



**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**LEE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 18, 2025  
3:00 P.M.**

Special District Services, Inc.  
27499 Riverview Center Boulevard, #253  
Bonita Springs, FL 33134

[www.villagewalkofbonitaspringscdd.org](http://www.villagewalkofbonitaspringscdd.org)

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**AGENDA**  
**VILLAGEWALK OF BONITA SPRINGS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Town Center at VillageWalk of Bonita Springs  
15321 Latitude Drive  
Bonita Springs, Florida 34135  
**REGULAR BOARD MEETING**  
**February 18, 2025**  
**3:00 p.m.**

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items on the Agenda
- F. Approval of Minutes
  - 1. January 21, 2025 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
  - 1. Presentation – CDD 101 Government Fund Reserves Primer.....Page 7
  - 2. Discussion of 2/7 Chairman’s Meeting with HOA
  - 3. HOA Report Update.....Page 14
  - 4. Consider Approval of Littoral Planting Locations.....Page 15
  - 5. Discussion on Best Environmental Practices
    - Pool Water Discharge
- I. Administrative Reports
  - 1. Manager’s Report
    - Next Meeting Date – March 18
    - Proposed Budget Meeting Dates – March 18 & June 17
  - 2. Engineer’s Report
  - 3. Attorney’s Report
- J. Comments from the Public for Items Not on the Agenda
- K. Board Member Comments
- L. Adjourn

Publication Date  
2025-02-07

Subcategory  
Miscellaneous Notices

VILLAGEWALK OF BONITA SPRINGS COMMUNITY  
DEVELOPMENT DISTRICT

NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

The Board of Supervisors (Board) of the VillageWalk of Bonita Springs Community Development District (District) will hold a Regular Board of Supervisors Meeting on February 18, 2025, at 3:00 p.m. at the Town Center at VillageWalk of Bonita Springs located at 15321 Latitude Drive, Bonita Springs, Florida 34135 where the Board may consider any business that may properly come before it. A copy of the agenda may be obtained at the offices of the District Manager, Special District Services, Inc., 27499 Riverview Center Blvd., #253, Bonita Springs, Florida 34134, (941) 786-3726 (District Managers Office), during normal business hours, or by visiting the Districts website at [www.villagewalkbonitaspringscdd.org](http://www.villagewalkbonitaspringscdd.org).

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.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Managers Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Managers Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the 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.

Kathleen Meneely

District Manager

VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT

[www.villagewalkbonitaspringscdd.org](http://www.villagewalkbonitaspringscdd.org)

No.11000895 February 7, 2025

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 21, 2025**

**A. CALL TO ORDER**

The January 21, 2025, Regular Board Meeting of the Village Walk Community Development District (the “District”) was called to order at 3:00 p.m. at the Town Center at VillageWalk of Bonita Springs located at 15321 Latitude Drive, Bonita Springs, Florida 34135.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Naples Daily News* on January 6, 2025, as legally required.

**C. ESTABLISH A QUORUM**

A quorum was established with the following Supervisors present:

Chairperson	Greg Janiec	Present
Vice Chairman	Jerry Robinson	Present
Supervisor	Dan Ellabarger	Present
Supervisor	JB Schuetz	Present
Supervisor	Clay Robinson	Present

Staff members in attendance were:

District Manager	Kathleen Meneely	Special District Services, Inc.
General Counsel	Wes Haber (via phone)	Kutak Rock
District Engineer	Chris Wright	RWA, Inc.

Also present were the following: Dolores Damiano-Szafran, Randy Van Alstine, Debbie DeNoia, Joseph Strathmann, Mike Hertz and Kara Blewett, Village Manager.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Janiec requested the addition of a discussion on meeting decorum and there was a consensus of the Board to add it under Old Business.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Mr. Hertz indicated that the property on Logan Boulevard that the District gave to the City had not been mulched in that particular area. He added that the plantings were to be maintained by the City. Mr. Haber stated he would pull out the agreement and review the parameters.

Ms. DeNoia stated that the potholes on Bonita Beach Road had not yet been filled in. Mr. Haber indicated he would follow up with the respective District and prepare a letter if necessary.

Mr. Van Alstine stated that the trees on Logan Boulevard appeared dead. There was discussion that they may be Bald Cypress trees which hibernate this time of year.

## **F. APPROVAL OF MINUTES**

### **1. December 17, 2024, Regular Board Meeting**

The December 17, 2024, Regular Board Meeting minutes were presented for consideration.

Mr. Janiec noted that Agenda Item I-2, line 17 should read that the HOA is 'responsible' for lake maintenance and clarified that the end of the paragraph should read a report of transects to evaluate sedimentation and lake bottom conditions.

Mr. Shuetz clarified that under New Business #3, the last sentence, that the HOA left at the end of #2 after the littoral discussion.

A **motion** was made by Mr. Janiec, seconded by Mr. J. Robinson and passed unanimously approving the minutes of the December 17, 2024, Regular Board Meeting, as amended.

## **G. OLD BUSINESS**

### **1. Meeting Decorum (ADDED)**

Mr. Janiec stated that he would like to run the meetings with more decorum where the Board allows the speaker to give presentations, then Board Members raise their hands to speak and the Chair will recognize them and then those in the audience. Mr. Schuetz agreed with the concept, noting this would give everyone a chance to speak with no debating back and forth. Mr. Janiec further stated that back and forth discussions cannot be captured in the minutes when people keep being interrupted. It was consensus of the Board to adopt this policy regarding meeting decorum.

## **H. NEW BUSINESS**

### **1. HOA Report**

Ms. Meneely stated that there were two HOA reports in the agenda packet. There were no questions from the Board Members. Mr. Janiec thanked the HOA for supplying the report. Mr. Schuetz suggested the report be more specific on what was going on such as identifying the conditions of the aerator cabinets.

### **2. Update on Chair's December Meeting with HOA/KW**

Mr. Janiec advised that he had met with Randy, Deb and Joey and went over the discussion areas, including littoral plantings with the District reviewing the locations and being named as an additional insured. They discussed the fishing club wanting access once the littorals were in and other areas of mutual concern, including apple snails. He stated that the quarterly water reports had improved and that the District should not be paying for the extra sampling. They discussed the concept of the District providing best practices for lake quality with a target of nine months for completion.

### **3. Discussion Regarding Process for Best Environmental Practices**

Continuing on his discussion with the HOA and providing a Best Environmental Practices Report, Mr. Janiec requested that this item remain on the agenda, adding that Supervisors could come to a meeting and identify an issue and become its sponsor. Once there is discussion and approval, as previously mentioned, the goal would be to present to the HOA with a target of nine months.

#### **4. Littoral Improvement Update**

- **Fishing Club Access Report**

This item was discussed previously under the HOA meeting.

#### **5. Discussion Regarding Lake Bank Checklist**

Mr. Shuetz handed out a sample and stated that it was a tool for the toolbox and another set of eyes with volunteers preparing the reports. Mr. C. Robinson stated that the form looked good with Mr. Ellabarger asking if it was non-binding. Mr. Shuetz stated it would be done quarterly. Mr. Janiec agreed that it was a great initiative but indicated that he was not sure this was a District responsibility. Mr. Shuetz stated that it was a tool so that the reports stay on task, noting that familiarity breeds complacency. Mr. J. Robinson opined that he believed the new company needed a chance to perform although he liked the volunteers monitoring the diffusers quarterly. Mr. Ellabarger agreed that the checklist was not official District business and not actionable but provided valuable information. Mr. Janiec reiterated that it was a great initiative but falls under the HOA responsibilities and mission and was not the business of the District. It was consensus of the Board that this was not a District initiative but nice if provided to the HOA as a tool with Mr. Janiec thanking Mr. Schuetz for doing the work.

### **I. ADMINISTRATIVE MATTERS**

#### **1. Manager's Report**

Ms. Meneely went over the upcoming meeting schedule of February 18, 2025, March 18, 2025, April 15, 2025, and June 17, 2025. She stated that the Board needed to pick months for the proposed budget to be presented and the final budget public hearing to be held at least 60 days later. After discussion it was consensus of the Board to consider the budget at the March and June meetings.

#### **2. Engineer's Report**

Mr. Wright stated that he could not find the sedimentation report that was spoken about at the last meeting but would keep looking.

Mr. Wright noted that he brought a copy of the ERP permitting history for the community if anyone wanted to read the documents. He stated that it was also on the SFWMD website, and he could e-mail the link and hold a Workshop on the highlights if so desired. Mr. Janiec stated and the rest of the Board concurred that the engineer should send the link, and they will then decide if a presentation is necessary.

#### **3. Attorney's Report**

Mr. Haber advised that he had located the agreement with the City that was previously discussed and would forward it to staff, noting it was fairly broad concerning maintenance.

Mr. Janiec asked the attorney to clarify his advice regarding the littoral planting locations. Mr. Haber stated that the Board had a right to approve the locations before the work is done or they can delegate such to another group. Ms. Damiano-Szafran stated that Advanced Aquatics was looking at the best areas and would recommend the locations, noting that then they would bring that information to the District. Mr. Janiec stated that the District did not need to get into details but a simple approval of a map of the locations at the next meeting would be sufficient.

#### **J. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

#### **K. BOARD MEMBER COMMENTS**

Mr. J. Robinson stated that in the past, when there was an issue with a diffuser, the line would be shortened and re-attached. He added that the diffusers work best in deep water and suggested they be put back to the original design over time, so they are back in deep water. Mr. Janiec suggested Advanced Aquatics be asked to restore the diffusers to their original locations. Mr. J. Robinson stated that in addition, there used to be a float program so that the diffusers were easily found. Mr. Janiec stated that was a good suggestion for the HOA to consider.

Mr. Ellabarger advised that he had been in discussions with Jeff Walker, the finance director at SDS, to put together a CDD 101 primer on District funds. He stated he would like to have Mr. Walker give a brief presentation at the February meeting.

Mr. Schuetz stated that the Littoral Group had had met today with Advanced Aquatics and many of the items discussed at today's Board meeting were also discussed with the contractor. He added that the proposed littoral locations were being reviewed and, depending on weather, they were hoping to plant in March. He further added that they also discussed pool erosion and hardscapes, noting that on February 3<sup>rd</sup>, Advanced Aquatics would give an HOA Town Hall presentation at 12:30 p.m..

#### **L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Janiec, seconded by Mr. J. Robinson and passed unanimously adjourning the Regular Board Meeting at 4:16 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair



February 18, 2025

RE: Village Walk Of Bonita Springs Community Development District – Budget & Assessments Narrative

The Board Of Supervisors approves a Proposed Budget for the District each year. The Budget is for following Fiscal Year, which is for the period beginning on October 1<sup>st</sup> and ending on September 30<sup>th</sup>. The Proposed Budget is usually presented to the Board in the spring (typically March, April or May). The Proposed Budget is for the Districts' Operating Expenditures (General Fund) and the District's Annual Bond payment requirements (Debt Service Fund). The Budget is used to determine the Assessment Rates that appear on the Annual Property Tax Bills.

The General Fund section of the Budget includes the activity for the prior Fiscal Year, the prior year budget and the current year proposed amounts. The amounts for the current year are based on prior year activity and anticipated activity for the following year.

The Debt Service section of the Budget includes the activity for the prior Fiscal Year, the prior year budget, the current year (proposed) budget amounts, the original Bond amounts, the current Bond balances and the interest rates of the Bonds. The amounts for the current year are for Principal & Interest payments based on the current Bond Amortization schedules.

The General Fund and Debt Service expenditures are reflected in the Assessment rates. Although the General Fund Operations & Maintenance (O&M) rate can change each year, the Assessment rate has been \$60.46 per unit since 2013. Management working with the Board Of Supervisor does their best to control costs and avoid Assessment increases.

The Debt Service Fund rates are determined by the Assessment Methodologies approved by the Board Of Supervisors at the time of the Bond Issuances. The rates are based on lot sizes, with the smaller lots being assessed less than the larger lots. These amounts are locked in, they cannot change year to year.

Once the Proposed Budget is approved by the Board Of Supervisors, a Public Hearing is set to consider the Final Budget. The Public Hearing must be legally advertised in a local newspaper and held at least sixty days after the Proposed Budget is approved. The State Of Florida deadline to approve the Final Budget is September 30<sup>th</sup>. But, this date is too late for the District to approve the Final Budget. The Lee County deadline for submitting the Assessment Roll is August 31<sup>st</sup>. So the Final Budget hearing needs to be held no later than late August.

At the Public Hearing, the Board Of Supervisors can make changes to the Proposed Budget; but the Assessment rates cannot be increased from the Proposed Budget. The Assessment rates can only either stay the same or be decreased.

Once the Final Budget is approved, the Annual Assessment Roll for the District can be submitted to the County. The Assessments for the District appear as Non-Ad Valorem Assessments on the Annual Property Tax Bills. During the year, the County distributes District Assessments that have been paid on the Property Owners Tax Bill. When the District receives the Distributions, the applicable Debt Assessments are forwarded to the Trustee. The Trustee uses these funds to make the May Bond Principal payments and the May and November Bond Interest payments.

The remainder of the Distributions received from the County are used to operate the District for the Fiscal Year.

Special Districts are required to approve an Amended Budget no later than two months after the close of the Fiscal Year. Typically, between September 15<sup>th</sup> through November 30<sup>th</sup>, the Amended Budgets are presented for approval to the Districts' Board Of Supervisors.

Districts' actual total General Fund expenditures cannot exceed the adopted total Amended Budget expenditures. If this occurs, this is an audit finding.

The Amended Budget for the General Fund includes the Original approved Budget, the actual amount and the Amended Budget amount for all Revenue and Expenditure line items on the budget. The expenditures need to be projected, because in many instances, not all expenditures for each of the line items have been received (may not be received until October, November or even later).

In addition to the General Fund, the Amended Budget includes a Debt Service Budget. The format for the Amended Debt Service Budget includes the Original approved Budget, the actual amount and the Amended Budget amount for the Debt Service categories – Interest Earned, Non Ad Valorem Tax Receipts, Bond Interest Paid and Bond Principal Paid.

In addition to this information; the Debt Service Budget also includes the original Bond (or Bonds) amounts, the current Bond (or Bonds) balances, the Bond(s) interest rates, the current balances in the Trustee Accounts and the amount of the November Bond payments.

Also, per statutory requirements, the District is required to have an Audited Financial Statement done by an accredited Public Accounting CPA Firm.

Highlights of the most recent (Fiscal Year 2022/2023 - Fiscal Year ending 9/30/2023) Audit included:

The District had a positive fund balance as of 9/30/2023.

The District was in compliance with all Debt Service requirements.

The District's Final Budgeted Expenditures exceeded the actual Expenditures.

There were no findings in the audit or recommendations made by the auditors.

**CDD101  
GOVERNMENT FUND RESERVES**

**JEFF WALKER**

**DISTRICT FINANCE DIRECTOR  
SPECIAL DISTRICT SERVICES, INC.**

**DAN ELLABARGER**

**CDD**

**PURPOSE:**

**Provide an overview of the Village Walk of Bonita Springs CDD government fund reserves (General and Debt Service)**

**PROCESS:**

**Review the revenue and expenditure line items that impact the fund reserves and the resulting fund balances (2023 audited actuals and 2024 budget)**

- General Fund**
- Debt Service Fund (2015 and 2018 series bonds)**

**PRODUCT:**

**High level understanding of the Village Walk of Bonita Springs CDD's government fund reserves**

**VW OF VILLAGE WALK CDD  
GENERAL FUND "101 REVIEW"  
FYE 2023 ACTUALS vs. FYE 2024 BUDGET**

	GENERAL FUND		
	FYE 2023 ACTUALS (1)	FYE 2024 BUDGET (2)	
<b>REVENUES</b>			
O&M ASSESSMENTS	\$99,668	\$100,052	INCLUDED IN PROPERTY TAX: \$60.46 O&M RATE ASSESS PER UNIT (1655 TOTAL UNITS): - RATE ESTABLISHED IN 2013 - BASED ON O&M ANNUAL BUDGET - CAN BE REVISED BY CDD BOARD
MISC REVENUES	\$7		
INTEREST	\$5,385	\$360	INTEREST ON GENERAL FUND INVESTMENTS (CONSERVATIVE BUDGET AMOUNT)
<b>TOTAL REVENUES</b>	<b>\$105,060</b>	<b>\$100,412</b>	
<b>EXPENDITURES</b>			
GENERAL GOVT	\$108,088	\$145,831	2024 DETAILED FINAL BUDGET (~\$10,000 CONSERVATISM)
<b>TOTAL EXPENDITURES</b>	<b>\$108,088</b>	<b>\$145,831</b>	
<b>EXCESS (DEFICIENCY)</b>	<b>(\$3,028)</b>	<b>(\$45,419)</b>	RECOMMENDED THAT FUND BALANCE REPRESENT 3 MONTHS ANNUAL EXPENSE (NO MIN / MAX REQUIREMENTS)
FUND BALANCE - BEGINNING	\$208,447	\$205,419	"PROJECTED AVAILABLE FUNDS BALANCE AS OF 9-30-24" SOURCE: FYE 2025 DETAILED FINAL BUDGET (PAGE II)
FUND BALANCE - ENDING	\$205,419	<b>\$160,000</b>	

(1) SOURCE: AUDITED "STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES" (23 APRIL 2024)

(2) SOURCE: FYE 2024 BUDGET FROM "DETAILED FINAL BUDGET" (10 AUGUST 2024)

**VW OF VILLAGE WALK CDD  
DEBT SERVICE FUND (SERIES 2015 AND 2018) "101 REVIEW"  
FYE 2023 ACTUALS vs. FYE 2024 BUDGET**

	DEBT SERVICE FUND		
	FYE 2023 ACTUALS (1)	FYE 2024 BUDGET (2)	
<b>REVENUES</b>			
ASSESSMENTS	\$956,828	\$948,521	MAXIMUM "NON-AD VALOREM" PROPERTY TAX ASSESSMENT FOR BOND PRINCIPLE AND INTEREST REPAYMENT
MISC REVENUE			
INTEREST	\$24,039	\$200	INTEREST ON DEBT SERVICE INVESTMENTS (CONSERVATIVE BUDGET AMOUNT)
<b>TOTAL REVENUES</b>	<b>\$980,867</b>	<b>\$948,721</b>	
<b>EXPENDITURES</b>			
PRINCIPAL	\$603,000	\$619,191	DETERMINED BY APPROVED BOND AMORTIZATION METHODOLOGY (NOTE: PRINCIPAL INCLUDES ANY BOND REDEMPTION)
INTEREST	\$357,828	\$329,530	
<b>TOTAL EXPENDITURES</b>	<b>\$960,828</b>	<b>\$948,721</b>	
<b>EXCESS (SHORTFALL)</b>	<b>\$20,039</b>	<b>\$0</b>	
FUND BALANCE - BEGINNING	\$507,624	\$527,663	TWO COMPONENTS: 1. MANDATED FINAL ASSESSMENT 2. UPCOMING INTEREST PAYMENT
FUND BALANCE - ENDING	\$527,663	\$527,663	
			OTHER: - RESERVES CANNOT BE TRANSFERRED BETWEEN FUNDS - BONDS CAN BE REFINANCED EVERY 10 YEARS (CDD BOARD RESPONSIBILITY)

(1) SOURCE: AUDITED "STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES" (23 APRIL 2024)

(2) SOURCE: FYE 2024 BUDGET FROM "DETAILED FINAL BUDGET" (10 AUGUST 2024)

# **QUESTIONS?**

**CDD GOVERNMENT FUNDS PRIMER**

**NARRATIVE**

**From:** Kara Blewett <[kblewett@kwpmc.com](mailto:kblewett@kwpmc.com)>  
**Sent:** Friday, February 7, 2025 12:59 PM  
**To:** Kathleen Meneely <[kmeneely@sdsinc.org](mailto:kmeneely@sdsinc.org)>  
**Subject:** CDD Report Feb

Hi Kathleen,

Aerators: Advanced Aquatic is making a game plan to systematically replace diffusers and relocate to their appropriate locations. Small buoys will be added to better locate them. Additionally, we have found some of the compressors are too weak for the length of line they are expected to service. While locating all the diffusers for replacement, advanced aquatics also recommending which cabinets will need replacement and a higher horsepower. This will be a large project spanning over several phases. We are looking to address quad 1 first as it is in the oldest and worst shape.

AA continues to service lake banks for weeds and grasses via boat and ATV.

I've attached a preliminary map of the littoral locations.

The first of 4 water quality tests has been taken and we are waiting for the results to come back from the lab.

From Randy:

The Littoral Advisory Group met recently with Jason and Molly from Advanced Aquatics to the game plan. It appears that planting will commence in mid March. Jason has reviewed sites for our first plantings recommended by the Group and offered a few small changes for the better. He also reviewed the plants that they plan to use for beauty and erosion control. Jason has pointed out some areas of erosion that must be filled in before he can plant. Those areas will be addressed by BrightView and coordinated by Mike Hertz. There is money in the new 2025 budget to address those areas. The budget also has adequate money planned for our 2025 plantings and the associated routine maintenance. Most of you attended the Town Hall presentation done by Jason Monday February 3 so you are aware of the nice turnout of residents who were curious about our plans for the Littoral program. Q and A was handled very well by Jason. We believe residents left with a good feeling about all of our plans.

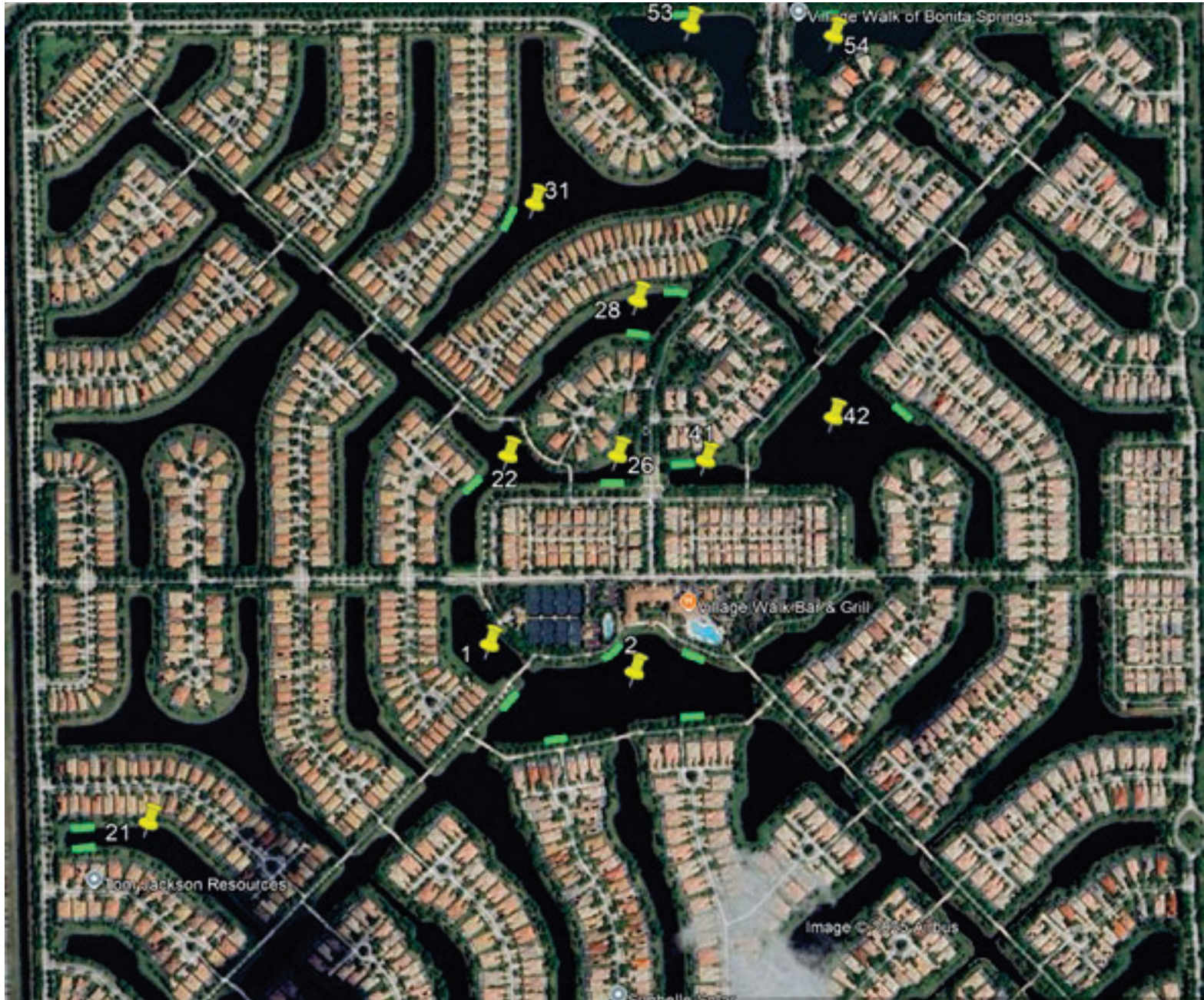
Thank you ,

**Kara Blewett, LCAM**

***General Manager***

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## PRELIMINARY MAP

Feb 2025