



# **VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**

**LEE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 17, 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)

561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**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 & PUBLIC HEARING**  
**June 17, 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. May 20, 2025 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comments on Fiscal Year 2025/2026 Final Budget
  - 3. Consider Resolution No. 2025-02 – Adopting a Fiscal Year 2025/2026 Final Budget.....Page 6
  - 4. Consider Resolution No. 2025-03 – Adopting a Fiscal Year 2025/2026 Annual Assessment.....Page 15
- H. Old Business
  - 1. CDD Website: Document Posting Update.....Page 18
- I. New Business
  - 1. HOA Report Discussion.....Page 19
  - 2. Applicability of Bonita Springs Irrigation Ordinance
  - 3. Low Water Best Practices for Board Review
  - 4. Consider Resolution No. 2025-04 – Adopting a Fiscal Year 2025/2026 Meeting Schedule.....Page 20
  - 5. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 22
- J. Administrative Reports
  - 1. Manager’s Report
    - Next Meeting Date – July 15, 2025
  - 2. Engineer’s Report
  - 3. Attorney’s Report
- K. Comments from the Public for Items Not on the Agenda
- L. Board Member Comments
- M. Adjourn



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

## **AFFIDAVIT OF PUBLICATION**

\_ DEFAULT

VillageWalk of Bonita Springs CDD  
2501 Burns RD # A  
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

09/30/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/30/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$319.52

Tax Amount: \$0.00

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1

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**NANCY HEYRMAN**  
Notary Public  
State of Wisconsin

VILLAGEWALK OF BONITA  
SPRINGS  
COMMUNITY DEVELOPMENT  
DISTRICT  
FISCAL YEAR 2024/2025 REGU-  
LAR MEETING SCHEDULE  
NOTICE IS HEREBY GIVEN that  
the Board of Supervisors of the  
VillageWalk of Bonita Springs  
Community Development District  
will hold Regular Meetings at 3:00  
p.m. in the Town Center at Village-  
Walk of Bonita Springs located at  
15321 Latitude Drive, Bonita  
Springs, Florida 34135, on the follow-  
ing dates:

October 15, 2024  
November 19, 2024  
December 17, 2024  
January 21, 2025  
February 18, 2025  
March 18, 2025  
April 15, 2025  
May 20, 2025  
June 17, 2025  
July 15, 2025  
August 19, 2025  
September 16, 2025

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting. From time to time one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the location of these meetings so that Supervisors can attend the meetings and be fully informed of the discussions taking place either in person or by telephone. Meetings may be continued to a date, time, and place certain to be specified in the record. If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or at toll free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting. Meetings may be cancelled from time to time without advertised notice.

VILLAGEWALK OF BONITA  
SPRINGS COMMUNITY DEVELOP-  
MENT DISTRICT  
www.villagewalkbonitaspringscdd.  
org  
9/30/24 10601293

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MAY 20, 2025**

**A. CALL TO ORDER**

The May 20, 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 May 12, 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	Absent
Supervisor	Clay Robinson	Present

Staff members in attendance were:

District Manager	Michelle Krizen	Special District Services, Inc.
General Counsel	Wes Haber (via phone)	Kutak Rock
District Engineer	Chris Wright (who arrived at 3:05 p.m.)	RWA, Inc.

Also present was Dolores Damiano-Szafran.

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

There were no additions or deletions to the agenda.

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

Ms. Damiano-Szafran reported that she had visited Island Walk and Advance Aquatics performs a muck test as part of their contract. She requested the Board look into this and consider it in the future.

**F. APPROVAL OF MINUTES**

**1. April 15, 2025, Regular Board Meeting**

The April 15, 2025, Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. Janiec, seconded by Mr. Clay Robinson and passed unanimously approving the minutes of the April 15, 2025, Regular Board Meeting, as presented.

## **G. OLD BUSINESS**

There were no Old Business items to come before the Board.

## **H. NEW BUSINESS**

### **1. HOA Report**

The HOA update was on Page 6 of the meeting book. Mr. Janiec noted that the littoral program would most likely not start until July due to the low lake levels. The water levels need to be increased prior to planting.

### **2. CDD Website – Document Posting Update**

Mr. Ellabarger gave an update on the documents on the website. There is a statutory requirement for minimum content available on the website explained in Chapter 189. The Board had some proposed additional postings for the page.

The Per Lot Capital Assessment Worksheet has been updated by Jeff Walker and will be updated by Mr. Walker, as needed.

The Updated Lake Bake Assessment Observation has been sent to the District Manager to be updated on the website.

The Lake Bank Inspection Plans can be deleted from the website, as this is the same as the Assessment Observation. In addition, a Lake Numbering Map with the existing infrastructure within the District Lake Areas was added to the website. The Diffuser/Aerator Map is included in the Laker Numbering Map and does not require a separate posting. This map was shared by the District Engineer and will be added to the website. If any Supervisor has a change, updates will be made to the map.

There was a consensus of the Board to post the Bonita Beach Road Easement Agreement.

There was also a consensus of the Board that the Litoral Map should be posted on the HOA website.

Mr. Janiec thanked Mr. Ellabarger on behalf of the Board for the work having the website updated.

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

There were no updates at this time.

## **I. ADMINISTRATIVE MATTERS**

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

It was noted that the next meeting was scheduled for June 17, 2025.

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

Mr. Wright noted that the ownership map posted on the website was completed prior to the Board granting property to the City of Bonita Springs for Logan Boulevard. Mr. Wright and Mr. Haber will look over the records and update if needed.

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

Mr. Haber had nothing to report but was available for questions. Mr. Janiec asked for clarification on the email from Ms. Meneely regarding a City Ordinance on watering restrictions. Mr. Haber was not included in the email but will review and advise the Board once he has had a chance to look it over.

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

Ms. Damiano-Szafran reported that she had visited Island Walk and indicated that they have an Invasive Fish Tournament and Lake Management Committee.

## **K. BOARD MEMBER COMMENTS**

Mr. Jerry Robinson was hoping that an update on the relocation of the diffusers was available from the HOA.

## **L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Janiec, seconded by Mr. Clay Robinson and passed unanimously adjourning the Regular Board Meeting at 3:41 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

Publication Date  
2025-05-28

Subcategory  
Miscellaneous Notices

VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2026 PROPOSED  
BUDGET(S); AND 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 public hearing and regular meeting as follows:

DATE: June 17, 2025

TIME: 3:00 p.m.

LOCATION: Town Center at VillageWalk of Bonita Springs

15321 Latitude Drive

Bonita Springs, Florida 34135

The purpose of the public hearing is to receive comments and objections on the adoption of the Districts  
proposed budget(s) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (Proposed  
Budget). A regular Board meeting of the District will also be held at the above time where the Board may  
consider any other business that may properly come before it. A copy of the agenda and Proposed Budget  
may be obtained at the offices of the District Manager, Special District Services, at 27499 Riverview Center  
Blvd., #453, Bonita Springs, Florida 33134, 561-630-4922 (District Managers Office), during normal business  
hours, or by visiting the Districts website at [www.villagewalkbonitaspringscdd.org](http://www.villagewalkbonitaspringscdd.org).

The public hearing and meeting are open to the public and will be conducted in accordance with the  
provisions of Florida law. The public hearing and/or meeting may be continued in progress to a date, time  
certain, and place to be specified on the record at the public hearing and/or meeting. There may be occasions  
when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or  
physical impairment should contact the District Managers Office at least forty-eight (48) hours prior to the  
public hearing and 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 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.

District Manager

VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT

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

May 28, June 4, 2025 11344954

**RESOLUTION 2025-02**  
**[FY 2025/2026 APPROPRIATION RESOLUTION]**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("FY 2025/2026"), the District Manager prepared and submitted to the Board of Supervisors ("Board") of the VillageWalk of Bonita Springs Community Development District ("District") prior to June 15, 2025, proposed budget(s) ("Proposed Budget") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website in accordance with Section 189.016, *Florida Statutes*; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BUDGET**

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the VillageWalk of Bonita Springs Community Development District for the Fiscal Year Ending September 30, 2026."



- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for FY 2025/2026, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025/2026 or within 60 days following the end of the FY 2025/2026 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF June, 2025.**

ATTEST:

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** FY 2025/2026 Budget

# Village Walk Of Bonita Springs Community Development District

**Final Budget For  
Fiscal Year 2025/2026  
October 1, 2025 - September 30, 2026**

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- IV    DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2018)**
- V     ASSESSMENT COMPARISON**

**FINAL BUDGET**  
**VILLAGE WALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	<b>FISCAL YEAR 2025/2026 BUDGET</b>
<b>REVENUES</b>	
O & M ASSESSMENTS	100,052
DEBT ASSESSMENTS - SERIES 2015	397,082
DEBT ASSESSMENTS - SERIES 2018	600,785
OTHER REVENUES	0
INTEREST INCOME	1,800
<b>TOTAL REVENUES</b>	<b>\$ 1,099,719</b>
<b>EXPENDITURES</b>	
SUPERVISOR FEES	9,600
PAYROLL TAXES	768
ENGINEERING/MAINTENANCE	30,000
SPECIAL PROJECTS	10,000
MANAGEMENT	46,044
SECRETARIAL	4,200
LEGAL	10,500
ASSESSMENT ROLL	10,000
AUDIT FEES	4,100
ARBITRAGE REBATE FEE - SERIES 2015	650
ARBITRAGE REBATE FEE - SERIES 2018	650
INSURANCE	7,800
LEGAL ADVERTISING	2,700
MISCELLANEOUS	1,075
POSTAGE	450
OFFICE SUPPLIES	675
DUES & SUBSCRIPTIONS	175
WEBSITE MANAGEMENT	2,000
TRUSTEE FEES - SERIES 2015	4,400
TRUSTEE FEES - SERIES 2018	3,800
CONTINUING DISCLOSURE FEE	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 150,587</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 949,132</b>
BOND PAYMENTS - SERIES 2015	(377,228)
BOND PAYMENTS - SERIES 2018	(570,746)
<b>BALANCE</b>	<b>\$ 1,158</b>
COUNTY APPRAISER & TAX COLLECTOR ADMINISTRATIVE COSTS	(10,979)
DISCOUNTS FOR EARLY PAYMENTS	(43,916)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (53,737)</b>
CARRYOVER FROM PRIOR YEAR	53,737
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

Note: Projected Available Funds Balance As Of 9-30-25 is \$165,000

**DETAILED FINAL BUDGET**  
**VILLAGE WALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024 ACTUAL	FISCAL YEAR 2024/2025 BUDGET	FISCAL YEAR 2025/2026 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M ASSESSMENTS	103,262	100,052	100,052	Expenditures Less Interest & Carryover/.95
DEBT ASSESSMENTS - SERIES 2015	397,659	397,658	397,082	Bond Payments/.95
DEBT ASSESSMENTS - SERIES 2018	600,786	600,785	600,785	Bond Payments/.95
OTHER REVENUES	0	0	0	
INTEREST INCOME	16,121	840	1,800	Interest Projected At \$150 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 1,117,828</b>	<b>\$ 1,099,335</b>	<b>\$ 1,099,719</b>	
<b>EXPENDITURES</b>				
SUPERVISOR FEES	5,200	9,600	9,600	Supervisor Fees
PAYROLL TAXES	398	768	768	Projected At 8% Of Supervisor Fees
ENGINEERING/MAINTENANCE	12,785	30,000	30,000	No Change From 2024/2025 Budget
SPECIAL PROJECTS	0	10,000	10,000	Special Projects
MANAGEMENT	43,452	44,748	46,044	CPI Adjustment
SECRETARIAL	4,200	4,200	4,200	No Change From 2024/2025 Budget
LEGAL	12,958	9,500	10,500	\$1,000 Increase From 2024/2025 Budget
ASSESSMENT ROLL	10,000	10,000	10,000	As Per Contract
AUDIT FEES	3,900	4,000	4,100	\$100 Increase From 2024/2025 Budget
ARBITRAGE REBATE FEE - SERIES 2015	650	650	650	No Change From 2024/2025 Budget
ARBITRAGE REBATE FEE - SERIES 2018	650	650	650	No Change From 2024/2025 Budget
INSURANCE	6,925	7,300	7,800	FY 24/25 Expenditure Was \$7,202
LEGAL ADVERTISING	4,224	2,200	2,700	\$500 Increase From 2024/2025 Budget
MISCELLANEOUS	1,423	975	1,075	\$100 Increase From 2024/2025 Budget
POSTAGE	371	500	450	\$50 Decrease From 2024/2025 Budget
OFFICE SUPPLIES	784	675	675	No Change From 2024/2025 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2024/2025 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2024/2025 Budget
TRUSTEE FEES - SERIES 2015	4,327	4,500	4,400	\$100 Decrease From 2024/2025 Budget
TRUSTEE FEES - SERIES 2018	3,709	3,900	3,800	\$100 Decrease From 2024/2025 Budget
CONTINUING DISCLOSURE FEE	1,000	1,000	1,000	No Change From 2024/2025 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 119,131</b>	<b>\$ 147,341</b>	<b>\$ 150,587</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 998,697</b>	<b>\$ 951,994</b>	<b>\$ 949,132</b>	
BOND PAYMENTS - SERIES 2015	(380,973)	(377,775)	(377,228)	2026 Principal & Interest Payments
BOND PAYMENTS - SERIES 2018	(575,576)	(570,746)	(570,746)	2026 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 42,148</b>	<b>\$ 3,473</b>	<b>\$ 1,158</b>	
COUNTY APPRAISER & TAX COLLECTOR ADMINISTRATIVE COSTS	(4,106)	(10,984)	(10,979)	One Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(41,416)	(43,940)	(43,916)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (3,374)</b>	<b>\$ (51,451)</b>	<b>\$ (53,737)</b>	
CARRYOVER FROM PRIOR YEAR	0	51,451	53,737	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (3,374)</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: Projected Available Funds Balance As Of 9-30-25 is \$165,000

**DETAILED FINAL DEBT SERVICE (SERIES 2015) FUND BUDGET**  
**VILLAGE WALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	16,400	500	1,500	Projected Interest For 2025/2026
NAV Collection	380,973	377,775	377,228	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 397,373</b>	<b>\$ 378,275</b>	<b>\$ 378,728</b>	
<b>EXPENDITURES</b>				
Principal Payments	240,000	245,000	255,000	Principal Payment Due In 2026
Interest Payments	132,769	121,894	114,234	Interest Payments Due In 2026
Bond Redemption	0	11,381	9,494	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 372,769</b>	<b>\$ 378,275</b>	<b>\$ 378,728</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 24,604</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2015 Bond Refunding Information**

Original Par Amount =	\$5,625,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.00% - 3.625%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	January 2015		
Maturity Date =	May 2036		
Par Amount As Of 1/1/2025 =	\$3,590,000		

**DETAILED FINAL DEBT SERVICE (SERIES 2018) FUND BUDGET**  
**VILLAGE WALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	16,114	500	1,500	Projected Interest For 2025/2026
NAV Collection	575,576	570,746	570,746	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 591,690</b>	<b>\$ 571,246</b>	<b>\$ 572,246</b>	
<b>EXPENDITURES</b>				
Principal Payments	370,000	382,000	395,000	Principal Payment Due In 2026
Interest Payments	206,018	187,785	175,159	Interest Payments Due In 2026
Bond Redemption	0	1,461	2,087	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 576,018</b>	<b>\$ 571,246</b>	<b>\$ 572,246</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 15,672</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2018 Bond Refunding Information**

Original Par Amount =	\$8,382,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.25% - 5.15%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	January 2018		
Maturity Date =	May 2037		
Par Amount As Of 1/1/2025 =	\$5,969,000		

## Village Walk Community Development District Assessment Comparison

Lot Size		Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*	Fiscal Year 2025/2026 Projected Assessment*
<b>Phases I &amp; 2</b>					
Townhome 26'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Cayman	Debt	\$ 494.57	\$ 494.57	\$ 494.57	\$ 494.57
	Total	\$ 555.03	\$ 555.03	\$ 555.03	\$ 555.03
Duplex 36'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Capri	Debt	\$ 494.57	\$ 494.57	\$ 494.57	\$ 494.57
	Total	\$ 555.03	\$ 555.03	\$ 555.03	\$ 555.03
Single Family 50'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Oakmont	Debt	\$ 581.92	\$ 581.92	\$ 581.92	\$ 581.92
	Total	\$ 642.38	\$ 642.38	\$ 642.38	\$ 642.38
Single Family 60'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Carlyle	Debt	\$ 669.25	\$ 669.25	\$ 669.25	\$ 669.25
	Total	\$ 729.71	\$ 729.71	\$ 729.71	\$ 729.71
<b>Phases 3 &amp; 4</b>					
Townhome 26'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Cayman	Debt	\$ 541.00	\$ 541.00	\$ 541.00	\$ 541.00
	Total	\$ 601.46	\$ 601.46	\$ 601.46	\$ 601.46
Duplex 36'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Capri	Debt	\$ 541.00	\$ 541.00	\$ 541.00	\$ 541.00
	Total	\$ 601.46	\$ 601.46	\$ 601.46	\$ 601.46
Single Family 40'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Garden	Debt	\$ 611.00	\$ 611.00	\$ 611.00	\$ 611.00
	Total	\$ 671.46	\$ 671.46	\$ 671.46	\$ 671.46
Single Family 50'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Oakmont	Debt	\$ 636.00	\$ 636.00	\$ 636.00	\$ 636.00
	Total	\$ 696.46	\$ 696.46	\$ 696.46	\$ 696.46
Single Family 50'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Classic	Debt	\$ 719.00	\$ 719.00	\$ 719.00	\$ 719.00
	Total	\$ 779.46	\$ 779.46	\$ 779.46	\$ 779.46
Single Family 60'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Carlyle	Debt	\$ 732.00	\$ 732.00	\$ 732.00	\$ 732.00
	Total	\$ 792.46	\$ 792.46	\$ 792.46	\$ 792.46
Single Family 65'	O & M	\$ 60.46	\$ 60.46	\$ 60.46	\$ 60.46
Estate	Debt	\$ 821.00	\$ 821.00	\$ 821.00	\$ 821.00
	Total	\$ 881.46	\$ 881.46	\$ 881.46	\$ 881.46

\* Assessments Include the Following :  
4% Discount for Early Payments  
1% County Tax Collector Costs/Property Appraiser Costs

### Community Information:

<b>Phase I</b>			Maximum Annual Debt Assessment	Bond Prepayments	
No. of Units	Type	Name			
126	Townhome	Cayman	\$ 494.57	1	1 new bond prepay in 25/26 lot 552 ph 1 Oakmont
356	Duplex	Capri/Carrington	\$ 494.57	4	
195	SF	Oakmont	\$ 581.92	2	
73	SF	Carlyle	\$ 669.25	0	
750				7	
<b>Phase II</b>			Maximum Annual Debt Assessment	Bond Prepayments	Lot Differential Prepayment*
No. of Units	Type	Name			
112	Townhouse	Cayman	\$ 541	0	0
76	Duplex	Capri/Carrington	\$ 541	0	0
307	SF	Garden	\$ 611	0	(133)
127	SF	Oakmont	\$ 636	0	(10)
215	SF	Classic	\$ 719	0	64
33	SF	Carlyle	\$ 732	0	0
74	SF	Estate	\$ 821	0	40
944				0	-39

\* Developer made Bond Prepayment in November 2015 for 39 lot differential (143 Units replaced with 104 Units)

Phase 1	750
Phase 2	905
Total Units	1655



**RESOLUTION 2025-03**  
**[FY 2025/2026 ASSESSMENT RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025/2026 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the VillageWalk of Bonita Springs Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Lee County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2025/2026**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

**WHEREAS**, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT:**

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance (“**O&M Assessment(s)**”) is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
  - c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District’s Board hereby certifies for collection the FY 2025/2026 installment of the District’s previously levied debt service special assessments (“**Debt Assessments,**” and together with the O&M Assessments, the “**Assessments**”) in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
  - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the “**Tax Roll Property**” identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* (“**Uniform Method**”). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
  - b. **Future Collection Methods.** The District’s decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.
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 upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of June, 2025.

ATTEST:

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget  
**Exhibit B:** Assessment Roll

VILLAGE WALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

[Home](#)

[Financials](#)

[Documents](#) |

## Miscellaneous

*The text links below open files in a new window.*

Limited Easement Agreement ([PDF](#)) ([RTF](#))

Existing Infrastructure within CDD Lake Areas ([PDF](#)) ([RTF](#))

Lake Bank Inspection Report & Recommendations 2024 ([PDF](#)) ([RTF](#))

VillW CDD-HOA Maintenance Agreement ([PDF](#)) ([RTF](#))

Ownership Map ([PDF](#)) ([RTF](#))

Lake Bank Inspection Plans ([PDF](#)) ([RTF](#))

**ACTION ITEM:**  
**CHRIS / WES TO**  
**CONFIRM LOGAN ROAD**  
**EASEMENT BOUNDARIES**

**ACTION ITEM:**  
**2021 POSTING TO BE**  
**REMOVED, NO**  
**REPLACEMENT NEEDED**

**NOTE:**

**FINAL LITTORAL MAP (PHASE I) TO BE POSTED ON HOA WEBSITE**

**From:** Kara Blewett <[kblewett@kwpmc.com](mailto:kblewett@kwpmc.com)>  
**Sent:** Monday, June 9, 2025 11:32 AM  
**To:** Kathleen Meneely <[kmeneely@sdsinc.org](mailto:kmeneely@sdsinc.org)>  
**Cc:** Randy Van Alstine <[randyvanalstinevillagewalk@gmail.com](mailto:randyvanalstinevillagewalk@gmail.com)>  
**Subject:** RE: [EXTERNAL] HOA Report

Hi Kathleen,

All Lakes have been treated. Water levels are staying pretty low – conversations have been had about the weeds/overgrowth towards the top of the lake bank where it meets the landscaped areas. ATVS have been used as boats are still bottoming out.

Aerator lines are still planned to be relocated to their correct spot. I inquired if now would be a better time since water is low, but unfortunately, since the boats cannot maneuver it is actually not the best time.

Littorals – in order to guarantee that the plants will survive after planted, they need to be submerged in about 2 inches of water. We are finally starting to get some rain, and that it is adding moisture to the shoreline, but it is not enough to sustain the plants. We are keeping in touch with Ad.Aquatic as we all want to get the plants installed ASAP. Unfortunately, when the water is very shallow, and far from the shoreline, the plants dry up quickly, become brown and lay flat on the ground. Some of them may be able to revive once they are met with water, but not many are able to come back once they are in that condition – and we would like their warranty to be in place.

Front Fountain – repaired under warranty and re-installed.

**Kara Blewett, LCAM**  
***General Manager***

KW PROPERTY MANAGEMENT & CONSULTING  
VillageWalk Bonita Springs  
15291 Latitude Drive  
Bonita Springs, FL 34135  
239-498-7000

[kblewett@kwpmc.com](mailto:kblewett@kwpmc.com)  
[www.kwpmc.com](http://www.kwpmc.com)

**RESOLUTION NO. 2025-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2025/2026 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the VillageWalk of Bonita Springs Community Development District ("District") to establish a regular meeting schedule for fiscal year 2025/2026; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2025/2026 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT, LEE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2025/2026 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 17<sup>th</sup> day of June, 2025.

**ATTEST:**

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**VILLAGEWALK OF BONITA SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025/2026 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the VillageWalk of Bonita Springs Community Development District will hold Regular Meetings at 3:00 p.m. in the Town Center at VillageWalk of Bonita Springs located at 15321 Latitude Drive, Bonita Springs, Florida 34135, on the following dates:

October 21, 2025  
November 18, 2025  
December 16, 2025  
January 20, 2026  
February 17, 2026  
March 17, 2026  
April 21, 2026  
May 19, 2026  
June 16, 2026  
July 21, 2026  
August 18, 2026  
September 15, 2026

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the location of these meetings so that Supervisors can attend the meetings and be fully informed of the discussions taking place either in person or by telephone. Meetings may be continued to a date, time, and place certain to be specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or at toll free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

**VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT**

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

**PUBLISH:**

**VILLAGEWALK OF BONITA SPRINGS DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1.     *Ability of Personnel (10 Points).***

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

**2.     *Proposer's Experience (10 Points).***

(E.g. 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 Proposer, etc.)

**3.     *Understanding of Scope of Work (10 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 (10 Points).***

Present ability to manage this project and the 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 (E.g. the existence of any natural disaster plan for business operations).

**5.     *Price (10 Points).***

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.



**VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT  
DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2024/2025, 2025/2026 and 2026/2027  
With Two Year Option (2027/2028 and 2028/2029)  
Lee County, Florida**

**VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT  
DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 19, 2025 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding 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. REJECTION OF 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) copy of the Proposal Documents and one digital copy, 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 – VillageWalk of Bonita Springs 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. After proposals are opened by the District, no proposal may be withdrawn 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 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 position or title of all personnel to perform work on the District audit. Include resumes or 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.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract 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 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 Request for Proposals, Evaluation Criteria, or other contract documents.

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

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.