

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

May 17, 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 **May 17, 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. Fronterra CDD Fiscal Year 2023-2024 Proposed Budget. Exhibit 2
5. **Consideration of Resolution 2023-4:** A Resolution of the Board of Supervisors of Fronterra Community Development District approving a proposed budget for Fiscal Year 2023-2024 and setting a public hearing date thereon pursuant to Florida Law. Exhibit 3

ADMINISTRATIVE MATTERS

6. Consideration of the February 15, 2023 Meeting Minutes Exhibit 4
7. Consideration of the April 12, 2023 Meeting Minutes Exhibit 5
8. Board discussion regarding communications between non-board member residents and District staff.
9. Fronterra CDD presentation to Fronterra Homeowners Association Exhibit 6

ORGANIZATIONAL MATTERS

None to be Considered at this Time.

BUDGETARY MATTERS

10. Consideration of April 2023 Financial Statements Exhibit 7

FINANCING MATTERS

None to be considered at this time.

OTHER MATTERS

11. Staff Reports
- A. District Manager
 - 1. Audit Update
 - 2. Supervisor of Elections 2023 Letter noting Registered Voters Exhibit 8
 - B. District Counsel
 - C. District Engineer
15. Board Member Comments/Requests
16. Public Comments
17. Adjournment

EXHIBIT 1

NAPLES DAILY NEWS
5/10/23

NAPLES

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Public Notices

Public Notices

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FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF MEETING

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The Meeting of the Board of Supervisors (the "Board") of the Fronterra Community Development District is scheduled for Wednesday, May 17, 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
May 10, 2023
No. 5695995

May 10, 2023

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EXHIBIT 2

**FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY FY 2023-2024 BUDGET
O&M GENERAL FUND**

	<u>BUDGET</u>	
REVENUES		
CARRY OVER REVENUE		
ON-ROLL ASSESSMENTS	\$ 61,061	154 Platted Homesites
COMMERCIAL ACCOUNT CONTRIBUTION	1,089	
INTEREST REVENUE		
MISCELLANEOUS REVENUE		
TOTAL REVENUES	<u>\$ 62,150</u>	
EXPENDITURES		
ADMINISTRATIVE		
BOARD OF SUPERVISORS PAYROLL	\$ 4,000	4 meetings @ \$1,000 each
MANAGEMENT CONSULTING SERVICES	15,000	\$1,250/Month
ASSESSMENT ADMINISTRATION	10,000	Lien Book, MBS Capital, Tax Collector, U.S. Bank
ASSESSMENT ROLL PREPARATION	1,250	Assessment Roll Preparation for Tax Collector
MISCELLANEOUS	100	Office Supplies, etc.
ACCOUNTING SERVICES	5,760	Mattice Business Services - \$400/month + \$80/month Quickbooks Hosting
AUDITING	5,000	Audit required since Bonds are issued
INSURANCE (Liability, Property & Casualty)	6,500	DAO Insurance
LEGAL ADVERTISING	1,800	4 Ads at \$300/each and 1 Ads at \$600/each
REGULATORY AND PERMIT FEES	175	State Filing Fee
LEGAL SERVICES	7,500	Hopping Green & Sams
ENGINEERING SERVICES - General	2,500	Johnson Engineering
HOTEL CONFERENCE ROOM RENTAL	600	Staybridge Naples/Marco Island 4 at \$150 each meeting
WEBSITE DESIGN & HOSTING	1,200	Required by State Law
TOTAL ADMINISTRATIVE EXPENDITURES	<u>\$ 61,385</u>	
FIELD OPERATIONS		
FIELD OPERATIONS MANAGEMENT STAFF	\$ -	
LANDSCAPING & FIELD MAINTENANCE	-	
LANDSCAPE REPLACEMENT	-	
LANDSCAPE MULCHING	-	
IRRIGATION REPAIRS	-	
ELECTRICITY	-	
WATER USE MONITORING	-	
ENTRY MONUMENTS MAINTENANCE	765	
WETLAND MONITORING	-	
SFWM ERP ANNUAL REPORT	-	
LAKE MAINTENANCE	-	
TOTAL FIELD OPERATIONS EXPENDITURES	<u>\$ 765</u>	
RESERVES		
TOTAL EXPENDITURES	<u>\$ 62,150</u>	
154 Lots/Per Lot =	\$ 396.50	Per Lot
Last FY Assessment =	<u>\$ 406.07</u>	Per Lot
	\$ (9.57)	Variance

**Fronterra Community Development District
Debt Service Fund - Series 2017 Bonds
FY 2023-2024 Preliminary Budget**

REVENUE (1)

Balance in Account (Estimate - November 2, 2023)	\$	12,502.13
Assessment Off-Roll	\$	-
Assessment On-Roll	\$	185,112.62
Capitalized Interest	\$	-
Discounts	\$	-
Total Revenue	\$	197,614.75

EXPENDITURES

INTEREST EXPENSE		
May 1, 2023	\$	68,200.00
November 1, 2023	\$	66,825.00
PRINCIPAL		
May 1, 2023	\$	50,000.00
Total Expenditures	\$	185,025.00

Total Revenue over Expenditures \$ 12,589.75

Allocation of Maximum Annual Debt Service

Single Family Land Use	Units	Net Assessment		Total
		Per Unit		
Single Family	154	\$ 1,202.03	\$ 185,112.62	

EXHIBIT 3

RESOLUTION 2023-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FRONTERRA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Fronterra Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 16, 2023

HOUR: 6:00 p.m.

LOCATION: Staybridge Suites Naples-Marco Island
9401 Triangle Boulevard
Naples, Florida 34113

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

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

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

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

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

PASSED AND ADOPTED THIS 17TH DAY OF MAY 2023.

ATTEST:

**FRONTERRA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

**FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY FY 2023-2024 BUDGET
O&M GENERAL FUND**

	BUDGET	
REVENUES		
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ON-ROLL ASSESSMENTS	\$ 61,061	154 Platted Homesites
COMMERCIAL ACCOUNT CONTRIBUTION	1,089	
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FIELD OPERATIONS MANAGEMENT STAFF	\$ -	
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LANDSCAPE REPLACEMENT	-	
LANDSCAPE MULCHING	-	
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ELECTRICITY	-	
WATER USE MONITORING	-	
ENTRY MONUMENTS MAINTENANCE	765	
WETLAND MONITORING	-	
SFWMD ERP ANNUAL REPORT	-	
LAKE MAINTENANCE	-	
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Total Revenue over Expenditures \$ 12,589.75

Allocation of Maximum Annual Debt Service

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	Units	Per Unit	Total
Single Family	154	\$ 1,202.03	\$ 185,112.62

EXHIBIT 4

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 General Meeting**
9 **Wednesday, February 15, 2023, 6:05 p.m.**
10 **Courtyard by Marriott**
11 **3250 Tamiami Trail North**
12 **Naples, FL 34103**
13

14 Present and constituting a quorum were:

16 Elliot Barton	Board Member
17 Hala Altaee	Board Member
18 Carlos Noguera	Board Member
19 Abe Prawiradilaga	Board Member (By Phone)

20
21 Also present were:

23 Russ Weyer	District Manager, Real Estate Econometrics, Inc.
24 Alyssa Wilson (via Zoom)	District Counsel, Kutak Rock, P.A.
25 (for Lindsay Whelan)	
26 Joe DeBono (via Zoom)	District Engineer, Johnson Engineering, Inc.

27
28 Absent was:

30 Denmarie Reid	Board Member
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31
32 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

- 33
34 1. Mr. Weyer called the meeting to order and proceeded with the roll call. The members in
35 attendance are as outlined above.
36

37 **SECOND ORDER OF BUSINESS**

Public Comments

- 38
39 2. Mr. Weyer noted that the Florida Statutes require that there be an opportunity for Public
40 Comment.
41

42 There were no public comments
43
44

1 **THIRD ORDER OF BUSINESS**

General District Items

2
3 3. Fronterra CDD/HOA Relationship.

4
5 Mr. Weyer led a discussion regarding the Fronterra CDD & HOA. He sent to all
6 board members the CDD/HOA agreement in terms of who maintains the CDD
7 assets. He asked if anyone had any questions. Alyssa mentioned that the agreement
8 is in standard form and is used at other districts she represents.
9

10 4, Lake Maintenance Update.

11
12 Mr. Weyer said that the pumps are working correctly when he checked today. Mr.
13 Weyer said that Mr. Noguera pointed out that the new aerators are in and will be
14 installed in the next couple of days. There was a brief discussion about the
15 sprinkler system which is an HOA issue.
16

17 5, Stop Sign Replacement.

18
19 Mr. Weyer noted that the knocked down stop sign has been replaced.
20

21 6, Easement Determination.

22
23 Mr. Weyer sent easement maps to all Board members so everyone knows where
24 the District easements are located.
25

26 7, Fire Hydrant Painting.

27
28 Mr. Weyer has the Collier County Utility Department moving Fronterra up on the
29 list of communities that was to have their fire hydrants replaced.
30

31 **FOURTH ORDER OF BUSINESS**

Administrative Matters

32
33 **8. Consideration of the November 16, 2022 Landowner Meeting Minutes.**

34
35 There was no Board Discussion.
36

37 On MOTION by Ms. Altaee and seconded by Mr. Barton with all in favor, the Board of
38 Supervisors of the Fronterra Community Development District approved the minutes of the
39 November 16, 2022 Fronterra Community Development District Landowner Meeting.

40
41 **9. Consideration of the November 16, 2022 General Meeting Minutes.**

42
43 There was no Board Discussion.
44

1 On MOTION by Mr. Barton and seconded by Mr. Noguera with all in favor, the Board of
2 Supervisors of the Fronterra Community Development District approved the minutes of the
3 November 16, 2022 Fronterra Community Development District General Meeting.

4
5 **10. Consideration of Grau Engagement Letter**

6
7 Mr. Weyer presented the Grau Engagement Letter to perform the District’s Fiscal Year
8 2021-2022 audit. Their fee is not to exceed \$5,000 which is what is in the budget for this
9 fiscal year.

10
11 **FIFTH ORDER OF BUSINESS**

Organizational Matters

12
13 There were none to be considered at this time.

14
15 **SIXTH ORDER OF BUSINESS**

Budgetary Matters

16
17 **9. Consideration of January 2023 Financial Statements.**

18
19 Mr. Weyer presented the District financial statements through January 31, 2023. He noted
20 that most of the revenue is in. The expenses are right in line with the forecast. The carry
21 over is forecasted to be about \$20,000 for this year after accounting for October and
22 November expenses.

23
24 Mr. Weyer said that the balance sheet is in line with the budget.

25
26 There were no further questions.

27
28 On MOTION by Mr. Noguera and seconded by Mr. Barton, with all in favor, the Board of
29 Supervisors of the Fronterra Community Development District accepted the District financial
30 statements through January 31, 2023.

31
32 **SEVENTH ORDER OF BUSINESS**

Financing Matters

33
34 There were none to be considered at this time.

35
36 **EIGHTH ORDER OF BUSINESS**

Staff Reports

37
38 **Manager’s Report –**

39
40 Mr. Weyer said that the Fronterra audit is moving along.

41
42 **Attorney’s Report –**

43
44 Ms. Wilson had nothing further to report.

1 **Engineer’s Report –**

2

3 Mr. DeBono had nothing further to report.

4

5 **EIGHTH ORDER OF BUSINESS**

Supervisors’ Requests

6

7 There were no Supervisors’ Requests.

8

9 **NINTH ORDER OF BUSINESS**

Public Comments

10

11 There were no public comments.

12

13

14 **TENTH ORDER OF BUSINESS**

Adjournment

15

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

18

19

20

21

22 _____
Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

23

24

25

26 _____
Print Name

Print Name

EXHIBIT 5

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 Special Meeting**
9 **Wednesday, April 12, 2023 6:16 p.m.**
10 **Staybridge Suites Naples-Marco Island**
11 **9401 Triangle Boulevard**
12 **Naples, FL 34103**

13
14 Present and constituting a quorum were:

15		
16	Elliot Barton	Board Member
17	Hala Altaee	Board Member
18	Denmarie Reid	Board Member
19	Abe Prawiradilaga	Board Member
20		

21 Also present were:

22		
23	Russ Weyer	District Manager, Real Estate Econometrics, Inc.
24	Lindsay Whelan	District Counsel, Kutak Rock, P.A.
25		

26 Public in attendance were:

27		
28	Michelle Hurvitz-Kaiser	Resident to be sworn in to the Board
29	Kathleen Corrigan	Resident
30	Alan Hamish	Notary
31		

32
33 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

- 34
35 1. Mr. Weyer called the meeting to order and proceeded with the roll call. The members in
36 attendance are as outlined above. He also presented affidavit of the ad that ran in the Naples
37 Daily News.

38
39 **SECOND ORDER OF BUSINESS**

Public Comments

- 40
41 2. Mr. Weyer noted that the Florida Statutes require that there be an opportunity for Public
42 Comment.

43
44 Ms. Corrigan said that she had no comments but was here to learn about the District.
45

1 **THIRD ORDER OF BUSINESS**

General District Items

2
3 Ms. Hardy administered the oaths of office to Mr. Barton, Mr. Reid and Mr.
4 Prawiradilaga.

- 5
6 3. Consideration of Mr. Carlos Noguera’s resignation from the Board.

7
8 Mr. Weyer presented Mr. Noguera’s resignation letter. There was no Board
9 discussion.

10
11 On MOTION by Mr. Barton and seconded by Ms. Altaee, with all in favor, the Board of
12 Supervisors of the Fronterra Community Development District accepted the resignation of Mr.
13 Noguera from the Board of Supervisors.

- 14
15 4. Consideration of Board candidates for remaining term of Mr. Noguera’s vacated seat.

16
17 Mr. Weyer presented notice of intent letter from Ms. Hurvitz-Kaiser and noted that
18 she is qualified for the vacated seat. He also opened the floor for additional
19 candidates to be considered. Ms. Altaee asked how can the rest of the community
20 can be informed about the meeting. She requested that the community be better
21 informed about the CDD. Mr. Barton recommended that Mr. Weyer come to a
22 Fronterra HOA meeting and present an explanation of what the CDD does.

23
24 On MOTION by Mr. Barton and seconded by Ms. Altaee, with all in favor, the Board of
25 Supervisors of the Fronterra Community Development District appoint Ms. Hurvitz-Kaiser to the
26 Board of Supervisors of the Fronterra Community Development District.

27
28 Mr. Hamisch then administered the oath of office to Ms. Hurvitz-Kaiser and Ms.
29 Whelan noted that she would go over the requirements and responsibilities of a
30 Board member in a presentation later during this meeting.

- 31
32 5. **CONSIDERATION OF RESOLUTION 2023-1 - A RESOLUTION OF THE**
33 **BOARD OF SUPERVISORS OF FRONTERRA COMMUNITY**
34 **DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE**
35 **DISTRICT FOR THE REMAINDER OF FISCAL YEAR 2022-2023 AND**
36 **PROVIDING FOR EFFECTIVE DATE.**

37
38 Mr. Weyer presented a revised Board of Supervisors slate of officers for the
39 remainder of FY 2022-2023. The only change was to put Ms. Hurvitz-Kaiser as
40 chairman in place of Mr. Noguera. He pointed out that the new slate of officers for
41 FY 2023-2024 will be presented at the August public hearing. There was no further
42 discussion.

1 On MOTION by Mr. Barton and seconded by Mr. Prawiradilaga with all in favor, the Board of
2 Supervisors of the Fronterra Community Development District approved Resolution 2023-1
3 Designating the Slate of Officers for the remainder of FY 2022-2023.

4
5 **6. CONSIDERATION OF RESOLUTION 2023-2 - A RESOLUTION BY THE**
6 **BOARD OF SUPERVISORS OF THE FRONTERRA COMMUNITY**
7 **DEVELOPMENT DISTRICT DESIGNATING SIGNATORIES FOR THE**
8 **DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING AN**
9 **EFFECTIVE DATE.**

10
11 Mr. Weyer said that Mr. Genson was the original signors on the First Integrity Bank
12 account for the District. He is no longer on the Board so a new signor needs to be added
13 to the account. He asked for a candidate. Mr. Barton recommended that Ms. Hurvitz-
14 Kaiser be added as the new signor on the account.

15
16 On MOTION by Mr. Barton and seconded by Mr. Reid with all in favor, the Board of Supervisors
17 of the Fronterra Community Development District approved Resolution 2023-2 relating to
18 designating Ms. Hurvitz-Kaiser as the new signor to the District bank account.

19
20 **7. Discussion of Matters Related to District Staff.**

21
22 Ms. Whelan said that this item was put on the agenda for the Board to have a Board
23 discussion of the Staff. Ms. Altaee asked to see the backup to invoices being paid. Ms.
24 Hurvitz-Kaiser said that there is a misconception that the assessment on the property tax
25 bill all goes to management. She said that an explanation of what the CDD does. This
26 needs to be presented at a future HOA meeting.

27
28 Board gave direction to Staff to give the meeting notice to the HOA manager for email
29 blast distribution.

30
31 Ms. Altaee requested that the invoices be sent to her for review. The Board agreed and
32 directed the District Manager to send invoices for review to Ms. Altaee for review and
33 comment.

34
35 **8. Sunshine Law Presentation.**

36
37 Ms. Whelan made a presentation on the Florida Sunshine Laws as they relate to the
38 Fronterra Community Development District.

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41 **FOURTH ORDER OF BUSINESS**

Administrative Matters

42
43 There were none to be considered at this time.
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FIFTH ORDER OF BUSINESS

Organizational Matters

There were none to be considered at this time.

SIXTH ORDER OF BUSINESS

Budgetary Matters

There were none to be considered at this time.

SEVENTH ORDER OF BUSINESS

Financing Matters

There were none to be considered at this time.

EIGHTH ORDER OF BUSINESS

Staff Reports

Manager’s Report –

Mr. Weyer said that the District audit continues and is in the second round of open items being addressed.

May 17th is the next scheduled meeting. The Board will consider the preliminary FY 2023-2024 budget and the final

Attorney’s Report –

Ms. Whelan said that the Florida Legislative session is underway and we are monitoring any legislation that would impact special districts. There is legislation moving through the committees that would require CDD board members to complete 4 hours of ethics, sunshine law and public records training annually.

Engineer’s Report –

Mr. DeBono was not present.

EIGHTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Barton said that there is a resident at 8784 Madrid Circle that is weed eating the gulf spike rush in the lake. Ms. Whelan will send out a cease-and-desist letter.

NINTH ORDER OF BUSINES

Public Comments

There were no public comments.

1 **TENTH ORDER OF BUSINESS**

Adjournment

2
3 On MOTION by Mr. Barton and seconded by Ms. Altaee, with all in favor, the meeting of the
4 Board of Supervisors of the Fronterra Community Development District was adjourned.

5
6
7
8
9 _____
Secretary/Assistant Secretary

10
11
12 _____
13 Print Name

EXHIBIT 6

Fronterra Community Development District

CDD 101

Russ Weyer

Real Estate Econometrics, Inc.

May 2023



Overview of CDDs

What is a Community Development District?

“Local unit of special purpose government”

Established under the Uniform Community Development Act of 1980 (Ch.190, F.S.)

Provides a mechanism to finance, construct and maintain high quality improvements and amenities

Separate from, and NOT an arm of, the County or City


What Does a CDD Do? And Not Do?

Allowed by Ch.190, F.S.

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for operations and maintenance & bond debt service
- Contract for services

Not Allowed by Ch.190, F.S.

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review



Fronterra Community Development District

- 33.21 acres
- Entirely within unincorporated Collier County
- CDD improvements consist of:
 - Water and sewer system improvements
 - Stormwater management and drainage improvements
 - Environmental preserves
 - Entry roadway improvements
 - Entry landscaping, hardscaping and signage improvements
- Since the CDD is a government entity, most construction and maintenance contracts are subject to the public procurement statutes (Ch. 255 and 287, F.S.)

District Governance

How are CDDs Governed?

- Governed by a 5-member Board of Supervisors
- Board Members:
 - Michelle Kaiser (Chair)
 - Elliot Barton (Vice-Chair)
 - Abe Prawiradilaga
 - Denmarie Reid
 - Hala Altaee
- Elections:
 - Initially, held within 90 days of establishment
 - Thereafter, every 2 years (2-year to 4-year terms) in November
 - Landowner Elections v. General Elections

Landowner Elections v. General Elections

- **Landowner Elections**

- Conducted by District Staff
- Supervisors are elected by the landowners within the CDD
 - One vote per landowner (does not include renters)
- Supervisors are not required to be residents

- **General Elections**

- Held after the CDD has been established for 6 years **and** has ≥ 250 qualified electors
 - *Fronterra CDD has not yet transitioned to a General Election process!*
- Conducted by the County Supervisor of Elections
- Supervisors are elected by “qualified electors”- i.e. 1) citizen of the US, 2) resident of the CDD, and 3) registered to vote in Collier County
 - One vote per qualified elector (includes renters)
- Supervisors must also be qualified electors

Board Member Roles

- Receive input from constituents
- Sets public policies implemented by CDD staff
- Makes material business decisions for the CDD
- Action taken by the CDD shall be by majority vote of the Board, *but* the Chairman is generally delegated broader latitude in making day-to-day decisions (in conjunction with CDD staff) in between Board meetings

Your Day-to-Day Administrative Team

District Manager	District Counsel	District Engineer
Administrator of the CDD Oversees the CDD's operations Prepares budget and administers accounting and finance functions	Legal counsel to the CDD Ensures that the CDD conducts its business in accordance with Florida law	Engineer of the CDD Provides support services regarding planning, designing, permitting, construction, and operation and maintenance of the CDD's infrastructure
Russ Weyer Real Estate Econometrics, Inc.	Lindsay Whelan Kutak Rock	Andy Tilton, P.E. Johnson Engineering

CDD Operations:

Governing Documents

- Florida Statutes- Chs. 112, 170, 189, 190, 197, F.S.
- Establishment Ordinance No. 2016-28
- Adopted Resolutions
- Adopted Rules of Procedure
- *Facility Management, Operation, and Maintenance Services Agreement* between the CDD and the HOA

CDD Operations:

Administration

- CDD Records- all physical records are kept at the District Office
- CDD Website- contains CDD agendas, minutes, financial documents, etc.
- CDD Emails- provided to each Supervisor for use in their official CDD business and to correspondence with staff and constituents

Board Meeting Agendas and Protocol

- District Business:
 - Most policy is adopted by Resolution (versus by an “Ordinance” like the City or County)
 - Some items require public hearings- i.e. rules, rates, assessments, etc.
- Public Notice of Meetings- at least 7 days prior to meeting
 - Newspaper advertisement
 - Agenda package is distributed by email to distribution list
 - Agenda package is placed on CDD website (www.fronterracdd.com)
- Meetings are open to the public
- Members of the public are able to provide comments on agenda items
 - During “Audience Comments” portion of agenda only
 - 3-minute limit
 - Not a Q&A session

Budgets and Assessments

Annual Budget Process

- **By June 15th** – the District Manager presents the proposed budget at a CDD Board meeting
 - **If assessments increase above the previously noticed amount, the CDD mails a notice to residents**
- **By October 1st** – the District Manager presents updates to proposed budget (if any) at the Board meeting
 - The Board receives comments and/or objections to the budget during budget hearing
 - The Board may adjust and/or decrease budget based on comments received, but may not increase the assessments higher than the noticed amount
- **The CDD will hold its budget hearing no sooner than 60 days after approving the proposed budget**

CDD Assessments

- **There are 2 components of Special Assessments:**
 1. Debt Service Assessments (“Debt Assessments”)
 2. Operations & Maintenance Assessments (“O&M Assessments”)
- **Special Assessments**
 - Annual assessments on platted lots placed on the Collier County property tax bill
 - Liens are co-equal with taxes
 - Different from quarterly or “one-time” special assessments imposed by the HOA

CDD Assessments

O&M Assessments

- Based on the operating budget approved at the annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the CDD
- Includes administrative costs and field maintenance expenses
- Cannot be paid off

Debt Assessments

- Established at bond issuance
- Does not change from year to year
- Repays the debt service on the bonds used to pay for public infrastructure
- Can be paid off

CDD Assessments

O&M Assessments

- O&M Assessment FY 2022-23: **\$406.07**
- Based on the operating budget approved at the annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the CDD
- Includes administrative costs and field maintenance expenses
- Cannot be paid off

Debt Assessments

- Debt Assessment (Fixed Annual): **\$1,202.03**
- Established at bond issuance 202.03
- Does not change from year to year
- Repays the debt service on the bonds used to pay for public infrastructure
- Can be paid off

CDD v. HOA

How Are CDD's Different from HOA's?

- Governmental entity
- Oversees public v. private infrastructure
- Compliance with ethics and open government laws
- Sovereign Immunity
- Ability to issue tax exempt bonds
- Revenue collection and enforcement- i.e. on the tax roll!
- Public procurement
- Typically no architectural review ability

EXHIBIT 7

Fronterra Community Development District Cash Flow

October 2022 - April 2023

	Total	Budget	Variance
Income			
1361001 Interest Revenue	\$168.12	\$0.00	\$168.12
1363118 Excess Commission Refund	1,924.67	0.00	1,924.67
1363216 On Roll O&M Assessments	67,691.50	62,535.00	5,156.50
1363218 O&M Assessment Discount	-2,603.97	0.00	-2,603.97
1363220 O&M On Roll Commission	-1,301.75	0.00	-1,301.75
Total Income	\$65,878.57	\$62,535.00	\$3,343.57
Expenses			
1100000 Administrative			
1511001 P/R - Board of Supervisors	\$2,800.00	\$4,000.00	\$1,200.00
1512100 Management Consulting Services	8,750.00	15,000.00	6,250.00
1512110 Assessment Roll Preparation	0.00	1,250.00	1,250.00
1513014 Website Hosting & Management	595.00	1,200.00	605.00
1513020 Office Expense	27.48	100.00	72.52
1513048 District Filing Fee	175.00	175.00	0.00
1513055 Legal Advertising	1,113.00	2,400.00	1,287.00
1513060 Assessment Administration Servi	599.15	12,000.00	11,400.85
1513075 Accounting Services	3,322.00	5,760.00	2,438.00
151370 Auditing Services	500.00	5,000.00	4,500.00
1513080 Engineering Services	1,197.50	2,500.00	1,302.50
1513100 Insurance- General Liability	6,285.00	5,650.00	-635.00
1514010 Legal Services	8,115.80	7,500.00	-615.80
1549010 Miscellaneous Services	406.80	0.00	-406.80
Total 1100000 Administrative	\$33,886.73	\$ 62,535.00	\$ 28,648.27
1160000 Field Operations			
1572040 Signage	765.00	0	-765.00
Total 1160000 Field Operations	\$765.00		-765.00
Total Expenses	\$34,651.73	\$ 62,535.00	\$ 27,883.27
Net Cash Flow	\$31,226.84	\$ 0.00	\$ 31,226.84

EXHIBIT 8



Jennifer J. Edwards
Supervisor of Elections
Collier County, Florida

April 17 2023

Mr. Russ Weyer
Real Estate Ecomometrics
Fronterra CDD
707 Orchid Drive Suite 100
Naples, FL 34102

Dear Mr. Weyer,

In compliance with 190.06 of the Florida Statutes, this letter is to inform you that the official records of the Collier County Supervisor of Election indicate 209 active registered voters residing in the Fronterra CDD as of April 15, 2022.

Should you have any question regarding election services for this district please feel free to contract our office.

Sincerely,

A handwritten signature in black ink that reads "David B Carpenter". The signature is written in a cursive style with a large initial "D" and "C".

David B Carpenter
Qualifying Officer
Collier County Supervisor of Elections
3750 Enterprise Ave
(239) 252-8501
Dave.Carpenter@colliervotes.gov