



**VERONA WALK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**COLLIER COUNTY  
REGULAR BOARD MEETING  
MARCH 16, 2017  
10:00 A.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.veronawalkcdd.org](http://www.veronawalkcdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**  
Town Center at Verona Walk  
8090 Sorrento Lane  
Naples, Florida 34114  
**REGULAR BOARD MEETING**  
March 16, 2017  
10:00 a.m.

- A. Call to Order
- B. Pledge of Allegiance
- C. Proof of Publication.....Page 1
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items not on the Agenda
- G. Approval of Minutes
  - 1. February 16, 2017 Regular Board Meeting.....Page 3
- H. Old Business
  - 1. Update Regarding Golf Cart Storage
  - 2. Update Regarding Lake Spraying
- I. New Business
  - 1. Discussion on Financial Advisor Proposals.....Page 9
    - Discussion of Presentations by MSB Capital Markets and Regional Bank
  - 2. Consider Resolution No. 2017-01 – Electronic Approval Process and Authorized Signatories.....Page 13
  - 3. Discussion Regarding Rules of Procedure.....Page 14
  - 4. Discussion Regarding the use of Copper Sulfate for Lake Spraying
  - 5. Consider Sending Letter to Community Explaining Retention Basin Seasonal Water Level
  - 6. Report on Status of Downspout Connection Contract Work
  - 7. Report on Erosion Survey of Lake Banks
- J. Administrative Matters
  - 1. District Engineer Update
  - 2. Field Inspector Update
  - 3. District Manager Update
- K. Board Members Comments
- L. Adjourn

# Naples Daily News

NaplesNews.com

Published Daily  
Naples, FL 34110

## Affidavit of Publication

State of Florida  
Counties of Collier and Lee

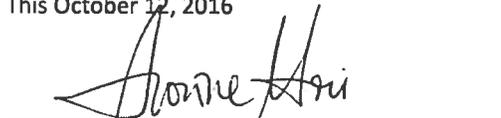
Before the undersigned they serve as the authority, personally appeared Daniel McDermott who on oath says that he serves as **Inside Sales Manager** of the Naples Daily News, a daily newspaper published at Naples, in Collier County, Florida; distributed in Collier and Lee counties of Florida; that the attached copy of the advertising was published in said newspaper on dates listed. Affiant further says that the said Naples Daily News is a newspaper published at Naples, in said Collier County, Florida, and that the said newspaper has heretofore been continuously published in said Collier County, Florida; distributed in Collier and Lee counties of Florida, each day and has been entered as second class mail matter at the post office in Naples, in said Collier County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

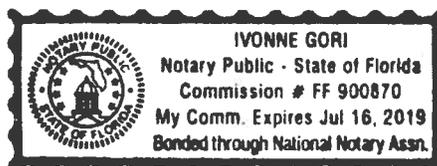
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VERONA WALK COMMUNITY DEV.	1289253	VERONA WALK COMMUNIT	

Pub Dates  
October 3, 2016

  
(Signature of affiant)

Sworn to and subscribed before me  
This October 12, 2016

  
(Signature of affiant)



**Verona Walk Community Development**  
N/A  
D-13-All  
VERONA WALK COMMUNITY

Advertiser: 1289253  
Agency: N/A  
Section-Page-Zone(s): 2 Col x 6.263888 in  
Description: N/A

Ad Number: 1289253  
Insertion Number: N/A  
Size: 2 Col x 6.263888 in  
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LARGEST BUYER IN FL - Autos, Trucks, RV's, cycles, \$1K to \$100K. Dave, (239)250-2000  
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**Legals**  
**Notice**  
15 111-DP-JGF  
IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR COLLIER COUNTY, FLORIDA JUVENILE DIVISION  
CASE NO. 15-111-DP-JGF  
IN THE INTEREST OF SELENA YOUNG, DOB: 02 10 00 Child

**SUMMONS FOR TERMINATION OF PARENTAL RIGHTS ADVISORY HEARING**  
TO: Melody Young, Address Unknown  
You are hereby notified that an INVOLUNTARY PETITION under oath, a copy of which is attached, has been filed in the above-styled Court for the TERMINATION OF PARENTAL RIGHTS of the child, Selena Young.

You are commanded to appear before the Honorable Joseph G. Foster, Judge of the Circuit Court, on the 1st day of November, 2016, at 11:00 a.m. in Courtroom "4A" of the Collier County Government Center, 3315 East Tamiami Trail, Naples, Florida 34112. Service must be effected prior to 72 hours prior to the stated hearing date as per F.S. 39.562 (6) and Fla. R. Juv. P. 8.225 (1), 8.510 (a) (1).

**FAILURE TO PERSONALLY APPEAR AT THIS ADVISORY HEARING CONSTITUTES CONSENT TO THE TERMINATION OF PARENTAL RIGHTS OF THIS CHILD (THESE CHILDREN), IF YOU FAIL TO APPEAR ON THE DATE AND TIME SPECIFIED, YOU MAY LOSE ALL LEGAL RIGHTS AS A PARENT TO THE CHILD OR CHILDREN NAMED IN THE PETITION ATTACHED TO THIS NOTICE.** (Florida Statutes Section 39.81(3) (a), PURSUANT TO SECTIONS 39.82(4)(d) AND 63.082 (6) (c) FLORIDA STATUTES, YOU ARE HEREBY INFORMED OF THE AVAILABILITY OF PRIVATE PLACEMENT WITH CA ADOPTION ENTITY AS DEFINED IN SECTION 63.012(3), FLORIDA STATUTES.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Administrative Services Manager whose office is located at 3315 Tamiami Trail East, Naples, Florida 34112, and whose telephone number is (239) 252-5804, within two working days of your receipt of this document if you are hearing or voice impaired, call 1-800-955-8771.  
PLEASE BE GOVERNED ACCORDINGLY. I, Witness my hand and Official Seal as Clerk of the Collier County Circuit Court this 16 day of September, 2016.  
Dwight Brock, Clerk of Circuit Court  
Collier County, Florida (SEAL)  
By: /s/ S. L. Deputy Clerk  
September 26, And October 3, 10 & 17, 2016 No. 1279512



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**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**QUARRY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Quarry Community Development District will hold Regular Meetings at 11:00 a.m. in the Town Center at the Golf Lodge at the Quarry located at 8950 Weathered Stone Drive, Naples, Florida 34120, on the following dates:

October 18, 2016  
November 15, 2016  
December 28, 2016  
January 17, 2017  
February 21, 2017  
March 21, 2017  
April 18, 2017  
May 16, 2017  
June 20, 2017  
July 18, 2017  
August 15, 2017  
September 19, 2017

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 five (5) days 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 insure 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 toll free at 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.

**QUARRY COMMUNITY DEVELOPMENT DISTRICT**  
www.quarrycdd.org  
October 3, 2016 No. 1289223

**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**VERONA WALK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Verona Walk Community Development District will hold Regular Meetings at 10:00 a.m. in the Town Center at Verona Walk located at 4899 Sorrento Lane, Naples, Florida 34114, on the following dates:

October 26, 2016  
November 17, 2016  
December 15, 2016  
January 13, 2017  
February 14, 2017  
March 14, 2017  
April 24, 2017  
May 18, 2017  
June 15, 2017  
July 20, 2017  
August 17, 2017  
September 21, 2017

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 (239) 444-3790 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Said meetings may be continued as found necessary to a date and time certain as stated 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 insure 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 (239) 444-3790 and/or toll free at 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.

**VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**  
www.veronawalkcdd.org  
October 3, 2016 No. 1289253

**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**NOTICE OF PUBLIC MEETING**

Notice is hereby given that the Collier Metropolitan Planning Organization (MPO) Board will conduct a roll-call vote to formally adopt an amendment to the 2040 Long-Range Transportation Plan (LRTP) on October 14th at 9 a.m. The meeting will be held in the Board of County Commissioners Chambers on the third floor of the Collier County Government Center, 3309 Tamiami Trail E., Naples, Florida 34112. The LRTP identifies highway, transit, pathways and other transportation projects in Collier County that are needed and are expected to be cost-effective over the next 25 years.

The 2040 LRTP Amendment will change the description of the future interchange project at I-75 and Everglades Blvd to read "I-75 SR 93" in the vicinity of Everglades Blvd. This change will affect any mention of the project in the 2040 LRTP. The amendment is posted on the Collier MPO's Website at www.colliermpo.com for the public to review prior to the scheduled meeting. To access the amendment, click on the "Latest News" section on the left side of the web site. A hard copy of the amendment will be provided upon request by contacting MPO Administrative Secretary Gabrielle Gonzalez at 239-252-5804.

One or more members of the following government bodies may be in attendance at the meeting: Collier County BCC, Naples City Council, Marco Island City Council, Everglades City, and the Florida Department of Transportation (FDOT). The subject matter of this meeting may be an item for discussion and action at a future meeting of those Boards, Councils or agencies.

Interested parties are invited to attend and to register to speak. All registered public speakers will be limited to three (3) minutes unless permission for additional time is granted by the chairman. Citizens can also submit their inquiries or comments, in writing, to the MPO staff prior to the meeting.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes that he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Executive Director Anne McLaughlin at (239) 252-8192 or by writing to Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34110.

Any person requiring special accommodations at this meeting because of a disability or physical impairment and related questions should call Mrs. McLaughlin up to 72 hours prior to the meeting at 239-252-8192.

For more information, call MPO Executive Director, Anne McLaughlin, at 239-252-8192. No. 1297296  
October 3, 2016

**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**NOTICE OF MEETING**

THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT BOARD OF FIRE COMMISSIONERS WILL HOLD REGULAR MONTHLY MEETINGS ON THE FOLLOWING DATES COMMENCING AT 9:00 A.M. UNLESS OTHERWISE NOTED. THE MEETINGS WILL BE HELD IN THE TRAINING ROOM AT NORTH COLLIER FIRE STATION 45 LOCATED AT 1885 VETERANS PARK DRIVE, NAPLES, FLORIDA 34110.

Thursday	October 13, 2016	9:00 AM
Thursday	October 10, 2016	9:00 AM
Thursday	December 8, 2016	9:00 AM
Thursday	January 12, 2017	9:00 AM
Thursday	February 9, 2017	9:00 AM
Thursday	March 3, 2017	9:00 AM
Thursday	April 13, 2017	9:00 AM
Thursday	May 11, 2017	9:00 AM
Thursday	June 8, 2017	9:00 AM
Thursday	July 13, 2017	9:00 AM
Thursday	August 10, 2017	9:00 AM
Thursday	September 14, 2017	9:00 AM

Chairman Norman Foster  
North Collier Fire Control and Rescue District  
October 3, 2016 No. 1283537

**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**NOTICE OF SITE TOUR**

**VASARI COMMUNITY DEVELOPMENT DISTRICT**  
A site tour will take place on Tuesday, October 11, 2016 immediately following the regular meeting for the Board of Supervisors of the Vasari Community Development District at the Vasari Country Club, 11250 Via Del Vasari Drive, Bonita Springs, Florida 34135. The purpose is to review the lakes.

The site tour is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The site tour may be continued to a date and time certain which will be announced at the workshop.

Severn Trent Services District Manager No. 1289270  
October 3, 2016

**Other Public Notices** **Other Public Notices** **Other Public Notices** **Other Public Notices**

**VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 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 18, 2016  
November 15, 2016  
December 28, 2016  
January 17, 2017  
February 21, 2017  
March 21, 2017  
April 18, 2017  
May 16, 2017  
June 20, 2017  
July 18, 2017  
August 15, 2017  
September 19, 2017

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 five (5) days 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 insure 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 toll free at 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.villagewalkofbonitaspringscdd.org  
October 3, 2016 No. 1289238

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
 REGULAR BOARD MEETING  
 FEBRUARY 16, 2017

**A. CALL TO ORDER**

The February 16, 2017, Regular Board Meeting of the Verona Walk Community Development District was called to order at 10:00 a.m. in the Town Center at Verona Walk located at 8090 Sorrento Lane, Naples, Florida 34114.

**B. PLEDGE OF ALLEGIANCE**

**C. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Naples Daily News* on October 3, 2016, as part of the District's Fiscal year 2016/2017 Regular Meeting Schedule, as legally required.

**D. ESTABLISH A QUORUM**

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting:

Chairman	Harry Barford	Present
Vice Chairperson	Diann Cucinella	Present
Supervisor	Patrick Clifford	Present
Supervisor	Jack Hogan	Present
Supervisor	Michael J. Doyle	Present

Staff members in attendance were:

District Manager	Kathleen Dailey	Special District Services
General Counsel	Greg Urbancic	Coleman, Yovanovich & Koester
Engineer	Terry Cole	Hole Montes
Contract Field Inspector	Bohdan Hirniak	

Also present were the following District residents: Joseph Cucinella, Monte Shafer, Peter Monti, Kathy Kilijanski, Mike Lawther, Bob Koger, John Smith, Jim Sinnamon and Chris Briggs.

Also present was Frank Borowiec of the HOA.

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

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 16, 2017

Mr. Barford read a letter into the record (attached hereto and made a part hereof) to new the Board Member, Mike Doyle and welcomed him to the Board.

Mr. Barford requested the addition of a request from resident Peter Monti to plant littorals under New Business Item #6. There was a consensus of the Board to do so.

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

District resident Kathy Kilijanski asked if Mr. Doyle was taking a salary. Ms. Dailey responded that he is and that all District Board Members are allowed to do this by law. Mr. Kilijanski asked where the money comes from and Ms. Dailey responded that this year it comes from District reserves since Board Members have never before taken the money, but that next fiscal year it will be a line item in the budget. Mr. Doyle asked if the money is in the budget for the entire Board and Ms. Dailey responded that it is not in a specific line item because no Board Member has previously taken the money, but the amount needed for whoever takes the stipend will be budgeted next year in a line item entitled Supervisor Fees.

District resident John Smith asked how many wells are in the development. Mr. Barford responded that there are 4 wells controlled by the HOA and that Phoenix is the consultant the HOA hired to submit reports for operation of said wells. District resident, Monte Shafer asked what the wells are for and Mr. Barford responded that they replenish the lakes.

District resident Chris Briggs stated that there are a lot of concerns on the lakes given the information that has been disseminated in the community and asked if the CDD can send information to residents to address any issues. Mr. Barford responded that permission would be needed from the HOA in order to use their email mailing list. He opined that there is nothing wrong with the community's retention areas and that the well replenishes what is used for irrigation. Ms. Briggs asked if too much water is being drawn for irrigation and why more wells cannot be built. Mr. Barford responded that that is up to the HOA, is very expensive and there are limits in permits of how much water can be produced. As he understands it, the reports from Phoenix show that the well is replenishing the lakes. Mr. Doyle responded that it is a simple fix to put in more wells; there are restrictions per the permit and deep wells have high salinity levels. Ms. Briggs asked if the reserves could be used for this purpose and Mr. Barford responded that the reserves have been built up in case of a catastrophic event so that the residents would not have to be additionally assessed. Mr. Shafer asked if water is being pumped into the lake and who monitors this. Mr. Barford responded that the HOA hires Phoenix, a management company, to monitor this and to prepare reports.

**G. APPROVAL OF MINUTES**  
**1. January 19, 2017, Regular Board Meeting**

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 16, 2017

The January 19, 2017, Regular Board Meeting minutes were presented for approval. A **motion** was made by Ms. Cucinella, seconded by Mr. Hogan and passed unanimously to approve the minutes of the January 19, 2017, Regular Board Meeting, as presented.

**H. OLD BUSINESS**

**1. Review of Financial Advisor Proposals**

Ms. Dailey announced, pursuant to the Board's direction, that an RFP had been re-advertised for a financial advisor to guide the Board through the refinancing process. She stated that two responses had been received. One was from First Southwest and one was from Spectrum. Mr. Barford stated with the amount of material included in the proposals that he would like more time to review the proposals

A **motion** was made by Mr. Clifford, seconded by Mr. Doyle and passed unanimously to defer this item to allow for more review time and to bring it back to the next meeting.

**2. Update Regarding Golf Cart Storage**

Mr. Hirniak stated that this issue continues and with the change in community management he will be talking to them to see if a different location is available in order to store the golf cart. HOA President Frank Borowiec stated that the new manager came on two weeks ago and that the HOA has a lot on their plate right now, but they will strive to work something out.

**3. Update Regarding Lake Spraying**

Mr. Hirniak stated that the spraying is ongoing, but less now due to the dry season. Mr. Doyle asked about mechanically removing the torpedo grass. Mr. Hirniak responded that it has been done where accessible. Mr. Doyle stated that some areas are unsightly, particularly corners need improvement and may need to be done manually. Mr. Hirniak indicated that there has been no direction or budget from the Board to do that. He also stated that littoral zones can be unsightly, but have to be left in, as some are dormant plants that look dead, but their roots have live material. Mr. Doyle stated that he challenged the Board to do it. Mr. Hirniak noted that he had met with the Board's environmental contractors who advised the District to be extremely careful since the growth is not weeds and the permit is very specific from South Florida Water Management District and Collier County.

**I. NEW BUSINESS**

**1. Consider Approval of 2017 Renewal Contract for the LSPA Maintenance**

Mr. Hirniak explained that this is an ongoing contract with Earthtech for maintenance. Mr. Urbancic indicated that language needed to be added to the contract concerning statutory

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 16, 2017

public records requirements. Mr. Doyle asked if this included mechanical mowing and Mr. Hirniak noted that it did.

A **motion** was made by Ms. Cucinella, seconded by Mr. Hogan and passed unanimously approving contract with the addition of the language, as suggested by the District's attorney.

**2. Discussion Regarding Hiring of Certified Hydrologist**

Mr. Doyle indicated that he had asked for this to be on the agenda, but does not believe the Board needs to hire a hydrologist at this time.

**3. Discussion Regarding Inviting a South Florida Water Management District (SFWMD) Representative to Address Surrounding Developmental Impact on Littoral System**

Mr. Doyle stated that he added this item to the agenda, as he would like the Board's permission to have a representative from SFWMD make a presentation at a future meeting. He further indicated that the presentation would be specific as to Verona Walk. Ms. Cucinella asked if this presentation was to address the impact of surrounding development. Mr. Doyle indicated that it was and also how Verona Walk is impacted by the water table usage of surrounding areas. Mr. Clifford asked if this was something the Board's engineer could help with and Mr. Cole responded that he thought the Board could listen to his presentation and then decide how they wished to proceed. There was a consensus of the Board to listen to the engineer's presentation and then decide if a presentation was warranted.

**4. Discussion Regarding Replacing Littoral Plants**

Mr. Doyle stated that he does not believe that the District is up to snuff with replacing littorals. Mr. Hirniak responded that the process is really about chasing nature, assessing and planting during the rainier season, as during the dry season the plants lay dormant and then come back. Mr. Doyle stated that he felt that the tumbleweeds needed removing. Mr. Hirniak responded that the littoral consultant is not responsible for weeds and if desired by the Board, he can work with the landscaper on non-littoral zones. Mr. Barford thanked the HOA for working with the CDD on this issue.

**5. Discussion Regarding Rules of Procedure – Agenda Items and Professionals' Time**

Mr. Urbancic noted that when many districts are formed they adopt rules that cover how things get done, including the setting of agendas and the use of professionals' time. He indicated that this Board had not done this. Mr. Barford stated that he believes the Board needs some structure. Mr. Urbancic stated that the process for setting rules can take a few

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 16, 2017

meetings and he handed out a sample policy that has been used in other communities. Mr. Doyle thought the rules were restrictive, but appropriate. Mr. Doyle asked if the rules are different from Robert Rules of Order. Mr. Urbancic responded that they are incorporated into the rules, but also cover other areas such as use of professionals' time. Mr. Barford stated that he would like to digest the material and suggested that the attorney come up with proposed rules for this Board. It was the consensus of the Board that Mr. Urbancic draft a Rules of Procedure for the Board's consideration.

**J. ADMINISTRATIVE MATTERS**

**1. District Engineer Update**

Mr. Cole explained and handed out the following attachments (attached hereto and made a part hereof):

- Summary of the Verona Walk surface water management system and lake levels, including a comparison of the Lely water levels;
- Summary of the Verona Walk Water Use permit; and
- Summary of the Lely CDD

There was a Board discussion regarding the wells, reports and permit allocations for pumping water. Based on the discussions at the meeting, Mr. Cole made the following recommendations with consensus of the board:

- That the CDD Board of Supervisors request that the HOA provide information regarding the irrigation pumping and monitoring reports, which have been submitted to SFWMD. The pumping data for irrigation and recharge pumping will be analyzed and compared with the permitted rates and future recommendations will be made.
- That the CDD continue to review the Littoral Shelf Planting Area (LSPA's) maintenance and planting procedures while considering historical lake conditions in order to achieve the best success.

**2. Field Inspector Update**

Mr. Hirniak stated that the rainfall levels for the last 4 months are below normal.

He explained that the downspout extensions are underway and that the littoral zone mowing test had been completed for \$650 and that he will be taking a harder look at the littoral zones for further mowing.

Regarding the control structure painting, Village Manager Dennis White is taking care of power washing the structures and Mr. Hirniak will get them painted.

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 16, 2017

Mr. Hirniak stated that he was working on an erosion survey of washouts that should be completed by the next meeting.

**3. District Manager Update**

Ms. Dailey stated that she had spoken to Kamila Diddle at the County regarding the report she had done on Verona Walk. Part of the discussion was that one governmental entity should inform another governmental entity when doing such reports, as the report did not include the actions being taken by the CDD. Ms. Dailey stated that the County is now updating their procedures on how they will prepare reports. She indicated that they will include an addendum to the report on the actions the Board has taken, based on comments from the District's engineer and inspector. There was discussion if the Board wanted to see the comments before they were sent to the County and a consensus was to forward them directly to the County.

**K. BOARD MEMBER COMMENTS**

Mr. Doyle stated he thought the Board should look at giving the HOA the maintenance responsibilities of the lakes through an agreement, as was done in the past, assuming the HOA has an interest in doing so.

**L. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 12:27 p.m. on a **motion** made by Ms. Cucinella, seconded by Mr. Clifford and passed unanimously.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**VERONA WALK  
COMMUNITY DEVELOPMENT DISTRICT**

**CAPITAL IMPROVEMENT REVENUE  
REFUNDING BONDS  
SERIES 2017**

**SUMMARY SHEET  
FOR  
REQUEST FOR PROPOSALS  
INDEPENDENT MUNICIPAL ADVISOR**

# *FirstSouthwest*

(See Proposal for More Detailed Information)

**A) Overall Financial Experience:**

- In business for over 70 years
- Nationally ranked as the number-one financial advisor in the nation in terms of number of issues, provided 5,183 transactions totaling \$181.97 billion par amount for 5 year period ending December 31, 2016
- A division of Hilltop Securities, headquartered in Dallas, Texas
- 48 offices in 19 states
- 944 employees nationwide
- Florida offices include Orlando, Palm Beach Gardens, Miami and Ft. Lauderdale

**B) Experience with Florida Community Development Districts including examples of refundings utilizing Public Bond Sales and Negotiated Commercial Bank Loans:**

- Ranked #1 firm in the nation by Ipreo MuniAnalytics for financial advisory services to Special Districts based on the par amounts of issues for the five-year period ending December 31, 2016 (785 transactions totaling \$4.17 billion).
- Ranked #3 firm in Florida by Ipreo MuniAnalytics for municipal advisory services for the five-year period ending December 31, 2016.
- Served as financial advisor on 143 bank loans with a total par value of nearly \$1.4 billion.
- Clients of FirstSouthwest or their project management team while at previous employers include:

Special Assessment

- City of Punta Gorda CRA
- City of Northport Transportation Improvement Assessment Bond
- City of Hollywood Beach Community Development District Taxable Revenue Bonds
- City of Port St. Lucie Special Assessment

Bank Loan

- City of Oviedo
- City of New Smyrna Beach
- City of Ocoee
- City of Fernandina Beach

**C) Qualifications of the Advisor, Description of the Advisor's Registrations with applicable governmental agencies, and the Individuals who will be responsible for the engagement (please see proposal for detailed information):**

- Ed Stull, Managing Director
- Matthew Lalla, Director
- Joel Tindal, Director
- The proposed financial team has more than 72 years of combined public financial experience.

**D) Estimate of Fees and Expenses:**

- Fee for Publicly Offered Bond Issue
  - \$6,500 (Flat Fee)
  - \$2,500 (Transaction Fees)
  - \$9,000 Total plus out-of-pocket expenses limited to maximum \$1,200 per transaction
  
- Fee for Private Placement
  - \$5,000 (Flat Fee)
  - \$2,500 (Transaction Fees)
  - \$7,500 Total plus out-of-pocket expenses limited to maximum \$1,200 per transaction



***Spectrum Municipal Services, Inc.***  
(See Proposal for More Detailed Information)

**A) Overall Financial Experience:**

- Founded in November 1999 by Patricia S. Bennett, who remains the sole owner
- Recognized as Small Business Enterprise by Palm Beach County

**B) Experience with Florida community Development Districts including examples of Refundings Utilizing Public Bond Sales and Negotiated Commercial Bank Loans:**

- Experience includes transactions in virtually every type of municipal financing including: capital facilities, infrastructure, utilities, transportation, education housing, solid waste, healthcare, pooled-finance transactions and negotiating both taxable and tax-exempt loan transactions with the commercial banking community. Clients of Spectrum Municipal Services, Inc. include:

Special Assessments

- Seacoast Utility Authority
- Palm Beach County
- Port of Palm Beach
- Northern Palm Beach County Improvement District

Bank Loan

- Palm Beach Gardens Improvement Revenue Notes Series 2013A&B

C) **Qualifications of the Advisor, Description of the Advisor's registrations with applicable governmental agencies, and the individuals who will be responsible for the engagement (please see proposal for detailed information):**

- Clark D. Bennett, Managing Director
- Mr. Bennett has approximately 48 years of experience at various firms

D) **Estimate of Fees and Expenses:**

- For any single Bond Issue or Note Issue
  - \$8,750.00 (for the first \$5.0 million in bonds or notes)
  - \$2,231.25 (for the next \$15.0 million in bonds or notes)
  - **\$10,981.25** Plus Out-of-pocket expenses (excludes travel between the offices of the Municipal Advisor and the office of the District)

**DISCLOSURE:** Spectrum Municipal Advisors, Inc. currently leases office space from Special District Services, Inc.

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERONA WALK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Verona Walk Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

**WHEREAS**, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Kathleen Dailey and \_\_\_\_\_ to serve as the signatories, as required, on the District checking/operating account; and

**WHEREAS**, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VERONA WALK COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

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

**Section 2.** Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

**Section 3.** When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

**PASSED, ADOPTED and becomes EFFECTIVE** this 16<sup>th</sup> day of March, 2017.

**ATTEST:**

**VERONA WALK  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**RULES OF PROCEDURE**  
**VERONA WALK**  
**COMMUNITY DEVELOPMENT DISTRICT**

## TABLE OF CONTENTS

1.0	Organization.....	1
1.1	Board of Supervisors: Officers and Voting .....	1
1.2	Public Information and Inspection of Records .....	4
1.3	Public Meetings, Hearings, and Workshops .....	5
1.4	Board Policy Relating to Use of District Counsel for Legal Services and District Engineer for Engineering Services.....	8
2.0	Rulemaking Proceedings .....	8
3.0	Decisions Determining Substantial Interests .....	12
4.0	Purchasing, Contracts, Construction and Maintenance .....	13
4.1	Purchase of Goods, Supplies, and Materials.....	15
4.2	Contracts for Construction of Authorized Project .....	17
4.3	Contracts for Maintenance Service .....	19
4.4	Purchase of Insurance .....	21
4.5	Procedure for Purchasing Contractual Services.....	22
4.6	Procedure Under Consultant’s Competitive Negotiations Act .....	24
5.0	Bid Protests Under Consultant’s Competitive Negotiations Act.....	27
5.1	Protests With Respect to Contracts Awarded or Bid Documents.....	28
5.2	Bid Protests Relating to Any Other Award.....	30
6.0	Design-Build Contract Competitive Proposal Selection Process .....	31
7.0	District Auditor Selection Procedures .....	33
8.0	Effective Date .....	33

**RULES OF PROCEDURE  
VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**

**1.0 Organization**

- (1) Verona Walk Community Development District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various public improvements, facilities and services within its jurisdiction. The purpose of these rules (individually, each a “**Rule**” and collectively, the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) A Rule of the District shall be effective upon adoption by affirmative vote of the District’s Board of Supervisors (“**Board**”). After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a rule if the District determines that the rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

**Law Implemented:** s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

**1.1 Board of Supervisors: Officers and Voting.**

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board (“**Supervisors**”) must be citizens of the United States of America and residents of the State of Florida. Supervisors elected by resident electors must be citizens of the United States of America, residents of the State of Florida and of the District, registered to vote with the Supervisor of Elections of the county in which the District is located, and qualified. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Supervisor vacates his/her office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term. If three or more

vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Supervisors.

- (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(9), a Board member participating in the Board meeting by teleconference, videoconference or other electronic means shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Supervisor may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
- (a) The Chair must be a member of the Board. If the Chair resigns from that office or ceases to be a member of the Board, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to execute resolutions and contracts on behalf of the Board. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
  - (b) The Vice-Chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chair has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chair. If the Vice-Chair resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair serves at the pleasure of the Board.
  - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties

assigned by the Board from time to time. The District Manager may serve as Secretary.

- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.
  - (e) In the event that both the Chair and Vice-Chair are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
  - (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chair, Vice-Chair, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
- (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the county and the state of Florida. Said schedule shall be posted and/or published to the extent required by Chapter 189, Florida Statutes. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting

conflict of interest” shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.
- (b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall read publicly at the next meeting held subsequent to the filing of the written memorandum.

**Specific Authority:** s.s. 190.001, 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.006, 190.007, 112.3143, Fla. Stat.

## **1.2 Public Information and Inspection of Records.**

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours. Unless otherwise designated by the Board, the official District office shall be the District Manager’s office as identified by the District Manager. If the District Manager’s office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain those documents required by law. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District’s records custodian. Regardless of the form of the request, any Supervisor or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request.

- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.

**Specific Authority:** s.s. 190.011(5), 120.53, Fla.Stat.

**Law Implemented:** s.s. 190.006, 119.07, 120.53, Fla. Stat.

### **1.3 Public Meetings, Hearings, and Workshops.**

- (1) Notice. Pursuant to Section 189.015(1), Florida Statutes, the Board shall file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority. The schedule shall include the date, time, and location of each scheduled meeting. The schedule shall be published quarterly, semiannually, or annually in a newspaper of general paid circulation in the manner required by Section 189.015(1), Florida Statutes. Except in emergencies or as otherwise required by Statute or these Rules, for the purpose of any meeting other than a regular meeting or any recessed and reconvened meeting of the Board, the District shall provide at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
- (a) The date, time and place of the meeting or workshop;
  - (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;
  - (c) The District Office address for the submission of requests for copies of the agenda;
  - (d) The following notice in substantially the following form: “Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.”
  - (e) The following notice in substantially the following form: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the 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 the appeal is to be based.”

- (f) The following notice in substantially the following form: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Agenda. The District Manager, under the guidance of District Counsel and the the Chair (or the Vice Chair if the Chair is unavailable), shall prepare a notice and an agenda of the meeting/hearing/workshop. Except as otherwise provided by Florida law, the agenda and agenda back-up materials shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. For good cause, the agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings. The agenda may be changed before or at the meeting/hearing/workshop by a vote of the Board.
- (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:
- Call to order
  - Roll call
  - Audience Questions and Comments on Agenda Items
  - Review of minutes
  - Specific items of old business
  - Specific items of new business
  - Staff reports
    - (a) District Counsel
    - (b) District Engineer
    - (c) District Manager
  - Supervisor’s requests and comments
  - Audience Questions and Comments
  - Adjournment
- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chair, or Vice Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1) and (2) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24)

hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the “Audience Comment” section of the agenda. Policies governing audience comment may be adopted by the Board in accordance with Florida law.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida Statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (8) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (9) Participation by Teleconference/Videoconference. District staff may participate in Board meetings teleconference, videoconference or other electronic means. Except as otherwise provided in Florida law, Board members may also participate in Board meetings by teleconference, videoconference or other electronic means if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference, videoconference or other electronic means, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (10) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.

- (11) Resident Committee Meetings. The Board may establish resident committees as needed. Such committee meetings shall be noticed to the public at least seven (7) days in advance. Notice shall be posted at the community clubhouse (or such other community location designated by the Board) and the District's website.

**Specific Authority:** s.s. 190.005, 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

#### **1.4 Board Policy Relating to Use of District Counsel for Legal Services and District Engineer for Engineering Services.**

Except as otherwise provided herein, individual Supervisors may not engage or authorize District Counsel or District Engineer to perform services which are chargeable to the District. The Board declares that District Counsel or District Engineer can be engaged or authorized to provide specific services chargeable to the District in one of the following manners:

- (1) when District Counsel or District Engineer is requested or directed to provide services for a specific issue or task by an official action of the Board;
- (2) when District Counsel or District Engineer is requested or directed to provide services by the District Manager for an operational or administrative matter of the District as deemed necessary or advisable by the District Manager; or
- (3) when District Counsel or District Engineer is requested or directed to provide services upon request of any Supervisor in the event of a situation that is deemed, in the reasonable determination of the Supervisor, to be an emergency situation or where the failure of the District to timely or promptly act might jeopardize the legal rights, standing or position of the District.

#### **2.0 Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be

addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.
- (b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.

- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the District Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.
- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
  - (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
  - (d) The published notice.
- (7) Rulemaking Proceedings – No Hearing. When no hearing is requested or required under Florida Statutes and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.
- (8) Rulemaking Proceedings – Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21)

days after the date of publication of the notice of intent to adopt, amend or repeal a rule. When a public hearing is held, the District must ensure that the Board members are available to explain the District's proposal and to respond to questions or comments regarding the rule. If one or more requested public hearings is scheduled, the Board shall conduct at least one of the public hearings itself and may not delegate this responsibility without the consent of those persons requesting the public hearing.

(9) Request for Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21) days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

- (12) Variations and Waivers. Variations and waivers from District rules may be granted pursuant to the provisions and limitations contained in Section 120.542, Florida Statutes.

**Specific Authority:** s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.

**Law Implemented:** s.s. 120.54, 190.035(2), Fla. Stat.

### **3.0 Decisions Determining Substantial Interests.**

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chair shall designate any member of the Board (including the Chair), District Manager, District General Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
  2. Rule upon offers of proof and receive relevant evidence;
  3. Regulate the course of the hearing, including any prehearing matters;
  4. Enter orders;
  5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;
  2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or

3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:
    - (a) Adopt a resolution identifying the property to be taken;
    - (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

**Specific Authority:** s.s. 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** s.s. 190.011(11), Fla. Stat.

#### **4.0 Purchasing, Contracts, Construction and Maintenance.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) Definitions.
  - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
  - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

- (c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.
- (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
- (e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.
- (f) “Lowest Responsible Bid/Proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous Bid/Proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY

FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

- (j) “Purchase” means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.
- (k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.
- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

#### **4.1 Purchase of Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
  - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.
  - (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The

notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

- (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
- (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
- (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

## 4.2 Contracts for Construction of Authorized Project.

- (1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.
  
- (2) Procedure.
  - (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.
  
  - (b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
  
  - (c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:
    1. Hold all required applicable state professional licenses in good standing.
    2. Hold all required applicable federal licenses in good standing, if applicable.
    3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
    4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

- (d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:
  - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
  - 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
  - 3. The willingness of each bidder or proposer to meet time and budget requirements.
  - 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
  - 5. The recent, current, and project workloads of the bidder or proposer.
  - 6. The volume of work previously awarded to each bidder or proposer.
  - 7. Whether the cost components of each bid or proposal are appropriately balanced.
  - 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a

contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.  
**Law Implemented:** s.s. 190.033, 255.0525, Fla. Stat.

#### **4.3 Contracts for Maintenance Service.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure.
  - (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
  - (c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:
    - 1. Hold the required applicable state and professional licenses in good standing.
    - 2. Hold all required applicable federal licenses in good standing, if any.

3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.
- (e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:
  1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
  2. The past performance of each bidder or proposer for the District and in other professional employment settings.
  3. The willingness of each bidder or proposer to meet time and budget requirements.
  4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
  5. The recent, current, and project workloads of the bidder or proposer.
  6. The volume of work previously awarded to each bidder or proposer.
  7. Whether the cost components of each bid or proposal are appropriately balanced.
  8. Whether the bidder or proposer is a certified minority business enterprise.

- (g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
- (h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

#### **4.4 Purchase of Insurance.**

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.

- (e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
- (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
- (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 112.08, Fla. Stat.

#### **4.5 Procedure for Purchasing Contractual Services.**

- (1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.

- (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
  - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
  - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.
  - (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
  - (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.

- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033(3), Fla. Stat.

**4.6 Procedure Under Consultant’s Competitive Negotiations Act.**

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

- (1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:
  - (a) Hold all required applicable state professional licenses in good standing.
  - (b) Hold all required applicable federal licenses in good standing, if any.
  - (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
  - (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.
- (3) Competitive Selection.
- (a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:
1. The ability and adequacy of the professional personnel employed by each firm.
  2. Each firm's past performance for the District in other professional employment settings.
  3. The willingness of each firm to meet time and budget requirements.
  4. The geographic location of each firm's headquarters or office in relation to the project.
  5. The recent, current, and projected workloads of each firm.
  6. The volume of work previously awarded to each firm.
  7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

- (b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (6) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.011(3), 287.055, 190.033, Fla. Stat.

## **5.0 Bid Protests Under Consultants’ Competitive Negotiations Act.**

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Section 5.2 of the Rules of Verona Walk Community Development District shall constitute a waiver of proceedings under those Rules.”
- (2) Filing. Any person who is affected adversely by the District’s decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven

(7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.
- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 120.57(3), 190.011(5) Fla. Stat.

**Law Implemented:** s.s. 120.57(3), 190.033, Fla. Stat.

## **5.1 Protests With Respect To Contracts Awarded Or Bid Documents.**

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.1.

- (1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, or by hand delivery. The notice shall include the following statement: “Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District’s decision to award a contract shall constitute a waiver of any objection to the award of such contract.”
- (2) Filing.
  - (a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District’s decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes

of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. 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 to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- (b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications 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 to or protest with respect to the aforesaid plans, specifications or contract documents.
- (3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.
- (4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 120.57, 190 011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

## 5.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.2.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

## 6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:
  - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.
  - (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance –oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.
  - (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.
  - (d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:
    1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.
    2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act

of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.

3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:
  - (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
  - (d) Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.
- (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.
- (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, 255.20, Fla. Stat.

## **7.0 District Auditor Selection Procedures.**

Prior to selecting an auditor to conduct the annual financial audit as required in Section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under Section 218.391, Florida Statutes.

**Specific Authority:** s. 190.011(5), Fla. Stat.

**Law Implemented:** s. 218.391, Fla. Stat.

## **8.0 Effective Date.**

These Rules shall be effective \_\_\_\_\_, 2017.

**NOTICE OF RULE DEVELOPMENT BY  
VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, Verona Walk Community Development District (“District”) hereby gives notice of its intention to adopt its proposed Rules of Procedure to govern the operations of the District.

The proposed Rules of Procedure address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the proposed Rules of Procedure are to provide for efficient and effective District operations. Specific legal authority for the proposed Rules of Procedure and the adoption of the proposed Rules of Procedure includes, without limitation, Sections 120.53, 120.53(1)(a), 120.54, 120.57, 120.57(3), 190.001, 190.005, 190.011(5), 190.011(15), 190.033 and 190.035, Florida Statutes. The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 120.53, 120.53(1)(a), 120.54, 120.57(3), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(11), 190.033, 190.033(3), 190.035(2), 218.391, 255.0525, 255.20, 286.0105, 286.0114, 287.017, and 287.055, Florida Statutes.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at Special District Services, Inc., The Oaks Center, 2501A Burns Road, Palm Beach Gardens, FL 33410, or by calling (561) 630-4922.

Kathleen Dailey  
District Manager

Run Date: \_\_\_\_\_, 2017

**PUBLISH: [AT LEAST 29 DAYS PRIOR TO ADOPTION DATE; AT LEAST ONE DAY PRIOR TO NOTICE OF RULEMAKING]**

**NOTICE OF RULEMAKING REGARDING THE RULES OF PROCEDURE OF  
VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of VERONA WALK COMMUNITY DEVELOPMENT DISTRICT (the "District") on Thursday, \_\_\_\_\_, 2017 at 10:00a.m. at Town Center at Verona Walk, 8090 Sorrento Lane, Naples, Florida 34114. The hearing will be for the purpose of adopting the proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations. At the conclusion of the hearing, the Board shall, by resolution, adopt the proposed Rules of Procedure as finally approved by the Board of Supervisors. Prior notice of rule development was published in *The Naples Dailey News* on \_\_\_\_\_, 2017.

Specific legal authority for the proposed Rules of Procedure and the adoption of the proposed Rules of Procedure includes Sections 120.53, 120.53(1)(a), 120.54, 120.57, 120.57(3), 190.001, 190.005, 190.011(5), 190.011(15), 190.033 and 190.035, Florida Statutes. The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 120.53, 120.53(1)(a), 120.54, 120.57(3), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(11), 190.033, 190.033(3), 190.035(2), 218.391, 255.0525, 255.20, 286.0105, 286.0114, 287.017, and 287.055, Florida Statutes.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice.

**IF REQUESTED WITHIN TWENTY-ONE (21) DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE TIME, DATE, AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING MAY NOT BE HELD):**

**TIME AND DATE:** 10:00 a.m., \_\_\_\_\_, 2017

**PLACE:** Town Center at Verona Walk  
8090 Sorrento Lane  
Naples, Florida 34114

A request for a public hearing on the District's intent to adopt its proposed Rules of Procedure must be made in writing to the District Manager at Special District Services, Inc., The Oaks Center, 2501A Burns Road, Palm Beach Gardens, FL 33410, and received within twenty-one (21) days after the date of this Notice.

If a public hearing is requested, this public hearing may be continued to a date, time, and place to be specified on the record at the hearing. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing and meeting is advised that person will need a record of the 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.

At the hearing, one or more Supervisors may participate in the public hearing by telephone. At the above location, if a public hearing is requested, there will be present a speaker telephone so that any interested party can physically attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker telephone device.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 630-4922 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 Office.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at Special District Services, Inc., The Oaks Center, 2501A Burns Road, Palm Beach Gardens, FL 33410.

Kathleen Dailey, District Manager

PUBLISH: \_\_\_\_\_, 2017