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**MINUTES OF MEETING**

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

**FOREST BROOKE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Brooke Community Development District was held on **Thursday, November 17, 2016 at 9:04 a.m.** at the office of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607.

Present and constituting a quorum:

Brady Lefere	<b>Board Supervisor, Chairman</b>
Laura Coffey	<b>Board Supervisor, Vice Chairman</b>
Becky Wilson	<b>Board Supervisor, Assistant Secretary</b>
Chris Smith	<b>Board Supervisor, Assistant Secretary</b>

Also present was:

Joseph Roethke	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley &amp; Robin</b>
John Crawford	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Roethke called the meeting to order and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience present/ no comments.

**THIRD ORDER OF BUSINESS**

**Administer Oaths to Newly Elected Supervisors**

Mr. Roethke administered the oath to Mr. Lefere and Mr. Lefere replied in the affirmative. Mr. Roethke informed Mr. Lefere that as a Board Supervisor he is entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800 per year. Mr. Lefere declined compensation.

Mr. Roethke administered the oath to Ms. Coffey and Ms. Coffey replied in the affirmative. Mr. Roethke informed Ms. Coffey that as a Board Supervisor she is entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800 per year. Ms. Coffey declined compensation.

Mr. Roethke administered the oath to Mr. Smith and Mr. Smith replied in the affirmative. Mr. Roethke informed Mr. Smith that as a Board Supervisor he is entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800 per year. Mr. Smith declined compensation.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meetings Held on September 15, 2016**

On a Motion by Mr. Lefere, seconded by Ms. Coffey, with all in favor, the Board approved the Regular Meeting Minutes from the Board of Supervisors' on September 15, 2016 for Forest Brooke Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for August and September 2016**

On a Motion by Mr. Lefere, seconded by Ms. Coffey, with all in favor, the Board ratified the Operation & Maintenance Expenditures for August 2016 totaling (\$6,789.64) and for September 2016 totaling (\$28,891.15) for Forest Brooke Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of Series 2014 Construction Requisitions**

There were none.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01, Canvassing and Certifying Results of Landowner Election Meeting**

Mr. Roethke presented resolution 2017-01 to the Board, which will canvass and certify the results of the landowner election meeting.

On a Motion by Ms. Coffey, seconded by Ms. Wilson, with all in favor, the Board adopted resolution 2017-01 for Forest Brooke Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-02, Re-designating Officers**

Mr. Roethke presented Resolution 2017-02 to the Board, which will re-designate the Officers of the District. The Board appointed the designations as following: Brady Lefere as Chairman and Ben Gainer as Vice Chairman with the remaining Board Members as Assistant Secretaries.

On a Motion by Ms. Coffey, seconded by Mr. Smith, with all in favor, the Board adopted Resolution 2017-02, Re-designating Officers of the District for Forest Brooke Community Development District.

**NINTH ORDER OF BUSINESS**

**Presentation of Landscape Report**

Mr. Roethke presented the Landscape Report and reviewed the details with the Board. Mr. Crawford discussed some landscape issues with the Board, including OTC treatments on the palms and plant replacement.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Enhancement**

Mr. Roethke presented proposals for Landscape Enhancement to the Board. Mr. Lefere will work with Mr. Roethke and Mr. Crawford in order to see if the landscaper will revise any of these proposals.

**ELEVENTH ORDER OF BUSINESS**

**Presentation of Pond Report**

Mr. Roethke presented the Pond Report and reviewed the details with the Board.

**TWELFTH ORDER OF BUSINESS**

**Ratification of District Engineer Work Authorization**

Mr. Roethke presented Work Authorization from District Engineer to the Board and requires Board ratification.

On a Motion by Mr. Lefere, seconded by Ms. Coffey, with all in favor, the Board ratified District Engineer work authorization for master plan maintenance exhibit at a cost of (\$2,500) for Forest Brooke Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Arbitrage Rebate Calculation Services Engagement Letter from LLS Tax Solutions**

Mr. Roethke presented Arbitrage Rebate Calculation Services Engagement Letter from LLS Tax Solutions to the Board and requires Board ratification.

On a Motion by Mr. Lefere, seconded by Ms. Coffey, with all in favor, the Board ratified proposal from LLS Tax Solutions for Arbitrage Rebate Calculation Services at a cost of (\$500) for Forest Brooke Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-03,  
Re-designating Assistant Treasurer of the  
District**

Mr. Roethke presented Resolution 2017-03 to the Board, which will re-designate the Assistant Treasurer of the District to Shawn Wildermuth.

On a Motion by Mr. Lefere, seconded by Ms. Wilson, with all in favor, the Board adopted Resolution 2017-03, Re-designating Assistant Treasurer of the District for Forest Brooke Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-04,  
Re-designating District Records Location**

Mr. Roethke presented Resolution 2017-04 to the Board which will designate Rizzetta's office as the District Records office located at 9428 Camden Field Parkway, Riverview, FL 33578.

On a Motion by Ms. Coffey, seconded by Ms. Wilson, with all in favor, the Board adopted Resolution 2017-04, Re-designating District Records Location for Forest Brooke Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Ratification of Proposal for Gator Signage**

Mr. Roethke presented a proposal for gator signage to the Board which has already been approved and requires Board ratification.

On a Motion by Mr. Lefere, seconded by Mr. Smith, with all in favor, the Board ratified proposal from Sign-A-Rama for installation of gator signage at cost of (\$332) for Forest Brooke Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**  
No report.

**B. District Engineer**  
Not present.

**C. District Manager**  
The next Regular Meeting is on **Thursday, December 15, 2016 at 9:00 a.m.** at the offices of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, FL 33607

On a Motion by Ms. Wilson, seconded by Ms. Coffey, with all in favor, the Board canceled December 15, 2016 meeting and changed meeting location starting in January 2017 to on-site clubhouse at 5019 Gristmill Court, Wimauma, FL 33598 for Forest Brooke Community Development District.

**EIGHTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

No requests.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Coffey, seconded by Mr. Smith, with all in favor, the Board adjourned the meeting at 9:30 a.m. for Forest Brooke Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman