

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

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

**FOREST BROOKE
COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS' MEETING
MARCH 27, 2014**

**FOREST BROOKE
COMMUNITY DEVELOPMENT DISTRICT
AGENDA
MARCH 27, 2014 at 9:00 a.m.**

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

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

March 19, 2014

Board of Supervisors
Forest Brooke Community
Development District

AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of the Forest Brooke Community Development District will be held on **Thursday, March 27, 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 December 18, 2013.....Tab 1
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2014-02, Appointing District ManagerTab 2
 - B. Consideration of Resolution 2014-03, Appointing Secretary.....Tab 3
 - C. Consideration of Resolution 2014-04, Appointing Treasurer and Assistant Treasurer.....Tab 4
 - D. Consideration of Resolution 2014-05, Designating Public Depository.....Tab 5
 - E. Consideration of Resolution 2014-06, Authorizing Signatories..Tab 6
 - F. Consideration of Resolution 2014-07, Disbursement of Funds...Tab 7
 - G. Consideration of Resolution 2014-08, Designating Officers.....Tab 8
 - H. Consideration of Resolution 2014-09, Amending Meeting Schedule for Fiscal Year 2013/2014.....Tab 9
 - I. Consideration of Resolution 2014-10, Registered AgentTab 10
- 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

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On MOTION by Ms. Collins, SECONDED by Mr. Schrader, WITH ALL IN FAVOR, the Board approved the Minutes of the July 25, 2013 Meeting.

FIFTH ORDER OF BUSINESS – Business Matters

A. Ratification of Audit for Fiscal Year End 2012

Mr. St. Denis stated you have a clean audit. If you have any question I'll be happy to answer.

On MOTION by Ms. Collins, SECONDED by Mr. Schrader, WITH ALL IN FAVOR, the Board ratified the Audit for Fiscal Year End 2012.

B. Additional Matters

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Organizational Matters

A. Appointment if Individual to Unexpired Term of Office Seat #2 [11/2014]

On MOTION by Ms. Collins, SECONDED by Mr. Schrader, WITH ALL IN FAVOR, the Board appointed Mr. Ben Gainer as Supervisor, Seat # 2.

B. Oath of Office of Newly Appointed Supervisor

Ms. Paula McCarl, being a Notary Public of the State of Florida, administered the oath of office to Mr. Ben Gainer, a copy of the oaths are attached hereto and made a part of the public record.

C. Ms. Collins to Tender her Resignation

Ms. Collins stated I tender my resignation from the Board of Supervisors.

D. Acceptance of Resignation

Mr. St. Denis requests a motion to accept Ms. Collins' resignation.

On MOTION by Mr. Schrader, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the Board accepted the Resignation of Ms. Collins.

1 **E. Appointment if Individual to Unexpired Term of Office Seat #1 [11/2016]**
2

3 On MOTION by Mr. Schrader, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the
4 Board appointed Ms. Coffey as Supervisor, Seat #1.
5

6 **F. Oath of Office of Newly Appointed Supervisor**

7 Ms. Paula McCarl, being a Notary Public of the State of Florida, administered the
8 oath of office to Ms. Laura Coffey, a copy of the oaths are attached hereto and made a
9 part of the public record.
10

11 **G. Mr. Schrader to Tender his Resignation**

12 Mr. Schrader stated I tender my resignation from the Board of Supervisors.
13

14 **H. Acceptance of Resignation**

15 Mr. St. Denis requests a motion to accept Mr. Schrader's resignation.
16

17 On MOTION by Mr. Gainer, SECONDED by Ms. Coffey, WITH ALL IN FAVOR, the
18 Board approved the Resignation of Mr. Schrader.
19

20 **I. Appointment of Individual to Unexpired Term of Office Seat #5 11/2014**

21 **J. Oath of Office of Newly Appointed Supervisor**

22 As no appointment was made, this item was tabled to the next meeting.
23

24 **O. Mr. Marlow to Tender his Resignation**

25 Mr. Marlow submitted his letter of resignation to the Board of Supervisors.
26

27 **P. Acceptance of Resignation**

28 Mr. St. Denis requests a motion to accept Mr. Marlow's resignation.
29

30 On MOTION by Mr. Gainer, SECONDED by Ms. Coffey, WITH ALL IN FAVOR, the
31 Board approved the Resignation of Mr. Marlow.
32

33 **Q. Appointment if Individual to Unexpired Term of Office Seat #4 [11/2014]**

34 **R. Oath of Office of Newly Appointed Supervisor**

35 As no appointment was made, these items were tabled to the next meeting.
36

1 **K. Ms. Wilson to Tender her Resignation**

2 Ms. Wilson stated I tender my resignation from the Board of Supervisors.

3

4 **L. Acceptance of Resignation**

5 Mr. St. Denis requests a motion to accept Ms. Wilson's resignation.

6

7 On MOTION by Ms. Coffey, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the
8 Board approved the Resignation of Ms. Wilson.

9

10 **M. Appointment if Individual to Unexpired Term of Office Seat #4 [11/2014]**

11

12 On MOTION by Ms. Coffey, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the
13 Board appointed Mr. Hotop as Supervisor, Seat #4.

14

15 **L. Oath of Office of Newly Appointed Supervisor**

16 Ms. Paula McCarl, being a Notary Public of the State of Florida, administered the
17 oath of office to Mr. Craig Hotop, a copy of the oaths are attached hereto and made a part
18 of the public record.

19

20 **S. Overview of Responsibilities**

21 Mr. St. Denis presented a new supervisor information packet, a Form 1 –
22 Statement of Financial Interest and the Guide to the Sunshine Amendment and Code of
23 Ethics for Public Officers and Employees.

24 Mr. St. Denis further stated the District is a public entity and you are a public
25 official. The Board is bound by the Sunshine Law and various laws and rules of the State
26 of Florida including Chapter 190 and several others. Any materials kept by the
27 Supervisor or staff members in connection with the CDD are public records and it is
28 recommended they are kept in one location in case of a request separate from personal or
29 business records.

30

31 **T. Compensation of Newly Appointed Supervisor**

32 Mr. Gainer, Mr. Hotop, and Ms. Coffey waived compensation.

33

34

1 **U. Resolution 2014-1, Election of Officers**

2 Mr. St. Denis explained the organization of the District's officers.

3 Ms. Coffey requested Mr. Ben Gainer as Chairman.

4

5 On MOTION by Ms. Coffey, SECONDED by Mr. Hotop, WITH ALL IN FAVOR, the
6 Board appointed Mr. Ben Gainer as Chairman.

7

8 Mr. Gainer requested Mr. Craig Hotop as Vice Chairman.

9

10 On MOTION by Mr. Gainer, SECONDED by Ms. Coffey, WITH ALL IN FAVOR, the
11 Board appointed Mr. Craig Hotop as Vice Chairman.

12

13 Mr. Gainer requested Ms. Laura Coffey as Assistant Secretary.

14

15 On MOTION by Mr. Gainer, SECONDED by Mr. Hotop, WITH ALL IN FAVOR, the
16 Board appointed Ms. Laura Coffey as Assistant Secretary.

17

18 Mr. St. Denis reviewed the proposed Board and designations.

19

20 On MOTION by Ms. Coffey, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the
21 Board adopted Resolution 2014-1, Designation of Officers: Chairman, Ben Gainer; Vice
22 Chairman, Craig Hotop; Secretary, Bruce St. Denis; Treasurer, Patricia Coming-Thibault;
23 Assistant Treasurer, Maik Aagaard and Bruce St. Denis; Assistant Secretaries, Laura
24 Coffey, John Daugirda, Rick Woodville, Carolyn Stewart and Jean Rugg.

25

26 **Meeting Dates for Fiscal Year**

27 Following discussion,

28

29 On MOTION by Mr. Gainer, SECONDED by Ms. Coffey, WITH ALL IN FAVOR, the
30 Board set the Meetings Dates to be held on the Third Wednesday at 1:00 p.m.

31

32 **SIXTH ORDER OF BUSINESS - Staff Reports**

33 **A. Manager**

34 There being no report, the next item followed.

35

36 **B. Attorney**

37 There being no report, the next item followed.

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C. Engineer

There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS - Audience Comments

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS – Supervisors Request

A discussion was held on the upcoming bond issues.

NINTH ORDER OF BUSINESS - Adjournment

There being no further business,

On MOTION by Mr. Coffey, SECONDED by Mr. Gainer, WITH ALL IN FAVOR, the Board meeting was adjourned.

**These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title:

- Secretary
- Assistant Secretary

Title:

- Chairman
- Vice Chairman

Tab 2

RESOLUTION 2014 -02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER, AND PROVIDING 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 (hereinafter the "Board") must employ and fix compensation of a District Manager; and

WHEREAS, said Board desires to appoint and fix the compensation of the District Manager.

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

Section 1. Rizzetta & Company, Inc. is appointed as District Manager and shall be compensated in the manner prescribed in the agreement incorporated herein by reference as Exhibit "A".

Section 2. This Resolution shall become effective March 27, 2014.

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Exhibit A

CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

DATE: March 3, 2014

BETWEEN: **RIZZETTA & COMPANY INCORPORATED**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "Consultant")

AND: **FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "District")

PURPOSE AND SCOPE OF SERVICES:

The purpose of this engagement is for the Consultant to provide Management, Accounting, Administrative, Financing and Special services to the District. The duties and responsibilities included as part of this Contract include, but are not limited to the following:

MANAGEMENT, ACCOUNTING and ADMINISTRATIVE SERVICES:

- 1) Prepare for and attend the meetings of the Board of Supervisors of the District ("Board");
- 2) Represent and negotiate on behalf of the District with landowners of the District and/or governmental entities, when specifically authorized to do so by the Board;
- 3) Implement the policies established by the Board in connection with the operations of the District;
- 4) Hire and supervise personnel employed by the District as specifically authorized in the District's annual budget;

- 5) Prepare and administer the District's accounting activities including budgeting, monthly financial statements and audits;
- 6) Provide for recording secretary services required to maintain the public records of the District; and
- 7) Perform additional services which may, from time to time, be requested by the District.

A more complete list of the services to be provided is shown in **Exhibit A**.

FINANCING SERVICES:

1. **BOND FINANCING** - Preparation of the Special Assessment Allocation Methodology detailing the method of allocating the benefit and cost of the improvements to be funded through District issued Bonds or Bond Anticipation Notes (BANs) pursuant to the laws of the state of Florida. These services will include assisting in the financial structure of the Bond/BAN issue, preparation of the initial special assessment roll, and attendance at meetings, workshops and Bond validation hearings, as required.
2. **ASSESSMENT ROLL** – Prepare and certify the annual assessment roll to the Hillsborough County Property Appraiser and Tax Collector to include required debt service and operations and maintenance assessments on property tax bill in accordance with all applicable Florida statutes.
3. **ON-GOING** –
 - a) **Direct Billings** – Prepare invoices for and monitor collection of annual debt services and operations and maintenance assessments to properties when the annual assessment is not included on the tax roll.
 - b) **True Up** - Application of the special assessment allocation methodology and required modifications due to such items as: changes in land uses or densities, re-configured parcels, platting of lots, or changes in relative value. Update special assessments pursuant to the requirements of a true-up mechanism outlined in the special assessment allocation methodology, if applicable.
 - c) **Prepayment Processing** – Act as Collection Agent (pursuant to Collection Agreement) to collect and monitor pre- payment of assessment, issue lien releases upon receipt of required assessments and assure delivery of payments to the Trustee.

SPECIAL SERVICES:

The Consultant shall provide specialized services to the District not outlined herein as requested from time to time by the District. Such services shall include, but are not limited to preparation of analysis, reports and information requested by bondholders, reporting agencies, continuing disclosure agent or investment bankers, specialized collection services required with respect to special assessments levied by the District, analysis with respect to re-financing alternatives, modifications and or revisions to special assessment allocation reports for the District or services associated with assessment and lien foreclosure activities of the District.

FEE SCHEDULE:

Management, Accounting, Administrative and Financial Services will be billed monthly, payable at the beginning of each month pursuant to the following fee schedule:

<u>Service</u>	<u>Annual</u>	<u>Monthly</u>
Management	\$13,200	\$1,100
Accounting	To Be Determined	To Be Determined
Administrative	To Be Determined	To Be Determined
Financial	To Be Determined	To Be Determined

The fees outlined herein shall be amended as reflected in the adopted General Fund Budget of the District upon the issuance of Bonds. Such new fees, as authorized by the District's action to adopt the General Fund Budget, shall become a binding schedule of this Contract until otherwise changed by a subsequent action of the District.

The monthly fees outlined herein above are to include one (1) regular meeting of the District per month lasting no more than three (3) hours. For each hour in excess of three (3) hours and for all other meetings and/or workshops of the District, Consultant shall bill at our current standard rate of \$225 per hour. The hourly rate for these services may be amended from time to time as evidenced by a letter to the District, in advance of such proposed change, indicating the new hourly fee for such services.

Financing Services will be billed as follows:

1. **BOND FINANCING SERVICES** - Fees for these services will be negotiated at the time such services are defined and requested. Typically, these fees will be billed on a lump sum basis and deferred until no later than the closing of the Bonds or BANs at which time all unpaid fees and expenses will be due and payable. Fees and expenses paid for these services are fully reimbursable/payable from Bond proceeds. Failure of the District to issue bonds does not negate the fees earned from work product produced by Consultant. Such fees will become

due and payable upon the District's decision to or inability to issue bonds.

2. **ASSESSMENT ROLL SERVICES** for preparation and certification of the roll will be billed annually on a lump sum basis. The fee will be \$5,000 which is payable in full at the time the District certifies its assessment roll for collection. These fees shall be amended annually, as reflected in the adopted General Fund Budget of the District. **This fee is reflected in the FEE SCHEDULE above.**
3. **ON-GOING SERVICES** will be billed monthly, payable at the beginning of each month. The fee will be negotiated once Bonds or BANs have been issued by the District. These fees shall be amended annually, as reflected in the adopted General Fund Budget of the District. **This fee is reflected in the FEE SCHEDULE above.**
4. **PRE-PAYMENT PROCESSING** will be billed pursuant to a Collection Agreement which has/will be executed upon issuance of Bonds or BANs.

Special Services will be billed on an hourly basis at our then current standard rates, which will be provided to the District at the time such services are authorized. Fees for these services will be invoiced on a monthly basis and will be due and payable when invoiced. The hourly rate for these services may be amended from time to time as evidenced by a letter to the District, in advance of such proposed change, indicating the new hourly fee for such services. Project-related out-of-pocket expenses incurred in connection with the performance of Special Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, and lodging. Subject to mutual agreement between Consultant and District, these expenses will be invoiced monthly and will be due and payable when invoiced.

DISTRICT RESPONSIBILITIES:

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

NON-CONTINGENCY:

The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

TERMINATION OF THIS CONTRACT:

This Contract may be terminated as follows:

- 1) By the District for "good cause" which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by provision of a minimum of 10 days written notice to Consultant at the address noted herein;
- 2) By the Consultant for "good cause", which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful or in contradiction of any applicable federal, state or municipal law or rule. Termination for "good cause" shall be effected by provision of a minimum of 10 days written notice to District at the address noted herein; or
- 3) By the Consultant or District, for any reason, upon provision of a minimum of 60 days written noticed of termination to the address noted herein.

Consultant will be entitled to full compensation, pursuant to the terms of this contract, through the termination date. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

All invoices are due and payable upon presentation. Invoices not paid within 30 days of presentation shall be charged interest on the balance due at the maximum legally permissible rate. The failure of District to pay any amount due within 90 days of presentation shall constitute good cause for Consultant to terminate this Contract in accordance with the termination provisions set forth above.

GENERAL TERMS AND CONDITIONS:

- 1) In the event either party is required to take any action to enforce this agreement, the prevailing party shall be entitled to attorney's fees and costs.
- 2) Dissolution or court-declared invalidity of the District shall not relieve the District of monies due for services theretofore rendered.
- 3) This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.

- 4) In the event that any provision of this contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- 5) The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- 6) Any amendment or change to this Contract shall be in writing and executed by all parties, to the contract.
- 7) The District shall, to the extent allowable under applicable law and except and to the extent caused by negligence or willful misconduct of the Consultant, agree to indemnify, defend, and hold the Consultant harmless from and against any and all claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, alleged or that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to (1) any acts or omissions of Consultant or any of its employees or agents in the management and/or operation of the District taken in accordance with or while implementing policies, plans or other directives of the Board; (2) injuries sustained by persons or to property in or about the District; (3) use or occupancy of any property on or about the District by any person; (4) any violation of federal, state or municipal law, regulation or ordinance unless such violation is that of the Consultant; and (5) any claim for taxes or other charges which may be made against the Consultant which are the primary responsibility of the District. The Consultant shall indemnify the District for any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, alleged or that District may hereafter incur, become responsible for, or be caused to pay out arising out of or caused by any negligent acts or will misconduct of Consultant or any of its employees or agents. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Nothing herein shall be construed to limit District's sovereign immunity provided in s. 768.28 F.S.
- 8) The District shall provide and maintain public official liability and general liability insurance in an amount not less than one million dollars (\$1,000,000.00).
- 9) The Consultant shall provide and maintain the following levels of insurance coverage at all times subsequent to the execution of this Agreement:

- a. Professional Liability Insurance with an aggregate limit of two million dollars (\$2,000,000.00); and
- b. Commercial Crime Insurance with a per loss limit of one million dollars (\$1,000,000.00).

This Contract shall represent the entire agreement between the Consultant and the District. Both Consultant and District understand and agree with the terms and conditions as set forth herein.

ACCEPTED BY:

RIZZETTA & COMPANY INCORPORATED

BY: _____
PRINTED NAME: William J. Rizzetta
TITLE: President
DATE: _____

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

BY: _____
PRINTED NAME: _____
TITLE: _____
DATE: _____

Tab 3

RESOLUTION 2014-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A SECRETARY 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 appoint a Secretary.

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

Section 1. Pete Williams is appointed Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Tab 4

RESOLUTION 2014-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A TREASURER AND ASSISTANT TREASURER 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 appoint a Treasurer; and

WHEREAS, the Board of Supervisors of the District desires to appoint an Assistant Treasurer.

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

Section 1. William J. Rizzetta is appointed Treasurer.

Section 2. Joseph Kennedy is appointed Assistant Treasurer.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Tab 5

RESOLUTION 2014-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF FOREST BROOKE COMMUNITY DEVELOPMENT 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 District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to select a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280, Florida Statutes, and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the District, prior to making any public deposit, is required to furnish to the State Treasurer its official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts; and

WHEREAS, the Board, having organized by appointing a Treasurer and other officers, is now in a position to select a public depository and to comply with the requirements for public depositories; and

WHEREAS, the Board wishes to designate a public depository for District funds.

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

Section 1. SunTrust is hereby designated as the public depository for funds of the District.

Section 2. In accordance with Section 280.17(6), Florida Statutes, the District’s Secretary is directed to furnish to the State Treasurer, prior to the deposit of any public funds, the District’s official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts.

Section 3. The District's Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish to the State Treasurer annually, not later than November 30th, the information required in accordance with Section 280.17(3), Florida Statutes.

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

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Tab 6

RESOLUTION 2014-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), 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 District's Board of Supervisors (hereinafter the "Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280, Florida Statutes, and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires to authorize signatories for the operating bank account(s).

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

Section 1. The Chairman, Vice Chairman, Secretary, Assistant Secretaries, Treasurer and Assistant Treasurer are hereby designated as authorized signatories for the operating bank accounts of the District.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

Tab 7

RESOLUTION 2014-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN CONTINUING EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN NON-CONTINUING EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; 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, Section 190.011(5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”) typically meet monthly to conduct the business of the District, including authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board may establish bi-monthly, quarterly or other meeting dates not on a monthly basis, or may cancel regularly scheduled monthly meetings from time to time; and

WHEREAS, to conduct the business of the District in an efficient manner, recurring, non-recurring and other disbursements for goods and services must be processed and paid in a timely manner; and

WHEREAS, establishing meeting schedules outside of monthly meetings may interfere with the timely approval of disbursements and payment of expenses; and

WHEREAS, the Board determines this resolution is in the best interest of the District and is necessary for the efficient conduct of District business; the health, safety, and welfare of the residents within the District; and the preservation of District assets or facilities.

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

Section 1. Continuing Expenses: The Board hereby authorizes the payment of invoices of continuing expenses, which meet the following requirements:

1. The invoices must be due on or before the next scheduled meeting of the Board of Supervisors.
2. The invoice must be pursuant to a contract or agreement authorized by the Board of Supervisors.

3. The total amount paid under such contract or agreement, including the current invoice, must be equal to or less than the amount specified in the contract or agreement.
4. The invoice amount will not cause payments to exceed the adopted budget of the District.

Section 2. Non-Continuing Expenses: The Board hereby authorizes the disbursement of funds for payment of invoices of non-continuing expenses which are 1) required to provide for the health, safety, and welfare of the residents within the District; 2) repair, control, or maintain a District facility or asset beyond the normal, usual, or customary maintenance required for such facility or assets, pursuant to the following schedule:

1. Non-Continuing Expenses Not Exceeding \$5,000- with approval of the District Manager;
2. Non-Continuing Expenses Exceeding \$5,000- with approval of the District Manager and Chairman of the Board of Supervisors.

Section 3. Any payment made pursuant to the Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification.

Section 4. This Resolution shall take effect March 27, 2014 upon the passage and adoption of this Resolution by the Board of the Forest Brooke Community Development District.

Passed and Adopted this 27th day of MARCH, 2014.

**FOREST BROOKE
COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Secretary / Assistant Secretary

Chair / Vice Chair

Tab 8

RESOLUTION 2014-08

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

WHEREAS, the 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 Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Joseph Roethke is appointed Assistant Secretary.

Eric Dailey is appointed Assistant Secretary.

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

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair

Attest:

Secretary/Assistant Secretary

Tab 9

RESOLUTION 2014-09

A RESOLUTION OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING TIME AND DATE FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR THE REMAINDER OF FISCAL YEAR 2013/2014, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Forest Brooke Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "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 the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities; and

WHEREAS, the Board previously approved the date, time and location for regular meetings of the Board of Supervisors for Fiscal Year 2013/2014; and

WHEREAS, the Board now desires to redesignate a new time and date for the regular meetings of the Board of Supervisors for the remainder of Fiscal Year 2013/2014.

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

Section 1. The Fiscal Year 2013/2014 annual public meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 27th DAY OF MARCH, 2014.

ATTEST:

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair

EXHIBIT "A"

**BOARD OF SUPERVISORS' MEETING DATES
FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT
REMAINDER OF FISCAL YEAR 2013/2014**

April _____, 2014
May _____, 2014
June _____, 2014
July _____, 2014
August _____, 2014
September _____, 2014

The meetings will convene at _____ a.m./p.m., at the offices of Lennar Homes located at 4600 West Cypress Street, Suite 200, Tampa, Florida 33607.

Tab 10

RESOLUTION 2014-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the 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 District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.416(1), Florida Statutes.

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

Section 1. William J. Rizzetta is hereby re-designated as registered agent for the District.

Section 2. The District's registered office shall be 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Section 3. In accordance with Section 189.416, Florida Statutes, the District's Secretary is hereby directed to file certified copies of this resolution with Hillsborough County and the Florida Department of Economic Opportunity.

Section 4. This Resolution shall become effective March 27, 2014.

PASSED AND ADOPTED THIS 27TH DAY OF MARCH, 2014

**FOREST BROOKE
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY