00
Website Hosting	1,200.00	428.18	\$771.82	\$0.00
	62,420.00	\$11,033.12	\$51,922.88	\$536.00

FRONTERRA CDD CASH POSITION AS OF 10/31/2023

Carry Over (Checking Account) 9/30/23:	\$42,199.39
Checking Account 10/31/23:	\$35,913.18
October Costs:	\$5,750.21
Estimated November Costs:	\$4,000.00
Carry Over (Reserve):	\$31,913.18
Add Back Oct./Nov. Pmts.*	\$9,750.21
Carry Over (Reserve) @ 9/30/24:	<u>\$41,663.39</u>
Variance from 9/30/23:	\$536.00

*** - Comes from FY 2023-2024 Assessments not yet received.**

EXHIBIT 6

Fronterra Community Development District

Real Estate Econometrics, Inc.
707 Orchid Drive, Suite 100
Naples, Florida 34102

LETTER OF NO OBJECTION

October 24, 2023

FRONTERRA COMMUNITY DEVELOPMENT DISTRICT

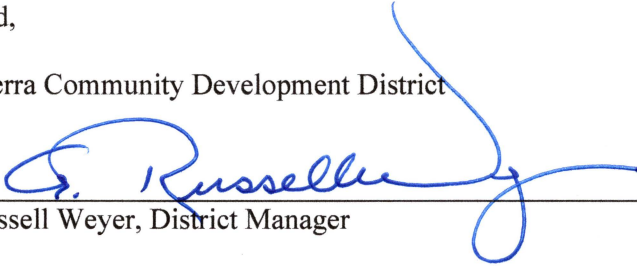
To Whom It May Concern:

This correspondence serves as a Letter of No Objection regarding Easement Use Agreement for Minor Encroachment on easements dedicated to the Fronterra Community Development District (the "District"). The correspondence relates specifically to Lot 125, as per the plat of Fronterra Phase 2, recorded in Plat Book 64, Pages 24-25, of the Public Records of Collier County, Florida otherwise identified as 8951 Madrid Circle, Naples, Florida 34104.

The District has no objection to the Minor Encroachment depicted on the site plan attached hereto and made a part hereof as **Attachment A** on platted easements dedicated to the Fronterra Community Development District, provided that the property owner has lawfully obtained a building permit allowing for the minor encroachment with Collier County. Minor Encroachments include fences, air conditioning equipment/concrete pads, pool equipment/concrete pads, generators, and sidewalks.

Signed,

Fronterra Community Development District

By: 
G. Russell Weyer, District Manager

FRONTERRA PROPERTY OWNERS' ASSOCIATION, INC.

To Whom It May Concern:

This correspondence serves as a Letter of No Objection regarding Easement Use Agreements for Minor Encroachments on easements dedicated to the Fronterra Property Owners' Association, Inc.

The Fronterra Property Owners' Association, Inc. has no objection to Minor Encroachment on platted easements dedicated to the Fronterra Property Owners' Association, Inc., provided that the property owner has lawfully obtained a building permit allowing for the minor encroachment with Collier County. Minor Encroachments include fences, air conditioning equipment/concrete pads, pool equipment/concrete pads, generators, and sidewalks.

Signed,

Fronterra Property Owners' Association, Inc.

By: See Attachment B, Community Association Manager,
Fronterra Property Owners' Association, Inc.

Attachment B

Fronterra Property Owners Association, Inc.
2626 Tampa Road Suite #203

Palm Harbor, FL 34684
(727) 386-5575

October 23, 2023

Dayan Quintana
Ana Rebecca Quintana
16519 SW 99th St.
Miami, FL 33196

RE:

Dear Dayan Quintana & Ana Rebecca Quintana:

Thank you for submitting your Architectural Request. Upon further review, the Board of Directors/Committee has approved your request with conditions.

This letter will serve as written confirmation that you may proceed with the request to **install a fence** as long as the following conditions are followed:

1. A permit is obtained.

Thank you for your continued support of your Fronterra Property Owners Association, Inc. and for maintaining and enhancing our carefully designed community.

Thank you for your compliance with the Association's procedures.

Sincerely,

Joseph Boldiga, LCAM
Condominium Associates
Community Association Manager for
Fronterra Property Owners Association, Inc.