

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

**FOREST BROOKE
COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS' MEETING
JULY 17, 2014**

**FOREST BROOKE
COMMUNITY DEVELOPMENT DISTRICT
AGENDA
JULY 17, 2014 at 9:00 a.m.**

Lennar Homes
4600 West Cypress Street, Suite 200,
Tampa, FL 33607

District Board of Supervisors	Joe Fulghum Craig Hotop Laura Coffey Ben Gainer	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Joseph Roethke	Rizzetta & Company, Inc.
District Counsel District Engineer	Mark Straley Toxey Hall	Straley & Robin Clearview Land Design

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614

July 9, 2014

Board of Supervisors
Forest Brooke Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Forest Brooke Community Development District will be held on **Thursday, July 17, 2014 at 9:00 a.m.** at the offices of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, FL 33607. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on May 22, 2014Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for May and June 2014Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resignation of Joe Fulghum.....Tab 3
 - B. Consideration of Resolution 2014-18, Designating the Officers of the DistrictTab 4
 - C. Ratification of Proposal from Clearview Land Design.....Tab 5
 - D. Presentation of Resolution 2014-19, Designating a Date, Time and Location for a Landowner's Meeting; Providing for Publication; Providing for an Effective DateTab 6
 - E. Consideration of Straley & Robin Engagement LetterTab 7
 - F. Consideration of Financial Report for Fiscal Year 2012/2013 (under separate cover)
- 5. STAFF REPORTS**
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Joseph Roethke

Joseph Roethke
District Manager

Tab 1

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, May 22, 2014 at 9:03 a.m.** at the office of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607.

Present and constituting a quorum:

Joe Fulghum	Board Supervisor, Chairman
Craig Hotop	Board Supervisor, Vice Chairman
Laura Coffey	Board Supervisor, Assistant Secretary
Ben Gainer	Board Supervisor, Assistant Secretary

Also present was:

Joseph Roethke	District Manager, Rizzetta & Company, Inc.
Eric Dailey	District Manager, Rizzetta & Company, Inc.
Robbie Cox	Director of Financial Consulting & Compliance, Rizzetta & Company, Inc.
Mark Straley	District Counsel, Straley & Robin
Toxey Hall	District Engineer, Clearview Land Design <i>(via phone)</i>

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 members present.

(Mr. Gainer arrived at 9:04 a.m. while meeting was in progress)

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Meeting held on March 27,
2014**

On a Motion by Mr. Fulghum, seconded by Mr. Gainer, with all in favor, the Board approved the Minutes from the Board of Supervisors' Meeting held on March 27, 2014 as amended for Forest Brooke Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operations and
Maintenance Expenditures for April 2014**

On a Motion by Ms. Coffey, seconded by Mr. Fulghum, with all in favor, the Board ratified the Operation & Maintenance expenditures for April 2014 totaling \$111.86 for Forest Brooke Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Amended Fee Schedule
for Clearview Land Design**

Mr. Roethke presented an amended fee schedule for Clearview Land Design to the Board. Mr. Hall added some comments regarding this updated fee schedule, which has been amended to reflect current rates for their services. Mr. Straley will draft a new District Engineer agreement with this new fee schedule as an exhibit.

On a Motion by Ms. Coffey, seconded by Mr. Gainer, with all in favor, the Board adopted the amended fee schedule as part of the District Engineer agreement for Forest Brooke Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of bond Counsel
Resignation Letter**

Mr. Roethke presented a resignation letter from Nabors, Giblin & Nickerson. Mr. Dailey added that this is a housekeeping item to clean out any old agreements with the District.

On a Motion by Mr. Fulghum, seconded by Ms. Coffey, with all in favor, the Board accepted the resignation letter from Nabors, Giblin & Nickerson for Forest Brooke Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2014-14,
Appointing Bond Counsel**

Mr. Roethke presented Resolution 2014-14, which will appoint a new bond counsel, Greenberg Traurig.

On a Motion by Ms. Coffey, seconded by Mr. Gainer, with all in favor, the Board adopted Resolution 2014-14, appointing Greenberg Traurig as new bond counsel for Forest Brooke Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Investment Banker
Resignation Letter**

Mr. Roethke presented a resignation letter from Prager & Company.

On a Motion by Ms. Coffey, seconded by Mr. Fulghum, with all in favor, the Board accepted the resignation from Prager & Company for Forest Brooke Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2014-15,
Appointing Investment Banker**

Mr. Roethke presented Resolution 2014-15 to the Board, which will appoint a new investment banker, FMS Bonds.

On a Motion by Ms. Coffey, seconded by Mr. Fulghum, with all in favor, the Board adopted Resolution 2014-15, appointing FMS Bonds as the Investment Banker for Forest Brooke Community Development District.

TENTH ORDER OF BUSINESS

**Public Hearing to Impose Special
Assessments 1. Presentation of District
Engineer's Report**

On a Motion by Ms. Coffey, seconded by Mr. Fulghum, with all in favor, the Board opened the public hearing for Forest Brooke Community Development District.

Mr. Hall reviewed the Engineer's Report with the Board. The information in the report has been verified and has not changed since it was reviewed at the previous board meeting. There were no questions from the Board.

(Mr. Hall left at 9:11 a.m. while the meeting was in progress)

ELEVENTH ORDER OF BUSINESS

Presentation of Final Master Special Assessment Allocation Report (*under separate cover*)

Mr. Cox reviewed the Final Master Special Assessment Allocation Report with the Board. The information in this report has not changed substantially since it was reviewed at a previous meeting. Mr. Cox entertained several questions from the Board regarding actual assessment levels.

On a Motion by Ms. Coffey, seconded by Mr. Fulghum, with all in favor, the Board closed the public hearing for Forest Brooke Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2014-16, Final Assessments

Mr. Roethke presented Resolution 2014-16 with the Board, which will effectively adopt the Engineer's Report and Final Master Special Assessment Allocation Report and levy the special assessments for the District.

On a Motion by Ms. Coffey, seconded by Mr. Gainer, with all in favor, the Board adopted Resolution 2014-16, which adopts the Engineer's Report and Final Master Special Assessment Allocation Report and levy the special assessments for the District for Forest Brooke Community Development District.

THIRTEENTH ORDER OF BUSINESS

Presentation of Proposed Budget for Fiscal Year 2014/2015 1. Consideration of Resolution 2014-17, Approving Proposed Budget and Setting the Public Hearing

Mr. Dailey presented the proposed budget to the Board for FY 2014/2015. A discussion ensued regarding setting a build-out budget for the future. The Board did not change any line items on the current proposed budget.

On a Motion by Ms. Coffey, seconded by Mr. Gainer, with all in favor, the Board adopted Resolution 2014-17, approving the proposed budget and setting the date, time and location of the public hearing for the final budget as August 21, 2014 at 9:00 am at the offices of Lennar Homes located at 4600 Cypress Street, Suite 200, Tampa, Florida 33607 for Forest Brooke Community Development District.

FOURTEENTH ORDER OF BUSINESS

Presentation of Registered Voter Count

Mr. Roethke presented the registered voter count of the District, which was zero as of April 15, 2014. This District has not met the necessary requirements to hold a general election this year.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
No report.
- C. District Manager
Mr. Roethke noted that the next regularly scheduled meeting will be held on June 19, 2014 at 9:00 a.m. at the offices of Lennar Homes located at 4600 Cypress Street, Suite 200, Tampa, Florida 33607.

Mr. Roethke distributed a flyer for a free Pond Workshop that Rizzetta and Company will be sponsoring with SWFWMD. The Workshop will be on June 25th from 1:00pm to 4:00pm at Rizzetta's Ashlyn Park Training Center. To RSVP, please contact Shannon Shelton at 813-933-5571 or email her at sshelton@rizzetta.com.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

<p>On a Motion by Mr. Fulghum, seconded by Mr. Gainer with all in favor, the Board adjourned the meeting at 9:25 a.m. for Forest Brooke Community Development District.</p>

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures May 2014 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2014 through May 31, 2014. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,930.64**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Forest Brooke Community Development District
Paid Operation & Maintenance Expenses
 May 1, 2014 Through May 31, 2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clearview Land Design, P.L.	1401	3358	Engineering Services 01/14	\$ 380.00
Rizzetta & Company, Inc.	1402	16577	District Management Fees 04/14	\$ 1,100.00
Straley & Robin, Attorneys at Law	1403	10470	General Monthly Legal Services 12/13	\$ 198.00
Straley & Robin, Attorneys at Law	1403	10560	General Monthly Legal Services 01/14	\$ 344.00
Straley & Robin, Attorneys at Law	1403	10673	General Monthly Legal Services 02/14	\$ 418.00
Straley & Robin, Attorneys at Law	1403	10739	General Monthly Legal Services 03/14	\$ 660.00
Times Publishing Company	1404	I1004143092-0420	Legal Advertising 04/14	\$ 1,830.64
Report Total				<u>\$ 4,930.64</u>



Clearview Land Design, P.L.
 1213 E. 6th Avenue
 Tampa, FL 33605

RECEIVED

Date Rec'd Rizzetta & Co., Inc. APR 04 2014

D/M approval cus Date 4/9/14

Date entered APR 07 2014

Fund 001 GIS 3000C3103

Check # _____

Invoice

Date	Invoice #
1/24/2014	3358

Phone (813) 223-3919
 Fax (813) 223-3975

Bill To _____

Forest Brooke CDD
 Rizzetta & Company
 3434 Colwell Avenue, Suit e200
 Tampa, FL 33614

Project Number		P.O. No.	Terms			Project Description			
CDD-FB-001			Due on receipt			Forest Brooke			
Item	Description	Est Amt	Prior Amt	Prior %	Hrs/Percent	Rate	Curr %	Amount	Total %
09- Prin...	Forest Brooke CDD Principal				2	190.00		380.00	

Total	\$380.00
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Please direct all inquiries to the contact person on the invoice.

Payments/Credits	\$0.00
Balance Due	\$380.00

RIZZETTA & COMPANY, INC.
 5020 W Linebaugh Avenue
 Suite 200
 Tampa, FL 33624

DATE	INVOICE NO.
4/3/2014	16577

BILL TO
FOREST BROOKE CDD 3434 Colwell Ave. Suite 200 Tampa, FL 33614

TERMS	PROJECT
Due Upon Rec't	141 - CDD

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DM	PROFESSIONAL FEES: District Management Services Services for the period April 1, 2014 through April 30, 2014 RECEIVED Date Rec'd Rizzetta & Co., Inc. APR 04 2014 D/M approval <u> CW </u> Date <u>4/9/14</u> Date entered - APR 07 2014 Fund <u>001 GL51302003101</u> Check # _____		1,100.00	1,100.00

Total	\$1,100.00
--------------	-------------------

RECEIVED

Date Rec'd Rizzetta & Co., Inc. APR 07 2014

D/M approval cy Date 4/9/14

Date entered APR 07 2014

Fund 001 GL 5/400 OC 3107

Check # 5043

STRALEY & ROBIN

Attorneys At Law

1510 W. Cleveland Street

Tampa, Florida 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Forest Brooke CDD
c/o DPFPG
1060 MAITLAND CENTER COMMONS BLVD
SUITE 340
MAITLAND, FL 32751

December 23, 2013
Client: 001317
Matter: 000001
Invoice #: 10470

Page: 1

RE: General

For Professional Services Rendered Through December 15, 2013

SERVICES

Date	Person	Description of Services	Hours	
11/19/2013	MKS	TELEPHONE CONFERENCE WITH DPFPG; TELEPHONE CONFERENCE WITH J. LAWHON.	0.3	
11/26/2013	MKS	CORRESPONDENCE FROM B. ST. DENIS, DISTRICT MANAGER; TELEPHONE CONFERENCE WITH B. ST. DENIS RE MEETING SCHEDULE.	0.3	
Total Professional Services			0.6	\$198.00

PERSON RECAP

Person	Hours	Amount
MKS Mark K. Straley	0.6	\$198.00

December 23, 2013
Client: 001317
Matter: 000001
Invoice #: 10470

Page: 2

Total Services	\$198.00	
Total Disbursements	\$0.00	
Total Current Charges		\$198.00
PAY THIS AMOUNT		\$198.00

Please Include Invoice Number on all Correspondence

RECEIVED

Date Rec'd Rizzetta & Co., Inc. APR 07 2014

STRALEY & ROBIN

D/M approval ay Date 4/9/14

Attorneys At Law

Date entered APR 07 2014

1510 W. Cleveland Street

Tampa, Florida 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Fund 001 GL51400003107

Federal Tax Id. - 20-1778458

Check # _____

Forest Brooke CDD
c/o DPFPG
1060 MAITLAND CENTER COMMONS BLVD
SUITE 340
MAITLAND, FL 32751

January 22, 2014
Client: 001317
Matter: 000001
Invoice #: 10560

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2014

SERVICES

Date	Person	Description of Services	Hours	
12/18/2013	MKS	PREPARATION FOR AND ATTENDANCE AT CDD BOARD OF SUPERVISORS MEETING.	0.8	
01/08/2014	MKS	CORRESPONDENCE TO L. COFFEY.	0.2	
01/08/2014	LH	REVIEW EMAIL FROM L. COFFEY RE ORDINANCE; EMAIL TO L. COFFEY TRANSMITTING COPY OF ORDINANCE ESTABLISHING THE DISTRICT.	0.1	
Total Professional Services			1.1	\$344.00

PERSON RECAP

Person	Hours	Amount
MKS Mark K. Straley	1.0	\$330.00
LH Lynn Hoodless	0.1	\$14.00

January 22, 2014
Client: 001317
Matter: 000001
Invoice #: 10560

Page: 2

Total Services	\$344.00	
Total Disbursements	\$0.00	
Total Current Charges		\$344.00
PAY THIS AMOUNT		\$344.00

Please Include Invoice Number on all Correspondence

APR 07 2014

STRALEY & ROBIN

Attorneys At Law
1510 W. Cleveland Street
Tampa, Florida 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval EV Date 4/9/14
Date entered APR 07 2014
Fund 001GL514000C 3107
Check # _____

Forest Brooke CDD
c/o DPFG
1060 MAITLAND CENTER COMMONS BLVD
SUITE 340
MAITLAND, FL 32751

February 27, 2014
Client: 001317
Matter: 000001
Invoice #: 10673

Page: 1

RE: General

For Professional Services Rendered Through February 15, 2014

SERVICES

Date	Person	Description of Services	Hours	
02/05/2014	JMV	REVIEW EMAIL RE: PUBLIC RECORDS REQUEST.	0.2	
02/06/2014	MKS	CORRESPONDENCE FROM P. WILLIAMS OF RIZZETTA.	0.3	
02/11/2014	MKS	CORRESPONDENCE WITH J. FULGHUM RE TERMINATION OF DPFG MANAGEMENT CONTRACT.	0.5	
02/13/2014	MKS	CORRESPONDENCE RE TERMINATION OF DPFG AND HIRING RIZZETTA TO MANAGE CDD.	0.3	
Total Professional Services			1.3	\$418.00

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	0.2	\$55.00
MKS Mark K. Straley	1.1	\$363.00

February 27, 2014
Client: 001317
Matter: 000001
Invoice #: 10673

Page: 2

Total Services	\$418.00	
Total Disbursements	\$0.00	
Total Current Charges		\$418.00
PAY THIS AMOUNT		\$418.00

Please Include Invoice Number on all Correspondence

STRALEY & ROBIN

Attorneys At Law

1510 W. Cleveland Street

Tampa, Florida 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Forest Brooke CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

March 25, 2014

Client: 001317

Matter: 000001

Invoice #: 10739

Page: 1

RE: General

For Professional Services Rendered Through March 15, 2014

SERVICES

Date	Person	Description of Services	Hours	
02/26/2014	MKS	CORRESPONDENCE FROM J. KESSLER.	0.2	
02/28/2014	MKS	TELEPHONE CONFERENCE WITH J. FULGHUM; CORRESPONDENCE WITH J. FULGHUM; OFFICE CONFERENCE WITH L. HOODLESS; CORRESPONDENCE WITH E. DAILEY OF RIZZETTA.	0.4	
03/05/2014	JMV	REVIEW DRAFT RIZZETTA AGREEMENT; DRAFT EMAIL TO E. DAILEY.	0.3	
03/06/2014	JMV	REVIEW EMAIL FROM E. DAILEY.	0.1	
03/11/2014	JMV	REVIEW EMAILS RE: CDD MEETING.	0.2	
03/11/2014	MKS	CORRESPONDENCE WITH L. COFFEY OF LENNAR.	0.2	
03/13/2014	MKS	TELEPHONE CONFERENCE WITH WORKING GROUP.	0.7	
Total Professional Services			2.1	\$660.00

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.6	\$165.00
MKS	Mark K. Straley	1.5	\$495.00

March 25, 2014

Client: 001317

Matter: 000001

Invoice #: 10739

Page: 2

Total Services	\$660.00	
Total Disbursements	\$0.00	
Total Current Charges		\$660.00
PAY THIS AMOUNT		\$660.00

Please Include Invoice Number on all Correspondence

RECEIVED
APR 07 2014

Date Rec'd Hizzetta & Co., Inc. _____

D/M approval aw Date 4/14/14

Date entered APR 10 2014

Fund 001 G51402 003107

Check # _____



tampabay.com

P.O. Box 175

St. Petersburg, FL 33731-0175
Toll Free Phone (877) 321-7355

AD SALES HOURS

M-TH 7:30-6:30

FRI 7:30-5:30

CUSTOMER SERVICE HOURS

M-F 8:00-5:00

NON-CONTRACT INVOICE

Advertising Run Dates	Advertiser / Client Name
4/20/2014-4/27/2014	Forest Brooke Cdd
Billing Date	Customer Account
04/28/2014	1000435767
Total Amount Due	Invoice Number
1,830.64	I1004143092-0420

16

PAYMENT DUE UPON RECEIPT

Start	Stop	Invoice Number	Class	Description	P.O.	Inserts	Size	Amount
4/20	4/27	I1004143092-0420		LEG101- 2147452687 2014-12 Tampa Tampa CIs Internet MaterialItem		2	21.5000	1,826.64
								4.00

RECEIVED

Date Rec'd Rizzetta & Co., Inc. APR 10 2014

D/M approval aw Date 5/7/14

Date entered MAY 05 2014

Fund 001 G. 15501.00

Check # _____



tampabay.com

P.O. Box 175

St. Petersburg, FL 33731-0175
Toll Free Phone: (877) 321-7355

NON-CONTRACT INVOICE

Advertising Run Dates	Advertiser / Client Name	
4/20/2014-4/27/2014	Forest Brooke Cdd	
Billing Date	Sales Rep Name or Number	Customer Account
04/28/2014	Bob	1000435767
Total Amount Due	Customer Type	Invoice Number
1,830.64	Non-Contract	I1004143092-0420

Thank you for your business.

DO NOT SEND CASH BY MAIL
PLEASE MAKE CHECK PAYABLE TO:
TIMES PUBLISHING COMPANY

PLEASE SEE REVERSE SIDE OF FORM
FOR CREDIT CARD INFORMATION

Amount Due: 1,830.64

Forest Brooke Cdd
C/O Rizzetta & Company
3434 Colwell Avenue
Suite 200
Tampa FL 33614

00I100414309201420001830646

BLANK

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures June 2014 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2014 through June 30, 2014. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,307.05**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Forest Brooke Community Development District
Paid Operation & Maintenance Expenses
June 1, 2014 Through June 30, 2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clearview Land Design, P.L.	1405	3524	Engineering Services 02/14	\$ 3,750.00
Clearview Land Design, P.L.	1405	3665	Engineering Services 03/14	\$ 3,750.00
Rizzetta & Company, Inc.	1406	16621	District Management Fees 05/14	\$ 1,100.00
Straley & Robin, Attorneys at Law	1407	10845	General Monthly Legal Services 04/14	\$ 1,225.05
Straley & Robin, Attorneys at Law	1408	10905	General Monthly Legal Services 05/14	\$ 482.00
Report Total				<u>\$ 10,307.05</u>



Clearview Land Design, P.L.
 1213 E. 6th Avenue
 Tampa, FL 33605

RECEIVED

Invoice

Date Rec'd Rizzetta & Co., Inc. APR 04 2014

D/M approval cuo Date 4/9/14

Date entered APR 07 2014

Date	Invoice #
2/24/2014	3524

Phone (813) 223-3919
 Fax (813) 223-3975

Bill To _____

Fund 001 GL5/3000C3103

Check # _____

Forest Brooke CDD
 Rizzetta & Company
 3434 Colwell Avenue, Suit e200
 Tampa, FL 33614

Project Number		P.O. No.		Terms		Project Description			
CDD-FB-002				Due on receipt		Sunshine Village			
Item	Description	Est Amt	Prior Amt	Prior %	Hrs/Percent	Rate	Curr %	Amount	Total %
Engineer...	SUNSHINE VILLAGE PREP CDD ENG REPORT - LUMP SUM \$7,500.00	7,500.00			0.5	7500.00	50.00%	3,750.00	50.00%

		Total	\$3,750.00
		Payments/Credits	\$0.00
Please reference invoice number on check when paying invoice.		Balance Due	\$3,750.00

RECEIVED

APR 04 2014



Clearview Land Design, P.L. Date Rec'd Hizzetta & Co., Inc.
1213 E. 6th Avenue
Tampa, FL 33605

D/M approval AD Date 4/9/14
Date entered APR 07 2014
Fund 001 GL5 13000C 3103

Invoice

Date	Invoice #
3/26/2014	3665

Phone (813) 223-3919
Fax (813) 223-3975

Bill To Check #

Forest Brooke CDD
Rizetta & Company
3434 Colwell Avenue, Suit e200
Tampa, FL 33614

Project Number		P.O. No.		Terms		Project Description			
CDD-FB-002				Due on receipt		Sunshine Village			
Item	Description	Est Amt	Prior Amt	Prior %	Hrs/Percent	Rate	Curr %	Amount	Total %
Engineer...	SUNSHINE VILLAGE PREP CDD ENG REPORT - LUMP SUM \$7,500.00	7,500.00	3,750.00	50.00%	0.5	7500.00	50.00%	3,750.00	100.00%

		Total	\$3,750.00
		Payments/Credits	\$0.00
Please reference invoice number on check when paying invoice.		Balance Due	\$3,750.00

RIZZETTA & COMPANY, INC.

5020 W Linebaugh Avenue

Suite 200

Tampa, FL 33624

DATE	INVOICE NO.
5/1/2014	16621

BILL TO
FOREST BROOKE CDD 3434 Colwell Ave. Suite 200 Tampa, FL 33614

TERMS	PROJECT
Due Upon Rec't	141 - CDD

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DM	<p>PROFESSIONAL FEES:</p> <p>District Management Services</p> <p>Services for the period May 1, 2014 through May 31, 2014</p> <p style="text-align: right;">RECEIVED</p> <p>Date REC'D Rizzetta & Co., Inc. <u>MAY - 5 2014</u></p> <p>D/M approval <u>CWD</u> Date <u>5/7/14</u></p> <p>Date entered <u>MAY 05 2014</u></p> <p>Fund <u>061 GL 5130000C 3101</u></p> <p>Check # _____</p>		1,100.00	1,100.00

Total	\$1,100.00
--------------	-------------------

STRALEY & ROBIN

Attorneys At Law
1510 W. Cleveland Street
Tampa, Florida 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

Forest Brooke CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

April 30, 2014

Client: 001317

Matter: 000001

Invoice #: 10845

Page: 1

RE: General

For Professional Services Rendered Through April 15, 2014

SERVICES

Date	Person	Description of Services	Hours
03/19/2014	MKS	CORRESPONDENCE WITH DISTRICT MANAGER RE BOARD MEETING.	0.3
03/20/2014	JMV	REVIEW EMAILS RE: SALES TAX EXEMPTION CERTIFICATE.	0.2
03/21/2014	JMV	REVIEW EMAIL FROM E. DAILEY.	0.1
03/26/2014	MKS	REVIEW AGENDA PACKAGE; OFFICE CONFERENCE WITH T. ROBIN.	0.3
03/27/2014	TJR	PREPARE FOR AND ATTEND BOS MEETING; CONFERENCE WITH E. DAILY AND J. FULGHUM; LOCATE AND REVIEW 2012 AUDIT; CONTACT E. DAILY, S. SANFORD, AND B. FENDER RE AUDIT.	1.7
03/27/2014	JMV	REVIEW EMAILS FROM E. DAILEY AND B. ST. DENIS RE: CDD INSURANCE POLICY.	0.2
03/27/2014	MKS	CORRESPONDENCE FROM E. DAILEY OF RIZZETTA.	0.3
04/02/2014	JMV	REVIEW EMAILS FROM E. DAILEY RE: CDD BOARD MEETING AND CDD AGREEMENTS; REVIEW CDD AGREEMENTS; DRAFT EMAILS TO E. DAILEY RE: CDD AGREEMENTS.	0.4
04/03/2014	JMV	REVIEW EMAIL FROM E. DAILEY.	0.1
04/04/2014	JMV	REVIEW EMAILS FROM E. DAILEY.	0.2
04/07/2014	JMV	REVIEW EMAILS FROM E. DAILEY RE: CDD BOARD MEETING.	0.1

SERVICES

Date	Person	Description of Services	Hours	
04/11/2014	JMV	REVIEW EMAIL FROM E. DAILEY; REVIEW EMAIL FROM A. LANGAN.	0.2	
Total Professional Services			4.1	\$1,219.50

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	1.5	\$412.50
MKS	Mark K. Straley	0.9	\$297.00
TJR	Tracy J. Robin	1.7	\$510.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
04/15/2014	Photocopies (37 @ \$0.15)	\$5.55
Total Disbursements		\$5.55

Total Services \$1,219.50
 Total Disbursements \$5.55
 Total Current Charges \$1,225.05

PAY THIS AMOUNT

\$1,225.05

RECEIVED

MAY 06 2014

Date Rec'd Hizzetta & Co., III.

DM approval aw Date 5/14/14

Date entered MAY 13 2014

Fund 001 G51400003107

Check # _____

Please Include Invoice Number on all Correspondence

STRALEY & ROBIN

Attorneys At Law
1510 W. Cleveland Street
Tampa, Florida 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

Forest Brooke CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

May 28, 2014

Client: 001317

Matter: 000001

Invoice #: 10905

Page: 1

RE: General

For Professional Services Rendered Through May 15, 2014

SERVICES

Date	Person	Description of Services	Hours	
04/21/2014	JMV	REVIEW EMAIL FROM E. DAILEY RE: LEGAL NOTICE.	0.2	
04/23/2014	JMV	REVIEW EMAIL FROM E. DAILEY RE: NOTICE FROM PRAGER AND COMPANY.	0.1	
04/29/2014	JMV	REVIEW EMAIL FROM E. DAILEY.	0.1	
04/29/2014	LH	PREPARE EMAIL TO E. DAILEY TRANSMITTING COPY OF 2014 SUPERVISOR OF ELECTIONS INFORMATION RE REGISTERED VOTERS.	0.1	
05/01/2014	JMV	REVIEW EMAILS FROM E. DAILEY RE: CDD BOARD MEETING; DRAFT EMAIL TO E. DAILEY.	0.2	
05/02/2014	JMV	REVIEW EMAILS FROM E. DAILEY AND R. COX; DRAFT EMAIL TO E. DAILEY.	0.2	
05/05/2014	JMV	REVIEW EMAIL FROM J. KENNEDY; REVIEW CDD FINANCIAL STATEMENTS.	0.2	
05/06/2014	JMV	REVIEW EMAILS RE: CDD BUDGET.	0.2	
05/08/2014	JMV	REVIEW EMAILS FROM E. DAILEY; REVIEW EMAIL FROM A. LANGAN.	0.2	
05/14/2014	LH	PREPARE EMAIL TO DISTRICT MANAGER TRANSMITTING 2014 LEGISLATIVE UPDATE FOR DISTRIBUTION TO BOARD OF SUPERVISORS.	0.2	
05/15/2014	JMV	REVIEW EMAIL FROM A. LANGAN RE: CDD RESOLUTION; REVIEW CDD RESOLUTION.	0.2	
Total Professional Services			1.9	\$482.00

May 28, 2014
Client: 001317
Matter: 000001
Invoice #: 10905

Page: 2

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	1.6	\$440.00
LH	Lynn Hoodless	0.3	\$42.00

Total Services \$482.00
Total Disbursements \$0.00
Total Current Charges \$482.00
PAY THIS AMOUNT **\$482.00**

RECEIVED
Date Hec & Hizzetta & Co., Inc. MAY 30 2014
J/M approval gr Date 6/12
Date entered JUN 09 2014
Fund 001 GL 51400 OC 3107
Check # _____

Please Include Invoice Number on all Correspondence

Tab 3

Forest Brooke
Community Development District
Board of Supervisors

To Whom It Concerns:

I, JOE FULGHUM, do hereby resign from the Board of Supervisors of the Forest Brooke Community Development District effective as of _____, 2014.

Signature

Printed Name

Date

Tab 4

RESOLUTION 2014-18

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Forest Brooke Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall not supersede any appointments made by the Board other than those specified in Sections 1, 2 and 3.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17th DAY OF JULY, 2014.

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST SECRETARY

Tab 5

CLEARVIEW LAND DESIGN, P.L.
FEE SCHEDULE FOR FOREST BROOKE
(Effective April 1, 2014)

CODE	DESCRIPTION	HOURLY RATE
01	Administrative Assistant	\$80.00
10	CAD Technician	\$105.00
12	Graphic Technician	\$105.00
02	Permit Liaison	\$110.00
03	Designer/Sr. CADD Technician	\$115.00
04	Field Engineer	\$115.00
05	Design Engineer	\$125.00
06	Professional Engineer	\$135.00
07	Ecologist	\$110.00
08	Landscape Architect, SR	\$165.00
11	Design Principal	\$170.00
09	Principal	\$190.00
13	Land Planner	\$145.00
14	Landscape Architect	\$145.00

#16

CLEARVIEW LAND DESIGN, P.L.

1213 E. 6TH avenue
Tampa, FL 33605

October 9, 2009

Mr. John Daugirda
DPFG
Development Planning & Financing Group, Inc.
15310 Amberly Drive, Suite 175
Tampa, Florida 33647

RE: Forest Brooke CDD Contract Assignment

Dear Mr. Daugirda:

As you are aware, I have been the CDD Engineer for the Forest Brooke CDD during my employment at Heidt & Associates. Unfortunately, Heidt & Associates has ceased engineering operations. Most CDDs are transferring the previous Heidt & Associates contracts to the new company of the previous CDD Engineer (individual) that was associated with the project.

To acknowledge the assignment of the attached contract to Clearview Land Design, P.L., you can execute this letter where indicated below. If an updated Master Services Agreement or other contract documentation is necessary, please let me know.

Thanks you for your assistance. If you have any questions, please do not hesitate to contact me.

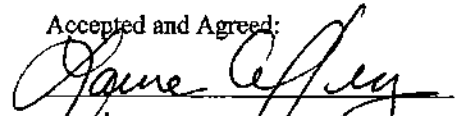
Sincerely,

CLEARVIEW LAND DESIGN, P.L.



Toxey A. Hall, P.E.
President

Accepted and Agreed:



By: Laura Coffey

Title: Chairperson

Date: 10/21/09

TAH/mrt

c.c. Mark Straley w/attachments
Laura Coffey w/attachments

Forest Brooke CDD

AGREEMENT FOR SERVICES

This agreement ("Agreement") is entered into this 20th day of March, 2007 between the Forest Brooke Community Development District ("District"), by and through its Board of Supervisors and Heidt & Associates Inc., a Florida corporation ("Engineers"), in accordance with the scope of services and for the fees set forth below.

SCOPE OF SERVICES

The Engineer shall be the District's engineer, and in that capacity, shall perform the following:

1. General Consultation, Meetings and District Representation:
 - a) Consult with the District Board of Supervisors ("Board") and its designated representative and participate in such meetings, discussions, project site visits, workshops and hearings as may be necessary for the administration, accomplishment and fulfillment of the professional services set forth herein with regard to those projects authorized by the Board.
 - b) Consultation and representation before the South Florida Water Management District and such other public agencies and private individuals as may be necessary in connection with the interests of the District and when so directed to do so by the Board or its designated representative;
 - c) Engineers' contract administration services, including: establishing and maintaining project records, files and permitting documents; planning, scheduling, production and quality control; coordinating and invoicing management; coordinating and administrating of various professional service elements; and
 - d) Such other professional and technical services as may be requested by the Board, in accordance with generally accepted engineering practices and procedures.
2. Meetings of the Board. The Engineer shall attend regular and special meetings of the Board of Supervisors.
3. Operating and Maintenance of District Works and Facilities. The Engineer shall consult with and advise the Board, or its designated representative, on the operation and maintenance of all District Works and Facilities.
4. Landowners' Meeting: The Engineer shall attend the Landowners' Meeting and shall prepare the annual report of the District Engineer for said meeting
5. Inspection of District Works and Facilities. The Engineer shall make periodic inspections of the District's Works and Facilities, at the direction of the Board, and shall provide reports to the Board of these observations.

6. Maintenance Work. The Engineer shall recommend to the Board, such maintenance as is necessary for District Works and Facilities.
7. Annual Maintenance Budget. The Engineer shall assist in the preparation of the District's Annual Maintenance Budget.
8. Permitting. The Engineer shall prepare and submit to the appropriate regulatory agency those permit application materials needed for environmental, design and construction elements of District Works and Facilities and shall assist the District with the processing of such applications.
9. Construction Project Plans and Specifications. The Engineer shall prepare plans and specifications, contract documents, cost estimates, bid evaluations and other allied engineering work for these construction projects undertaken by the District.
10. Surveying Services. The Engineer shall provide boundary, land, topographic construction master control, construction staking and excavation quantity surveys in support of the projects and services described herein, as requested by the Board.
11. Construction Project Oversight. The Engineer shall provide project oversight services for the District on all District construction projects for which the Engineer prepared or assisted in the preparation of construction drawings and specifications, District construction projects for which a work certification or permit is required by a regulatory agency, and all other construction projects for which the Board has requested the Engineer to provide oversight services in the interest of the District ("Construction Projects"). Project oversight services shall be performed by the Engineer or by persons in the employ of and working under the direction and control of the Engineer. The performance of project oversight services may require one or more full or part-time project representative, depending upon the requirements of the Construction Project. The Engineer, or its representative, shall endeavor to protect the District against all defects and deficiencies in all Construction Projects. However the Engineer's furnishing of project oversight services does not guarantee the work of any contractor, nor represent the assumption by the Engineer of any obligation for job safety. The Engineer shall not be responsible for the enforcement of safety regulations involving any contract to the District. The Engineer shall file oversight reports with the District, as necessary, based on the length and complexity of the Construction Project, except that the Engineer shall file oversight reports at least monthly.
12. Litigation and Legal Proceedings. The Engineer shall assist the District in all litigation or legal action, or shall act as an expert witness on behalf of the District, as needed.
13. Engineering Records. The Engineer shall maintain copies of all such designs, plans, specifications, construction documents, reports, permits, correspondence, records and other data produced by the Engineer in the performance of services under this agreement. Upon the request of the District, the Engineer shall transfer duplicates of appropriate engineering records to the District's office, and the Engineer shall be reimbursed for the cost of reproduction.

14. Additional Service. The Engineer shall provide such other additional services as may be required by the District and mutually agreed to.

INSURANCE

The Engineer shall provide the District with evidence of insurance with limits of liability not less than the following:

Workmen's Compensation	Statutory
General Liability	
Bodily Injury (including contractual)	\$2,000,000.00
Property Damage (including contractual)	\$1,000,000.00 Umbrella
Automobile Liability	
Bodily InjuryProperty Damage	\$2,000,000.00 Combined Single Limit
Professional Liability for Errors & Omissions	\$1,000,000.00

Provide Owner with certificates and thirty (30) days written notice of cancellation.

ENGINEERING SERVICES WORK AUTHORIZATION

Performance by the Engineer of the work described in paragraphs 1 through 7, of the Scope of Work shall be approved and authorized upon execution of this Agreement.

Performance by the Engineer of the work described in paragraphs 8 through 13 of the Scope of Work shall be subject to the specific approval of the Board and the issuance of an approved District Engineering Work Authorization (WA). Each WA issued shall delineate the scope of work to be performed, including that work described in the Scope of Work, that is to be performed; all work set forth in the WA shall have been established at the time the work was requested and shall not be exceeded, except with the prior written approval of the Board. The Board may increase the maximum fee set forth in a WA when the scope of work, as delineated in the WA, is changed, or when additional work must be performed which could not have been reasonably foreseen or anticipated at the time the WA was authorized and issued.

CODE AND REGULATORY COMPLIANCE

The Engineer shall prepare all documents in accordance with current, existing and applicable codes and ordinances, resolutions and laws. The District relies on the Engineer's expertise to evaluate the applicability of these codes, resolutions and laws to the designs, products, studies and decisions that are part of the Scope of Work performed by the Engineer on behalf of the District.

The Engineer shall maintain in the Engineer's office a complete, current updated library of all of the materials, technical manuals, books, memoranda, including but not limited to codes, laws and ordinances, in Engineer's possession, necessary for Engineer to provide complete, competent services to the District.

The interpretation of codes and regulations may vary within local jurisdictions and may require input from these authorities having jurisdiction over the project. During the permit processing phase, specific interpretations of these codes and resolutions may be made by local authorities that can impact the cost and/or scheduling of the Construction Project and which are largely outside the control of the Engineer, including but not limited to:

1. The application to the construction project of codes and/or after regulatory criteria not published or enacted at the time the WA between the Engineer and the District was entered into,
2. Changes in agency staff, conflict or changes in official interpretations of existing codes and regulations, or the application of a particular code or regulation to the Construction Project, made after the WA was entered into, or
3. Conflicting interpretations of agency inspectors or representatives during or after construction of the Construction Project.

In the event of the occurrence of any of the above-described interpretations, the District may not rely upon any existing contract documents as a basis for it to proceed, with any activity that will cause the District to incur costs or liability above those set forth in the Engineer's cost estimates, prior to receipt of permits or agency approvals.

**ITEMS TO BE PROVIDED BY DISTRICT
AT NO EXPENSE TO THE ENGINEER**

The District shall:

1. Furnish, all permit and governmental inspection fees.
2. Designate a person to act as the District's representative, for the services to be performed under this Agreement, who shall have the authority to transmit instructions, receive information, interpret and define the policies and decisions of the District with respect to those materials, equipment, elements and systems pertinent to the Engineer's services, except as limited by those special conditions for invoicing items necessary to perform the services, that are ordered or purchased by the Engineer and are furnished by the District under the section entitled "Fees to be Paid".

TIME OF PERFORMANCE

The Engineer shall provide those Professional Services described in the above Scope of Work, until terminated in accordance with the terms of this Agreement.

FEES TO BE PAID

1. Professional Services:

In consideration of the performance of the services set forth in items 1 through 14 of the Scope of Services, or for such additional services as may be agreed to in writing by both parties, the Engineer shall be compensated ~~on the basis of a lump sum fee, for a defined Scope of Services, or on~~ for the actual hours worked, in accordance with the rate table set forth on Exhibit "A".

In addition, the Engineer shall be reimbursed for direct non-salary expenses at cost, including, but not limited to, testing of materials, and subsurface explorations, equipment rental, automobile travel, per State of Florida mileage rates, commercial air travel, long distance telephone, subsistence, printing and reproduction, plus Florida sales taxes, if applicable.

2. Litigation Support Services:

When requested by the District to assist in any litigation as an expert witness or in any other professional manner, the fee paid the Engineer for such service shall be the fee set forth in Exhibit "A", which is a reasonable fee, which need not be limited by the finding of any Court concerning the adequacy or inadequacy of the fee.

Invoices for services rendered shall be prepared monthly and submitted to the District for review and payment. The District will pay invoices in accordance with the Florida Prompt Payment Act.

All bills and invoices for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

All bills and invoices for any travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes.

If the Engineer is required to take action to collect past due invoices, the prevailing party shall be entitled to recover its reasonable attorneys fees and costs, including any costs of appeal.

In no event shall the Engineer be permitted to discontinue or slow down service for any project under this agreement for any reason whatsoever, without the written approval of the District.

This contract shall be governed by the laws of the State of Florida. The venue for any actions arising out of the agreement shall be in Hillsborough County, Florida.

If items are to be sublet, confirmed, certified or updated, the Engineer shall order the work after receiving the approval of the District. No change in the list of subcontractors submitted as part of Engineer's proposal shall be made without the prior review and approval of the District.

When the Engineer is assisting the District in the applications for permits, or other approvals, the Engineer's fee for such services will not be contingent upon final approval or denial.

PROJECT REVIEW SERVICES

When the Engineer is required to perform services on a Construction Project site that include evaluating the conditions of items such as paving, structural, architectural, building envelope, roofing, mechanical and/or electrical systems, the Engineer's services are limited to the identification of observable conditions only. Systems not visible from within the building envelope or from accessible exterior elements of the project are not part of the Engineer's observations. Review of these systems by the Engineer will occur only when specific and detailed descriptions of the system to be evaluated and the manner in which access is to be provided are detailed in the WA.

SHOP DRAWING AND SAMPLING REVIEW

When required by the District to provide shop drawing and sample review services as part of the construction administration phase of a project, the Engineer's responsibilities shall be to review the quality and quantity of materials, drawings, methods and means of construction for conformance with the design criteria required in the contract documents.

MODIFICATION TO THE TERMS OF THIS AGREEMENT

In the event District issues a Purchase Order or Memorandum or other Instrument covering the professional services described herein, it is hereby specifically agreed and understood that such Purchase Order, Memorandum or Instrument is for District internal control purposes only and any and all terms and conditions contained therein, whether printed or written, shall be of no force or effect. This contract is the entire contract between the parties and there is no modification or waiver of any of the terms and conditions herein unless agreed to in writing and signed by both parties.

ESTIMATES

Because the Engineer has no control over the cost of labor and materials, or competitive bidding and market conditions, all estimates of construction cost provided for herein are to be made on the basis of experience and qualifications. Accordingly, the Engineer does not guarantee the accuracy of such estimates when compared with a contractors' bid or the project construction cost.

TERMINATION

This Agreement may be terminated by either party's giving of thirty (30) days advance written notice. The Engineer shall be paid the reasonable value of such services or portion of service

satisfactorily completed prior to the date of termination and for any unpaid reimbursable expenses.

The District shall further have the right to unilaterally cancel this Agreement for refusal by the Engineer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Engineer in conjunction with this Agreement.

OWNERSHIP AND USE OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, electronic data files, correspondence and contracts, as instruments of service are and shall remain the property of the District whether the project for which they were made is executed or not. The Engineer shall be permitted to retain copies, including reproducible copies, of drawings, specifications, and hard copies of electronic data files for information and reference in connection with the District's use and occupancy and oversight of any project, however, all documents shall be turned over to the District, at the District's request, at no additional charge by the Engineer. In the event of termination of this agreement, the Engineer shall transmit all documents within thirty (30) days of the date of termination. The drawings and specifications may be used by the District on other construction projects, additions to the construction project, or for completion of the construction project by others, provided that the Engineer will owe no duty to or have any liability to the District as to such other projects, or for use of the Engineer's designs for purposes other than as specifically designed in the project.

MODIFICATIONS AND ADDITIONS TO EXISTING STRUCTURES

Because of the Engineer's many years of background and experience in design and construction, the Engineer is qualified to make recommendations and master designs which, in the Engineer's opinion, will meet the needs of the situation. These services will be performed to the best of the Engineer's skill and ability and commensurate with the economics of the situation.

PROHIBITION AGAINST CONTINGENCY FEES

The Engineer warrants that the Engineer has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this Agreement and that the Engineer has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

ACCEPTANCE

Acceptance of this proposal shall be indicated by the signature in the space provided below of a duly authorized official of the District. One signed copy of this proposal returned to the Engineer will serve as an Agreement between the two parties and as Notice to Proceed. This contract will

be binding on the parties hereto and the parties' successors and assigns and shall supersede all previous agreements.

TRUTH IN NEGOTIATION

In conformance with Section 287.055(5), Florida Statutes, a truth in negotiation certificate shall be executed by Engineers, and any contract price and any additions thereto approved by the District shall be adjusted to exclude any significant sums by which the District determines that the contract price was increased due to inaccurate, incomplete, or on-current wage rates and other factual unit costs. All such adjustments shall be made within one (1) year following the end of the completion of the project for which such services were rendered.

AUDIT

The Engineers agree that the District or any of its duly authorized representatives shall, until the expiration of three (3) years after expenditure of funds under the Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Engineers involving transactions related to the Agreement. The Engineers agree that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three (3) years after completion of all services under the Agreement.

PUBLIC RECORDS

The Engineers shall allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the District in conjunction with the Agreement.

NONDISCRIMINATION

The Engineers covenant and agree that they shall not discriminate against any employee or applicant for employment to be employed in the performance of the Agreement with respect to hiring, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of age, sex, or physical handicap (except where based on a bona fide occupational qualification); or because of marital status, race, color, religion, national origin, or ancestry.

VERIFICATION OF EMPLOYMENT STATUS

The Engineers agree that they shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons they employ in the performance of the Agreement.

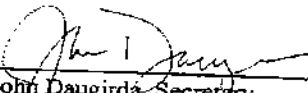
INDEMNIFICATION

The Engineers hereby agree to indemnify the District and its Agents for all claims arising solely for negligent acts, errors, or omissions of the Engineers in the performance of professional services under this Agreement.

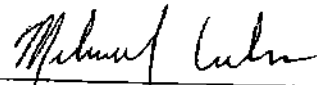
IN WITNESS WHEREOF, the parties hereto have hereunder placed their respective hand and seals the date noted above.

ATTEST:

BOARD OF SUPERVISORS OF THE
FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT, an
independent special district:



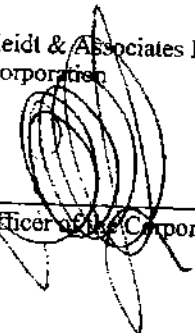
John Daugirda, Secretary



Michael Cachon, Chairman

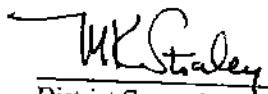
ATTEST:

Heidt & Associates Inc., a Florida
Corporation



Officer of the Corporation

APPROVED AS TO FORM
AND SUFFICIENCY:



District Counsel



SOUTHEAST FLORIDA OFFICE
6810 LYONS TECHNOLOGY CIRCLE
SUITE 150
COCONUT CREEK, FL 33073
TEL (954) 426-3250
FAX (954) 428-3611
www.dpfg.com

October 8, 2007

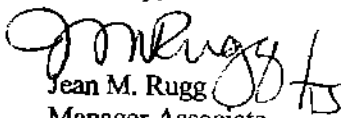
Jack Morriss
Heidt & Associates
1602 N. 15th Street
Tampa, Florida 33605

RE: Forest Brooke Community Development District
Engineering Agreement

Dear Mr. Morriss,

Please find enclosed a fully executed original of the above reference document approved by the District Board of Supervisors at their May 15, 2007 meeting for your records.

Sincerely,


Jean M. Rugg
Manager Associate

JMR/ts
Encl.

Cc: Correspondence File

MURKIN 10/11
Since Agreement is
dated 10/11/07
would you give this to
them (JMR) via JMR?
IT'S AN ORIGINAL, EXECUTED
AGREEMENT. (I HAVE
A COPY.)
FOR JMR



"Mark K. Straley"
<MStraley@srwlegal.com>
10/21/2009 03:01 PM

To "John Daugirda" <John.Daugirda@dpfg.com>, <laura.coffey@lennar.com>
cc
bcc
Subject RE: FB

Laura and John, I have no problem with Laura signing this assignment. We can have the Board ratify it at the next meeting. Please give me a call if you have any questions. Mark

From: John Daugirda [mailto:John.Daugirda@dpfg.com]
Sent: Wednesday, October 21, 2009 2:56 PM
To: Mark K. Straley; laura.coffey@lennar.com
Subject: FB

Mark – Please review. If appropriate, give your legal OK for Laura Coffey as Chair to sign the engineer assignment.

Laura – After Mark's blessing, please sign and send document to me.

John Daugirda - Principal
Development Planning & Financing Group, Inc.
15310 Amberly Drive, Suite 175, Tampa, FL 33647
813-374-9104 - direct
813-404-2010 - cell
John.Daugirda@dpfg.com
www.dpfg.com

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Tab 6

RESOLUTION 2014-19

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Forest Brooke Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the effective date of Ordinance No. 06-36 creating the District was the 17th day of November, 2006; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

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

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the 20th day of November, 2014, at 9:00 a.m. at the offices of Lennar Homes, located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607.

Section 2. The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its July 17, 2014 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at the office of the District Manager, Rizzetta & Company, Inc., located at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17th DAY OF JULY, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Forest Brooke Community Development District (the "**District**"), the location of which is generally described as comprising a parcel or parcels of land containing approximately 272.054 acres, located east of Highway 301, north of Bishop Road, south of S.R. 674 (Ruskin-Wimauma Road), west of W. Lake Street, in Hillsborough County, Florida, advising that a meeting of landowners will be held for the purpose of electing three persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 20, 2014
TIME: 9:00 a.m.
PLACE: Offices of Lennar Homes located at:
4600 West Cypress Street, Suite 200
Tampa, Florida 33607

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the office of the District Manager, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

There may be an occasion where one or more supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 933-5571, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

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

District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION.

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: November 20, 2014

TIME: 9:00 A.M.

LOCATION: Offices of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607

Pursuant to Chapter 190, Florida Statutes, after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each person that the landowner desires to elect to a position on the Board that is open for election for the upcoming term. This year, two (2) seats on the Board will be up for election in a landowner seat for a four year period. One (1) seat on the Board will be up for election in a landowner seat for a two year period. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board of Supervisors that is open for election for the upcoming term. The term of office for the successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 20, 2014**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Forest Brooke Community Development District to be held at the offices of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607, on November 20, 2014, at 9:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2013), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER 20, 2014

For Election (3 Supervisors): The two candidates receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidates commencing upon election. The candidate receiving the lowest number of votes will receive a two (2) year term.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Forest Brooke Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____
("Landowner") pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. _____	_____
2. _____	_____
3. _____	_____

Date: _____

Signed: _____

Printed Name: _____

Tab 7

STRALEY & ROBIN

Attorneys At Law

1510 W. Cleveland St.
Tampa, Florida 33606
Tel: (813) 223-9400
Fax: (813) 223-5043

Writer's Direct Dial: (813) 901-4944
Writer's E-mail: mstraley@srwlegal.com

June 19, 2014

Via Email and U.S. Mail

Forest Brooke Community Development District
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, FL 33614
Attn: Eric Dailey

**Re: Engagement as District Counsel for Forest Brooke Community
Development District**

Dear Eric:

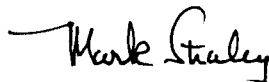
We appreciate the opportunity to serve as general counsel to Forest Brooke Community Development District (the "District"), and intend for this letter to confirm our engagement.

In terms of legal fees for day to day matters unrelated to the District's bond validation and financings, professional services will be provided to the District on an hourly-rate basis, at the rates established from time to time by our firm. I will be the lead attorney for the District, and my current hourly rate is \$330/hour. Hourly rates for the other attorneys and paralegals with the firm range from \$100/hour to \$330/hour, and they may assist with the representation of the District as needed. The District will be responsible for direct expenses incurred during the representation, such as filing fees, telecopy services, photocopying, and courier services.

We will provide the District with statements for professional fees and costs, if any, on a monthly basis. Payment will be due when the statement is rendered. We encourage you and the District Manager to carefully review the statements each month and call us if you have any questions.

We look forward to continuing to work with you.

Sincerely,



Mark K. Straley

MKS/blw