



Portofino Shores
Community Development District

Albert Zemola, Chairman

Henry Schmitz Jr., Vice Chairman

Ray Jones, Assistant Secretary

Manfred Stroh, Assistant Secretary

Deborah Pariseau, Assistant Secretary

February 7, 2017



Portofino Shores

Community Development District

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Phone: 954-721-8681 - Fax: 954-721-9202

January 30, 2017

**Board of Supervisors
Portofino Shores
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Portofino Shores Community Development District** is scheduled for **February 7, 2017 at 2:30 p.m. at the Shores Clubhouse at 5720 Spanish River Road, Ft. Pierce, Florida 34951**. Following is the advance agenda:

1. Roll Call
2. Approval of the Minutes of the November 22, 2016 Meeting
3. Staff Reports
 - A. Attorney
 - B. Engineer - Discussion of Open Space Tract 4 - Tennis and Bocce Court
 - C. Manager
4. Supervisors Requests and Audience Comments
5. Financial Reports
 - A. Approval of Check Register
 - B. Balance Sheet and Income Statement
6. Adjournment

A copy of the minutes from the November 22, 2016 meeting is enclosed for your review.

The third order of business is staff reports. Enclosed under the engineer's report is information regarding Open Space Tract 4 - Tennis and Bocce Court.

The financials are also enclosed for review and approval. The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,



Rich Hans
Manager

cc: William Capko Butch Terpening Annmarie Coniglio Jim Grubb

**MINUTES OF MEETING
PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Portofino Shores Community Development District was held on Tuesday, November 22, 2016 at 2:30 p.m. at the Shores Clubhouse, 5720 Spanish River Road, Fort Pierce, Florida 34951.

Present and constituting a quorum:

Al Zemola	Chairman
Henry Schmitz, Jr.	Vice Chairman
Deborah Pariseau	Assistant Secretary
Manfred Stroh	Assistant Secretary

Also present were:

Rich Hans	District Manager
William Capko	District Counsel
Stefan Matthes	District Engineer
Ann Marie Cogniglio	POA
Hugh Healy	POA
Jim Grubb	POA
Alice Schmitz	Resident

FIRST ORDER OF BUSINESS

**Oath of Office for Newly Elected
Supervisors at the General Election
held on November 8, 2016 for Seat
#1 and Seat #2**

Mr. Hans: Before we actually have an official quorum we will just do an oath of office for our two board members who qualified for the election. No one qualified besides Al and Hank so they automatically won their election. They didn't have to go out and campaign to get any votes so let's do a quick oath of office. Say I and then state your names please.

Mr. Zemola: Albert Zemola

Mr. Schmitz: Hank Schmitz.

Mr. Hans: A resident of the state of Florida and citizen of the United States of America and being a supervisor of the Portofino Shores Community Development District and a recipient of public funds on behalf of the district do you hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida and will faithfully, honestly and impartially discharge duties devolving upon me in the office of supervisors of the Portofino Shores Community Development District, St. Lucie County, Florida.

Mr. Schmitz: I do.

Mr. Zemola: I do.

SECOND ORDER OF BUSINESS Roll Call

Mr. Hans called the meeting to order and called the roll.

THIRD ORDER OF BUSINESS Organizational Matters

A. Consideration of Resolution #2017-01 Confirming the General Election Results

Mr. Hans: Organizational Matters we have resolution #2017-01. It is confirming the general election results. It was basically as I stated earlier, it was uncontested. Hank Schmitz and Al Zemola were in seat #1 and seat #2. So just a motion excepting that resolution would be in order.

On MOTION by Ms. Pariseau seconded by Mr. Zemola with all in favor Resolution #2017-01 confirming the general election results was approved.
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B. Consideration of Resolution #2017-02 Electing Officers

Mr. Hans: The next resolution is the resolution electing officers. Whenever we do have a change of our board or an election of the board, statute calls for us to meet and organize our officers. Basically we can keep the same slate which is Al as chair, Hank as Vice Chair, Debbie as Assistant Secretary, Ray is an assistant secretary, Manny is an assistant secretary, Patti Powers of my office is the treasurer, Rich Hans, myself I am secretary and Lisa Derryberry from my office is an assistant secretary. So if you just want to fill in those

blanks and keep the slate the same we can do that. If you want to make any changes to that slate we can.

Ms. Pariseau: I motion that we keep the slate the same.

Mr. Hans: Do we have a second?

Mr. Zemola: Second.

On MOTION by Ms. Pariseau seconded by Mr. Zemola with all in favor Resolution 2017-02 Electing Officers keeping the slate the same was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 5, 2016 Meeting

Mr. Hans: Item #4 is the approval of our minutes from our July 5th meeting. If anyone has any comments, corrections, additions or deletions we will take those. If not a motion to approve would be in order.

On MOTION by Mr. Schmitz seconded by Mr. Zemola with all in favor the Minutes of the July 5, 2016 meeting were approved.

FIFTH ORDER OF BUSINESS

Ratification of Invoices from Shenandoah Construction

Mr. Hans: Next item says ratification of invoices from Shenandoah. In your packet are the invoices. These have not been paid yet. We were waiting for final verification that everything is done. Maybe Stefan would want to give a quick update.

Mr. Matthes: Mr. Chairman and board members it appears that the majority of the work that was supposed to be undertaken by Shenandoah has been completed. Three weeks ago they installed the slip liner inside the pipe that was having problems. They asked me for two or three weeks time to see if anything else was settling. In the meantime they were to send me the video so I can review the log to make sure that the slip liner was indeed pulled all the way through. I have not done that yet but I will be doing that in the next couple of days. If that is done correctly and the video is showing it then I would make a

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recommendation even if not for the full contract amount. They still have to come back and fill in on some of the sink holes that were over the top of the pipe in Ms. Sisto's yard. They asked me if they could wait for some time to make sure everything was settled down before they did that. That time has come and gone so I am in a position now where I am going to be going to an additional contractor to get some of that work done. Anyway I would rather that you wait until I review the log to make a recommendation of payment to Shenandoah. The initial payment for \$1,500 and \$10,050 that I did say that was ready to go but the additional payment of \$35,000 for the remainder of the work I will be making a recommendation in writing after I review the log. But there is some minor performance issues that I am not happy with right now.

Mr. Hans: Just for the record I did receive a call from Fred Sisto who lives at that location complaining about the pace of the work and there were certain areas where dirt was stored. When they dug it out grass may be dying. I am not sure if that is an issue anymore or if it growing back.

Mr. Matthes: It is still an issue that needs to be addressed.

Mr. Hans: We will take care of all those items before releasing the additional funds. We will base it on once we get the recommendation from Stef. So if everyone is good with that process or does anyone have any questions on that? I guess motion would be to authorize payment once we get the ok from district engineer that the work is done.

Ms. Pariseau: The payment isn't going to change in any way, shape or form is it?

Mr. Hans: I don't know if it is exactly clear but we have \$36,000 that was approved for the work for Shenandoah. Some of the work, some of the sinking or whatever is going on out there is going to need to be filled in but that will come out of the \$36,000 that Shenandoah was authorized.

Mr. Matthes: That is their responsibility but I have mobilized the second contractor because I wasn't happy with Shenandoah's performance to do the emergency repairs on the pipe that collapsed during the adjacent to the one with the slip on. So I have asked him to help me take care of the sidewalks and the other issues that have not been taken care of by Shenandoah. Shenandoah has been so slow.

Mr. Hans: The emergency work was the \$10,500?

Mr. Matthes: That was closer to \$25,000. They actually dug up this whole road. I can talk about that later or I can talk about that now.

Mr. Hans: We will put it under engineer's report. So we have a motion by Al to go ahead and make the payment once it is finally authorized by our engineer. Do we have a second?

On MOTION by Mr. Zemola seconded by Ms. Pariseau with all in favor upon approval from the District Engineer ratification of invoices from Shenandoah Construction was approved.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter and Addendum to Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2016

Mr. Hans: Item #6 is the engagement letter with our auditor Grau & Associates to perform the audit for fiscal year ending September 30, 2016. If you recall we did go through a process of selection through an audit selection committee. They gave us a five year proposal. Each year they come back with an engagement letter. It is just in line with their proposal so a motion approving that would be in order.

On MOTION by Ms. Pariseau seconded by Mr. Schmitz with all in favor accepting the engagement letter and addendum to engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2016 was approved.

SEVENTH ORDER OF BUSINESS

Presentation by HOA Tree Program

Mr. Hans: We have a presentation by the HOA on the tree program. We have Hugh Healy.

Mr. Healy: Basically these are some visuals. That is one of the areas. This is a short one between two areas fifteen feet. On the small trees there is three categories that they got

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put into. There is the green that is 9 inches and under caliper. Then once you pass a certain amount that goes into the next stage which would be anything over 9 would be yellow tagged up to about around 11. Then it goes to a red. Eleven or above, some of them are 18 inches diameter. That is going to be dealt with differently. On these smaller ones this is about 14 or 15 diameter on this particular tree. We want to do a biobarrier which I will show you the material. We are trying to work out a scenario that works best either coming not complete and coming across and doing a couple of sections. On the small ones we should be able to wrap the whole tree on anything green and under. Anything of green which is 9 and down we would be able to wrap the whole tree with this biobarrier. There is a good portion of green labeled trees in here. So you will see some areas in Florida that they have done by deep rooting is probably the one we are going to use. There is about four to five companies that manufacture this stuff. Let me just move onto the next one. Now those areas that have bigger spans between the two aprons we will be able to on the smaller trees it will be an easy fix and wrap them really not having anything giving us a problem. A lot of the trees that are the bigger ones we will only be able to do a portion of it. Not to go too much at one time maybe just on the backside here with the sidewalk. Our main thing is the sidewalks not the curbs. The sidewalks are about 3 ½ inches to 4 inches thick. The curb is a better material. It has reinforcement rods and it is 8-6-8. So they are much more substantial. They are in a packed area. Underneath each one of those things here there is about 18 inch galvanized drainage pipe throughout the entire community. The actual roots are going down. They are not really going straight. Under the road you have 8 to 10 inches of compact concrete, roots don't like that and then you have two 1 ½ inch lifts of asphalt. So it's not going in there. It is not giving us any problem in the road only in the cul-da-sacs where there is no curb, that is where we are having problems around those cabbage palms, but this shouldn't be a problem at the street right now. We really need to wrap the back of it and the sides where we can. We don't want too much barrier on the tree first year out. That is going to be detrimental to the tree. We don't want to put too much pressure on the tree and it has been advised by an arborist that we should, any canopy that is exceeding the amount we should cut that canopy back at the same time that we do the root barrier. This

is another tree that has a pretty big canopy. We could do this biobarrier maybe here and here. If the apron isn't an issue, if it is close enough and the apron is an issue too we can lift it. We can do that. The apron, and the section over here, at the same time on the larger trees on the smaller trees they are not going to be lifting them. The green trees are not going to be lifting the apron, it is usually the bigger tree. Again, our main problem with this is not so much the utilities because the utilities are on this side of the sidewalk. Our irrigation is here, and the powerlines going across the road are deep enough and the irrigation lines going across are deep enough that they are not an issue. We are not going to be going down. We are going down about 18 inches. These irrigation valves and wire boxes they are the problem. We don't want to be cutting into them. What I am trying to find out now is what the depth is. Every one of these houses, I don't know if everyone is aware of that, but every home in here in front of their home is a box like that, it's a shutoff. It is a manual ball-valve shutoff. One inch and 1/2 valve which shuts the irrigation water to each personal property. There is a return on it. It is coming in from one of these valves. It is coming into the property here and it is going out. It goes back across the sidewalk and tees into the line running up and down the road so we have to locate what depth that is that is going to help us determine how and what type of depth of biobarrier plastic we are going to use so we don't have to deal with cutting pipes. We don't want to be cutting any irrigation lines. Some of the areas we have, why they don't put a tree there without doing some type of barrier is beyond me, that is a pretty big tree. It has about seven feet to eight feet across the back, and then it becomes shorter here, with two aprons behind it, I don't know, but we're going to do everything possible to save that tree but I don't know that might have to go. Just for the fact that it has nowhere to grow. That is a pretty big canopy too. It has already lifted the apron and the sidewalk. It is already taken everything up so that is a repair itself just on the apron. That is a pretty big tree. This is another area. This is Sunbird that was Spanish Road. I don't know how in the world, this is worse than the last one. I mean you have about 3 1/2 feet here coming down to about 8 feet like a piece of pie and they put that tree there, and that's a repair too. We are going to do everything possible but it is very possible that tree is going to have to go. It isn't worth it. If you notice here this has been ground down

already. Pavers are lifted. This is more of the same, it's the same tree. If we only would have worked with some type of biobarrier when they originally put all this stuff in. If the builder would have just taken the time to plan a little bit on biobarrier on these trees in areas that are tight, all the areas for that matter with oak trees we wouldn't be dealing with this today. We wouldn't be in almost a half a million dollar project now if they would have just did it then. This is another one here where they have a firehouse, and right next to it, that's a pretty big oak tree. They did a pour around here. That is all lifting up, and it's that close to the hydrant. That tree is a very good candidate for removal. It is lifting it already. There is a water shutoff right there to the hydrant, so the roots are going for the water. These are all aprons that are having a problem as well that we are going to deal with too but, there may be about 10 aprons that are really having a problem. This is one of the products. I have used it myself as a contractor. I have used this up north. It is a cloth. It is a chemically treated cloth with these buttons on it which are pretty big and they have an herbicide in it that keeps roots, roots don't like it, they go away from it. They will go down. This is not what we are going to use here because it is much more potent this stuff then the plastic one. It seems to be what they like in this area is the plastic. It is easier to work with and it is not as invasive as far as poking for the plant and the water table. This is an illustration showing the root, here is the water line and this is biobarrier fabric. They wrap that drainage pipe the whole panel around it and then it keeps those roots away from it. This again is a type of biobarrier. They could put that on a whole hillside. Cover it and you will never see any kind of plant grow. This will keep anything from growing. They use it in parking lots and other things. This is the actual product. This is deep root. This is one company that makes it just as well. Enterprise makes this product. They make a plastic and the biobarrier cloth. This is the material we are going to be using. Root barrier. It comes in different lengths and different sizes and what they do is it just slips into a sleeve on each side. You can just interlock them right down the line. Depending on what depth we are going to us, we are going to be working with about 18 inches. What we thought about is one of our contractors wanted to use no more than 12 but I think 18 inches would be about the best way to go. There is some details on it. The UB 24-2 and 18-2, well the 18-2 is really the one that is really

the product that we are going to be looking at and that is probably going to be our best choice. They set it just below the grade. Our issue is that we are going to be repairing this concrete as well. We have 57 areas in here with concrete problems. Some have been repaired and some have been ground down. Just going around here and estimating the sidewalk work we are talking about a total linear feet is 356 feet times 5. A lot of it is ground down and a lot of it is lifting again. Some of it was replaced and now lifting again. I was mentioning this biobarrier product to previous boards for five years but it just never got going. These proposals that I have are all from November of last year so again the effort went into getting something going but it just never transpired. It just never happened and that was another year of these trees getting bigger and the roots invading the sidewalks and the pavers. This is how they do it in runs. They use a biobarrier sidewalk. Here is your curb and your sidewalk and they put a barrier on both sides on a run. Then you have smaller trees you can put the whole barrier around it. That is the sidewalk and curb. They cut those roots and set that barrier in. You are not going to have a problem with that for many years to come. If it starts developing you can always reapply it. This stuff is Workspro. It has a good longevity. Deep Root is probably the company that we are going to work with because they probably make the best product. Again this is similar. The UB18-2 is probably what we are going to use. This is in Celebration, Florida, they use this product in West Palm, Orlando, Brooklyn, NY. If you notice a lot of these things here in the areas in Newton, Florida these were planned vendors. So when they started the improvements they put the biobarrier and planted a small tree and then it grew where the biobarrier let it grow. So it worked much better. It works much better to plant them. I don't know if that happened here in Brooklyn, NY but there is not much room. There is street, sidewalk, there is not very much area for these roots to grow. The roots that get the nutrients, part of the tree are on top of the roots not the bottom. The bottom roots stabilize the tree.

Mr. Zemola: Will this barrier prevent it from growing or hold it back?

Mr. Healy: No roots will pass through it. It will go below it. It won't come out. They will run to the barrier and then they go down. So they pick up strength. They still get water.

Mr. Zemola: Once they go down they won't suddenly spread out?

Mr. Healy: They will come up for nutrients but not at the surface anymore. Once they are angled they can't do it like that. It is not going to come up like that. Once it is down it is going to travel straight and then it is going to get the nutrients, maybe it is going to be 18 inches down where it still can draw nutrients from anywhere there is areas where they can get it through the ground. This is Ridgefield Park, NJ. If you see again too there is no real open turf areas where they get their nutrients and the trees are doing well. So there is a lot of research going on here. Jim Grubb is working with me. We are working together on this and Donna Steininger is working on it. We are getting as much information as possible on after the fact problem. We are at a point of after the fact. The trees are here. They are big. We don't want to do any damage to the trees, we just want to just control the root growth so that we don't have any more problems. Even in Montreal, Quebec they have used this type of biobarrier on these trees. That almost looks like an asphalt walkway. That could be lifted up in five minutes. If you have those trees you want to have some type of biobarrier. This is Orlando, they are showing you one of their projects where they put in a tree in 1994. That is the tree. That is the tree in 2001. It is a lot bigger tree and it is confined in a small area where it is getting moisture and nutrients from that small area. So it can be done by using biobarrier. If they didn't use biobarrier these walls would have been pushed out and it would have worked. Again this is West Palm Beach. The project where they put these trees in. They did a biobarrier. The trees weren't that big. These have to be 8 inch calipers and then you look at it today there is no damage and it was a successful venture. This is 1994, they didn't have any trees and this is 2001. This is 2001 and 2005 look at the trees. There is no damage to them and the road.

Mr. Schmitz: You would think this would be an automatic thing to do in a new tree area.

Mr. Healy: Right. The builder had plenty of money. He should have invested in this. It couldn't have been that much money. This an area here where you put this tree in. Here it is in 2001. That is a pretty big 12 inch caliper. It is not doing any damage to that area because of the biobarrier. The other part is the concrete. What we are proposing to do with the concrete barriers, we are going to move onto the concrete areas on the 57 areas because

if we are going to be doing the biobarrier they can take up the sidewalk, put the biobarrier in, replace the sidewalk but what I am putting out is the way we put the concrete back would be to cut a section out. Short cut it, put in three rods, 6 inches in each end, coming out six and going in six and then reform width wide with holding the cables holding the wires up. So the wires can't go down because 99% of the time when people pour concrete with wiring it is on the bottom. Nobody picks it up. You just can't get it up fast enough so the wire stays on the bottom. It does no good whatsoever. It is a waste of money. If you have the wire set up in any commercial jobs where they do big concrete pours they use rebar and it is on wire stands. If you are doing a pour on a screen room you are putting in rebar for that footing and it is wired in so when they pour, that wire stays in the concrete in the middle where it belongs, the stability of the concrete like the curb. On the sidewalks now is wire but it is all on the bottom. I have seen them put wire in when they built this place. Is there wire in every one? I don't know but where I have seen it they put wire in. But again when they put the concrete in it is on the bottom. It is not effective. I want to put in cable stands so it is in the middle where it is going to help between the drilled in rod and the wiring. It is going to keep that concrete pretty good. If there is an issue with roots coming back at any time it is going to control it. It is so much better. You won't have any lifts. So that is basically my presentation for today.

Ms. Alice Schmitz: Earlier in your presentation you mentioned that there is a cutoff for the sprinkler between the sidewalk and the street in the green grassy area. For those of us in the cul-de-sac that don't have a green spot between the sidewalk and the street, where is the cutoff?

Mr. Healy: There has to be a ball-valve in front of everybody's house even on the cul-de-sacs. Do you know where your valve is?

Mr. Stroh: Across the street by Rollin.

Mr. Healy: When I say valve, the electric, it runs your zone. That is in that center circle where you guys are. The valves are in that circle. In the circle where your cabbage palms are that is where your valve body is. Not the manual but the electric valve that runs your system. Each house has an emergency shut-off in front of the house. It is looking at

the house either on your left or on your right. Those valves that is where the feed comes into your property. When that is closed no water will come through. Your irrigation will be off. It is open. What I am trying to find out is exactly what the depth of that is so we don't interfere with it. We are trying to do this thing by hand, not machine because by hand you are going to be able to, if they see anything they will be able to get around it without breaking it. At this point we don't need another huge repair bill on irrigation because if you go storming through everything you are going to cut pipe and now we have to fix all kinds of irrigation work. That is what we are trying to do. We are trying to locate them and like I said every house is supposed to have a shut-off on every street even in the cul-de-sac. I don't know where they are on the cul-de-sac but I know where they are on the main runs. They are on the right or the left should be the left facing the house. Is the CDD ok with what we are doing? Are there any objections to any of this?

Mr. Matthes: Mr. Chairman and board this is in line with what you had me do research on a year and half ago to come back with recommendations on what to do. I believe that the POA contacted people that I got some proposals from to take a look at this and this was the method that he had recommended. The way he put it to me was the smaller trees, the ones that the roots aren't so substantial they are very good suspects for using root barrier like this. Once the tree starts getting larger and the roots start getting larger and more pronounced it is less and less effective to the point where they're very large. The ones that have substantial roots, the barrier is not going to stop them. Removal or replacement may be the only option. That is the way I recall the discussions that we had with the arborist, the landscape architect as well as landscapers. So root barriers on everything you can do as quickly as you can before they get too big.

Mr. Zemola: Is that determination in everybody's eye. There is no thing you can go up and wrap around the tree and say this is probably going to work and this won't?

Mr. Matthes: I think what it comes down to when they start installing the root barriers they will get a good feel for the size and location of the roots. They will know if it is going to work or not. It really comes down being a hands on case by case determination.

Mr. Zemola: Motion to accept what you presented and ok with what they are doing.

On MOTION by Mr. Zemola seconded by Mr. Schmitz with all in favor authorization for the HOA to proceed with the tree program as presented was approved.

Mr. Matthes: This should help cut down on grinding that we have been doing on the sidewalk for the last couple of years.

EIGHT ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Hans: Under attorney, Mr. Capko.

Mr. Capko: Nothing. We had a nice quiet couple of months. I know that you are happy that I have nothing else to report.

Mr. Zemola: We like you Bill but we like you when you are quiet.

B. Engineer

Mr. Hans: Under engineer. Stef I know you had something.

Mr. Matthes: Mr. Capko I am glad to hear you had a quiet couple of months. I like to report as you all know that during Hurricane Matthew a sinkhole appeared in the roadway in front of and adjacent to Mr. Sisto's house. So we called a different contractor in who came spur of the moment right away to uncover the issue and figure out what was going on and make the repairs. They did that. What they found was basically the same issue that was happening with the pipe that was between the roadway and the lake adjacent to Mr. Sisto's house. The same issue was occurring. There were cracks starting to start at the seam between where the two pipes were put together. The crack then allowed water to infiltrate and over time as your water table rises and falls it takes finds with it. As the hole gets bigger and water rushes through it, it takes more finds with it. It is one of those things that is very difficult to see until you start seeing depressions occur. Hindsight 20/20 we ended up TV'ing that section of pipe underneath the grass area where we saw the sinkholes. We probably should have turned it around and looked at the other direction also to see if there was something under the road. It probably would have shown the same condition that we had in that pipe. It is the same pipe, the only thing stopping it is the only difference

is you have a manhole between the same size pipes. What occurred was a catastrophic failure as we call it. The road collapsed. They opened it up. They found the culprit. They jacked the pipe back up and made an alignment, then they put a filter fabric and concrete collar around the pipe to secure it. They replaced it. I have to take a look at the asphalt patch they have done. I understand that there may be some settlement in it but we will have the contractor come back and fix it. At the same time I am going to have the same contractor take care of the sidewalk issue that Mr. Sisto has talked to some of you about. Obviously areas where the pipe is bad are being depressed and we need to find all those areas. Pull out whatever is on top. Compact the dirt on top of it and bring it back up and put a sidewalk and grass back.

Mr. Zemola: That is the area, from where that took place back to the canal, has that been inspected to see if anything else happened?

Mr. Matthes: We did that with the slip line. We did have somebody onsite when he was pulling the pipe and everything looked like it went well. He actually pulled 175 foot of plastic pipe, 36 inch pipe through that pipe and connected it to the manhole on the street. He sent Rich a TV'ing of it after effect that I need to review. After you put that slip lining in there is still going to be some voids between the old pipe and the new pipe so you want to give it a little time to let whatever settlement in those cracks to occur so that when we come back and do the final file over the top and fix the sinkholes it doesn't come back again.

Ms. Pariseau: Do we get to see that TVing also?

Mr. Matthes: Sure it is a product that was given to us. It is something that you pay for. You can definitely see it. Rich will send it up and I can make copies of it. But what it basically shows is the camera going through the pipe.

Mr. Hans: I looked at it. It doesn't make any sense to me.

Mr. Matthes: You should see a pretty seamless round or sometimes it oblongs a little when you pull it through but pretty seamless. I can also make available to you the pre-existing TVing they did for us showing us where the problems occurred. I actually presented it to the board back in March or April.

Ms. Pariseau: Under the street the whole piping was all replaced?

Mr. Matthes: No the piping wasn't replaced.

Ms. Pariseau: It looked like it was pretty damaged.

Mr. Matthes: The pipe was actually good, when they got down to the concrete pipe it was the cracks from settling. The cracks between the joints. So what they did was they adjusted the pipe back in place. Compacted underneath it and then they poured what they call a concrete collar around it. Around the joint itself they ran filter fabric and then they poured full concrete around that to set that in place. If we were to have a full pipe replacement in the street it would have been triple the cost. Because now you are excavating much wider and much longer they would have had taken out curbing and everything to put the new pipe. So what they did was repair on the pipe and that was my recommendation.

Ms. Pariseau: So there was really a sinkhole right there and do we know if there is anymore?

Mr. Matthes: We uncovered the entire run of pipe between inlets. Do we know if there is any more conditions around the development that could have that, no. That is a pretty costly undertaking to TV a lot of sections. What we can do is maybe take a look at doing the larger pipe first. The areas that carry the most water because that is typically where you will have the most problems in the pipes is the area that carries more water through them have more opportunity for that water to pull material in it if there is a gap in the pipe. As of right now I don't know if I would recommend you taking on that kind of cost but if the board wishes I can get the cost from a couple different contractors to find out just what it would be.

Mr. Zemola: Well would there be cracks or other things like that in the streets that would give you more of an indication where.

Mr. Matthes: Well Mr. Chairman to be honest that roadway looked great until a couple weeks before the storm. All the sudden you see a little depression occur. As soon as you see a depression in any roadway you know there is a problem that has to be looked at and taken care of. So depression is pretty much a sign of something that is a lot worse off underneath.

Ms. Pariseau: Yes because it was pretty ugly out there.

Mr. Matthes: Do you live around there?

Ms. Pariseau: No I don't but I ride my bike every morning.

Mr. Matthes: People were affected because of closing the road down for almost a week or week and a half almost to get it repaired.

Ms. Pariseau: I don't know if someone fell in it. Did anybody fall in it?

Mr. Matthes: We got lucky, somebody sent me some pictures. I said we have to get this looked at. Then a half a day later she sent me pictures of it even worse but I had already had the contractor lined up to go fix it. But as soon as you see any depression and it is just the general knowledge, if you see anything where you see something starting to depress in the community let me know right away. That means something else is occurring and we need to fix it right away. The longer we wait the worse it is going to get. You know this community is old enough to a point where nothing should be settling from the initial work. If something is occurring or you see something looking different is because something is going wrong and it needs to be tended to.

Ms. Pariseau: So back to the area that has had the blacktop done right now you were talking to Fred earlier about that. You are coming back you said in another week to redo it?

Mr. Matthes: I don't know about the blacktop. I heard from Hugh that he said he thought that it started to ripple. I didn't see that when I drove today. I know you can feel the bumps. The bumps are there because he didn't get a perfect seam match on top. I want to take a look at it. The sidewalk in front of Sisto's next to and over the top of the pipe with the slip on very clearly and I saw that when I walked it a week and a half ago. I was out there and I actually spoke to Ms. Sisto at the time, knocked on the door and said let's look at this. I told her we would fix the sidewalk. My contractor had said you find me more areas that need concrete work let me know what it is because we pay a lot of money for a very small amount of concrete. Whatever we can do to save money for the community I am all for it. So it was a miscommunication because he and I talked in the last week. I thought the sidewalk was already repaired. When I called him this morning to get an update he said

no Stef I was waiting for you to see if there was other areas that you needed the sidewalk done so I could do one short load and not have to charge you for a partial. I really apologized to Ms. Sisto that was on me not following up. That needs to be pulled out and repaired. There is three other locations that were depressions in his yard and in the yard neighboring to him that I am going to have the same contractor look at hopefully tomorrow morning to see what we can do. I would like to get it fixed.

Mr. Healy: If he wants to tie them into that area I have 57 more.

Mr. Matthes: 57 more depressions?

Mr. Healy: Lifts.

Mr. Matthes: We are ready to do more grinding.

Mr. Healy: I don't want them grinded, I want them replaced. I am not in favor of grinding.

Mr. Matthes: The problem with replacing until we take care of the root problem.

Mr. Healy: We will be on it in January.

Mr. Matthes: Why don't you send me that list and we can start putting the protocol together.

Mr. Healy: I will give a list.

Mr. Matthes: If you have enough for me right now to do a short load, 5 yards. I would rather pull that all in at once.

Mr. Zemola: Can you do it after the meeting?

Mr. Matthes: So that is my report. I have a second contractor working on the issues because the first contractor that we used waited way too long to get his part of the repair done.

Ms. Alice Schmitz: Stef is the county reworking the flood zones?

Mr. Matthes: I know that FEMA is updating flood maps. I can take a look at that and see if that is affecting this area. I don't know.

Ms. Alice Schmitz: How many feet above sea level are we here?

Mr. Matthes: Our minimum finished floor is 23 ngbd which is about 20 foot above sea level. Sea level is anywhere between 2 and 3 ngbd in this area so we are about 20 foot above sea level.

Ms. Alice Schmitz: If you are in a flood zone how many feet is that usually?

Mr. Matthes: It really all depends on how close you are to a water body that is affected by rainfall. So you could be near a river, you could be in the Rockies and you could be in the middle of a valley. Hundreds of thousands of miles away from the ocean and still be in a flood zone because you are near a tributary or something. What I will do is I will find out if there is any flood map changes and I will forward that to you.

C. Manager

Mr. Hans: No more questions for our engineer? We will move onto manager report. I have nothing in particular to report. I have been working with our engineer on some of these issues and dealing with some of the homeowners. Our next meeting is February 27, 2017. That is it.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

A. Discussion on Sinkholes on Place Lake

Mr. Hans: Supervisor requests and audience comments. There is a list A - D. These are items that Al asked to be put on the agenda. I think we may have addressed a couple of them or one of them at least on the sinkhole at Place Lake. I don't know if you want to go through these now or do you want to take just general questions first.

Mr. Schmitz: I thought in section D on Splendidio Drive project.

Mr. Hans: We have to go through all of them. The only one we have already discussed would be A which was the sinkholes. We still need to go over B, C, and D.

Mr. Schmitz: Ok I thought we were slipping by a little fast.

Mr. Hans: No. I just wanted to see if there were other items before we got to these that anyone may have. Yes Jim.

Mr. Grubb: I have a very quick item that I hope I can do this meeting but I didn't know the deadlines and I am trying to get used to the job. I want to talk about our lakes a little bit. Can I have about three or four minutes to tell you about our lake situation and the project we are working on. Or it can wait to the next agenda if you would like.

Mr. Zemola: I would like to hear about it.

Mr. Grubb: We started to look at the lake because this year has been especially bad for algae growth. The algae growth has led to rotting plant material and a lot of bad smells. We are trying to get them in better shape before next year. So what we have concluded in brief that we believe that a lot of the homeowners along the lake are using products that shouldn't be used along the lake and that they are flowing into the lake and causing a lot of our problems. We are looking at either requiring the homeowners to put down approved materials or probably less likely the HOA take over the fertilization in that area to make sure it stays back. We think there are a lot of problems with trying to do that, most of what are logistic problems. We need to make sure that the homeowner won't harm the lake. We considered and probably will not plant grasses around the lake but we did consider and probably will want to plant arrowhead and other controllable aquatic plants. We used to have those in our lake. I find out and the issue is after a drought or a hurricane either one will kill a lot of those plants. It cost about \$1,000 to replant them but we are talking about replanting them if we have to, to try and keep some of the algae down. Put something in for the nutrients.

Mr. Zemola: Can you repeat that? You're replanting what?

Mr. Grubb: Arrowhead is one of the plants that is most common for this according to our research but there are other controllable aquatic plants that we can use that will compete with the algae and cause the algae growth to be less.

Mr. Healy: We have done it once before. Just in our shallow corners in the two retention ponds and back over here and over there down the end of Arlington by the preserve there. We did it over there. A lot of them died from the drought. You put them in there to try and compete with the nutrients in the water because the algae was really on its growing stage pretty aggressive back then.

Mr. Zemola: I was not very fond of those plants because they spread all over the place.

Mr. Healy: If it gets to that point it will be removed but if you look at the south retention pond, they are in there and they are controllable. I mean you have Wetlands Management one of the finest companies working with it and if there was an issue they would remove them.

Mr. Zemola: I personally didn't like them and I still don't like them.

Mr. Healy: Well they do help the fish. They are beneficial for the fish and for the nutrients for the algae to compete against.

Mr. Zemola: The one that we planted at the end of Splendido on the big lake they spread all over the place. They cause a lot of snakes to get in there and other animals to go in there. I don't think we need that. The birds would land on them and flatten them out and they would just float all over the place. It was not very good.

Mr. Grubb: The next point is a little relevant to that too. We are going to be going back to the vendor that we have and requiring that we do some kind of dredging. We used to do that with the boat and we have also done that with some drag lines. We are going to have to get in there and do that. You can't imagine how many complaints, I wasn't even on the board then we do hear from people every meeting because there was a really foul odor downwind around the lake.

Mr. Zemola: I am not sure that your dredging is your responsibility. I think the CDD has some.

Mr. Grubb: Absolutely that is why I am talking about that now because we are trying to do this study. We couldn't proceed without presenting it here and talking about what we think right now that we need to do.

Ms. Alice Schmitz: Is there any fish that would help cut out the algae? We were talking about way back when some fish?

Mr. Healy: What fish?

Ms. Alice Schmitz: I don't know. I don't remember.

Mr. Healy: There is some fish that eat some algae and stuff but I don't know if we really want to do that. Sometimes you get an insect to take care of it. So I don't know about getting fish in the lake other than what we normally have bass and whatever type of fish we have. Al would know better than me. I don't know an easy fix for bringing in fish.

Mr. Zemola: That is not a good idea because right now we had some armored catfish and what they do is they dig into the side of the bank and make big holes and then you get erosion from that. We have those in there right now. If we can get rid of them we should try and get rid of them.

Mr. Grubb: So in conclusion if there are other suggestions I would like to hear those too because we are just trying to dig in and put together a plan to take care of this problem before it happens next year.

Mr. Healy: Jim and I were researching this and if you look at two test ponds we don't have an algae problem in there because the association takes care of the bank. They use the proper herbicide and fertilization on that bank and that is not an issue. So if the same people did the entire lake it would be beneficial to getting all this algae out of the lake which is really upsetting a lot of people with the odor. Once you kill it, it smells. So you have to kill it or it takes over the lake so that is what we have been talking about. Is there anything negative about that, that the CDD would not want the association to take over that program?

Mr. Zemola: I think there were laws already in the county to do that am I right? They have to use the right fertilizer in the county.

Mr. Capko: The County has a code that they adopted a little while ago which restricts the type of fertilizer and how you fertilize. You know better than I do about that but they do have a fertilizer ordinance.

Mr. Healy: You can't get about 90 homeowners to get together on that issue because they don't think it is really going to affect them.

Mr. Zemola: Maybe the HOA can start talking to the homeowners because that is already in the laws.

Mr. Healy: Yes but that doesn't mean they are going to follow it.

Mr. Grubb: The problem is people like me go to Home Depot. I don't live along the lake but I go to Home Depot to get the fertilizer and I am sure that is what they do. But you are right, we do need to talk to the homeowners and get that word out.

Ms. Alice Schmitz: And the companies that come out and fertilize.

Mr. Grubb: We don't believe that the problem is with any of the contractors that we have now. We believe that it is the homeowners, that is all.

Mr. Zemola: If they get the wrong person to come in and do the work for them that may not get to solve the problem. We have to make sure who they can go to in order to have this work done.

Mr. Grubb: Our plan is to keep you informed. We haven't taken any of the actions on here except we will take the one to talk to the homeowners. But we are going to need some ideas. If these aren't good ones we are going to have to have some others.

Mr. Zemola: Well we will give the homeowners, here is the products you should be using.

Mr. Grubb: Yes we can do that. I didn't know about the specification in the law but we can get a copy of that.

Mr. Zemola: You are advising them not dictating to them.

Mr. Grubb: Thanks for your time.

Mr. Hans: We can go over these items that Al requested on the agenda. We took care of the sinkholes.

B. Discussion on Payment for Railroad Ties removed from the Preserve Area without Permission

Mr. Hans: Item B is the discussion of payment for railroad ties removed by the preserve area without permission. I know at our last meeting there was a motion that said that we needed to bill the HOA for whatever our costs were and get reimbursed for that. I went back to our meetings earlier than that where we originally made a motion was that they could sell the railroad ties at whatever the market would be and they would give us the money for that because they didn't know what they could get for it. We did get a check for about \$500 from the HOA about a month or so ago for railroad ties. We spend \$1,300

which included the installation, some rebar that was put in so we are not getting our full \$1,300 back but I don't know if it is reasonable to expect to get that back.

Mr. Schmitz: You said you got \$500?

Mr. Hans: We got \$500.

Ms. Pariseau: How long were they in place?

Mr. Hans: The railroad ties were down for about a year or more.

Mr. Healy: I think it was not using their heads telling you to remove them. They should have just left them there and put some plants in front of them.

Mr. Zemola: We told them you could move them back and forth. I told them you could move them back and forth. You put your plants in front or back. They still removed them.

Mr. Healy: Put your plants on both sides of them. They wanted to put plants in anyway. Just leave them there and put the plants there.

Mr. Zemola: And the plants died.

Mr. Hans: Well the agreement was when they put those plants in if they didn't survive the HOA would replace them and make sure there was enough stuff growing there to keep the traffic from going through. So if that is not happening then we need the HOA to fill in those blanks.

Ms. Pariseau: I think there was also an issue about some leaching. I think there was a lot of questions about that. The creosote in them was leaching. I think there was some discussion on that. I don't remember.

Mr. Healy: Those things were old.

Mr. Hans: I think our engineer gave a report on that. They are used railroad ties that were put in there so most of the creosote is already leached out. It would be minimal if there was any.

Mr. Healy: Gold cart traffic would be deterred. Just leave them there with plants in front of them.

Mr. Matthes: Mr. Chairman I have a question, I need to leave but that was just a phone call I took from the contractor. He will be here Tuesday because he doesn't want to

tear up the sidewalk before Thanksgiving. He will be here a week from today to take care of all of Mr. Sisto's issues. Just wanted to give you an update on that.

Mr. Hans: On this item I am not sure what the board wants to do or how they want to proceed with the payment if we are satisfied.

Mr. Zemola: As long as you got something out of it.

Mr. Schmitz: I would say except what we have got.

Ms. Pariseau: I agree.

C. Discussion on Tennis Court/Tot Lot/Bocce Ball Court Encroachment into Preserve near Clubhouse

Mr. Hans: The next item is the discussion of the tennis court/tot lot/ bocce court encroaching into the preserve near the clubhouse. Unfortunately we just lost Stef, he would have been instrumental on this conversation. We did have a couple of homeowners that were encroaching into the preserve. They staked out the boundaries of the property. Not necessarily in the preserve itself but in the property that the CDD owns. It turns out that the tennis courts, the back end of the tennis courts or the side of the tennis courts encroach onto the CDD property. Then the bocce court would be completely on the CDD property. Al was concerned about it and do these things need to be removed. I think that is the discussion.

Mr. Schmitz: Is the area where the bocce court, were their trees removed in order to get the bocce court in there?

Mr. Zemola: I believe there were yes.

Mr. Schmitz: Do we have any pictures or anything that backs this up?

Mr. Zemola: No I don't.

Ms. Pariseau: I don't know if the bocce court is even being used anymore. I have no clue.

Mr. Zemola: In months and months I haven't seen it being used but then I don't walk by everyday looking to see if anybody is out there.

Ms. Alice Schmitz: I think it might be used January to March occasionally.

Mr. Hans: I see Ann Marie shaking her head no. Because we are coming up into the cooler season when people may be outside using it, do we want to see what the use is through this wintertime? See if it is actually being used and have much of an effect it would be if we had it removed.

Ms. Pariseau: I think that is a good suggestion.

Mr. Zemola: One other thing is right now the fence of the tennis court is collapsed from the storm. It may be a good idea right now if we want them to move that fence of the tennis court back. It is only about five foot onto the CDD property. Have them do it now while they are fixing the fence.

Mr. Schmitz: Is that the fence that is on the CDD property?

Mr. Zemola: No it is not. It is the back portion next to the preserve back there. It is about 5 foot on as well as the tot lot.

Mr. Schmitz: I understand that but I thought the part that came down was over more towards the lake.

Mr. Zemola: Towards the lake that is correct but they have to repair that and actually all they have to do is just cut the pipes from the ground of the tennis court and remount those pipes back on their own property.

Ms. Pariseau: Is there somewhere else in the community that we could get the land or get the space that this is covering. That is going to cost a lot of money to change that tennis court.

Mr. Zemola: Actually what you are doing is only moving the pipes.

Ms. Pariseau: Then that is going to leave this much tennis court still sticking out in cement and five feet of tennis court sticking out beyond the fence. What purpose is that?

Mr. Zemola: I think you have a couple of issues here. One inch on the CDD property is an encroachment. There is about five foot that they have encroached on. Also you have the legal problem I think which if anybody from outside the community wants to come on here and step on that property for any reason at all he can't step on that property because it is fenced in. They have the right to come into this community from the outside. There is a locked gate on that and they have to get through over here, the locked

gate to the pool area. But it is a fence, it shouldn't be there. They encroached on the CDD property by five foot that whole area. It is about 150 feet. But that is my opinion.

Ms. Pariseau: That is my question, is there 150 feet somewhere else that could be designated CDD property in place of that?

Mr. Zemola: It also was a preserve too.

Mr. Schmitz: What we are talking about is a five foot piece of land that goes along that area about 150 feet. When you put it in that perspective I don't think it sounds to me as quite as drastic a problem.

Mr. Zemola: Even if they were an inch on CDD property it is still an encroachment.

Mr. Capko: But you are also the CDD which is part of the community and if it is a deminimis problem where it really isn't a problem. If you have an encroachment that the county comes out and says you are supposed to have these extra five feet of preserve and you don't have them, that is a different story but now that location of the fence on the tennis court does not seem to be impacting the CDD at all.

Mr. Schmitz: Was there ever a situation where that area was clearly labeled as part of land to have certain plants therefore applicable to the nature of the preserve?

Mr. Zemola: In our maps it does but Stef was supposed to show us that and go into it and see if that was right. Maybe we should postpone this talk until Stef comes back.

Ms. Pariseau: He was supposed to do an overlay.

Mr. Zemola: Maybe we should postpone this talk until Stef comes back.

Mr. Schmitz: Get the overlay?

Ms. Pariseau: He was going to show us the overlay.

Mr. Zemola: As we know we had a problem with that over near your house where there was a question of encroachment there. The county came over and gave us a fine or were going to fine us anyhow.

Mr. Schmitz: Well let's get the overlay from Stef and let's talk to the county and see what kind of situation we really have.

Mr. Hans: I wouldn't recommend calling the county because that is what basically happened over here. The county is not coming out and inspecting and saying you have a

problem. Someone called thinking they were doing the right thing because the homeowners were encroaching. Let's let the county know well the county comes out and says yes it is an encroachment. CDD, you guys own it so you guys get the fine not the homeowner so I think if the CDD and HOA works together with Stef and decide what we do I don't think you want to get the county involved and actually having them start fining you. They are going to fine the CDD.

Mr. Schmitz: If we had some sort of a map that the county or preserve had sent to us at one point of time and said this area is for preservation purposes and cannot be encroached upon for any other use.

Mr. Hans: That is what Stef was going to try and give us because you have the boundaries of the property that we own and within that property is a preserve. Is it the whole property or is it a smaller area within the property. That is what we will get from Stef and hopefully we will have it for our February meeting.

Mr. Zemola: Do we have to make a motion?

Mr. Hans: No I don't think so we have direction and be on the record.

D. Discussion and Update on Splendido Drive Monuments Project and Protective Coverings over Benches at the Bus Stop

Mr. Hans: The other item is the discussion and update on Splendido Drive Monument Project and protective coverings over the benches at the bus stop.

Mr. Zemola: At the HOA meeting they were going to put the covering over the bus stop and Stef isn't here right now either. I would imagine that would need a permit from the county to do that as of what height. They questioned me as to what height I should put it. I said hey I don't know. I would imagine that the county would tell them.

Ms. Cognilio: The trellis contractor will handle all the permits and what is needed with the county.

Mr. Zemola: Ok but they would also tell them what height they would have to be.

Ms. Cognilio: Yes the trellis contractor knows.

Mr. Zemola: Would we have to sign that too because we own the property?

Ms. Cognilio: You already gave approval of the trellis.

Mr. Hans: Usually the permit has a signature for owner so the CDD as owner would need to sign it.

Ms. Cognilio: They will leave it here and when we are at that stage I can contact somebody to sign it.

Mr. Hans: Why don't we make a motion authorizing the chairman to sign that permit when it becomes available that way you can see it.

On MOTION by Ms. Pariseau seconded by Mr. Schmitz with all in favor authorization for Chairman to sign permit for protective coverings over benches at bus stop was approved.

TENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

B. Balance Sheet and Income Statement

Mr. Hans: Financial Reports. Approval of the check register and there is a balance sheet and income statement. If there is any questions or discussions on those I will take those. This is year end September 30, 2016 so just a quick look, everything is good. Variances are positive meaning that we came in under budget on almost all our line items for the year. So just looking for a motion to approve.

On MOTION by Mr. Stroh seconded by Ms. Pariseau with all in favor the check register and balance sheet and income statement were approved.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Hans: If there is no other district business a motion to adjourn would be in order.

On MOTION by Mr. Schmitz seconded by Ms. Pariseau with all in favor the meeting was adjourned.

November 22, 2016

Portofino Shores CDD

Assistant Secretary/Secretary

Chairman/ Vice Chairman

Robin Ventura

From: Stef Matthes [<mailto:smatthes@ct-eng.com>]
Sent: Monday, January 9, 2017 8:32 AM
To: Rich Hans <rhans@gmssf.com>; Al Zemola <althebassman@aol.com>
Subject: RE: Portofino Shores OST No. 1

Rich & Al,

Here's what I have found.

- In the PUD Plan, OST 4 is listed as having 1.43 acres of "Native Upland Habitat Preserve"
- The plat shows that OST 4 has 1.87 acres of land
- The Plat defines the OST area to be dedicated to the CDD for "Open Space Purposes"
- OST 4 is NOT a Conservation Area

So, according to the PUD plan, only 1.43 acres out of the 1.87 acres that makes up OST 4 is required to meet the County approved Native Upland Habitat Preservation.

The actual location of the 1.43 acres of "Native Upland Habitat Preserve" is not specifically defined in the PUD Plan, so insuring that there is 1.43 acres of native upland habitat within OST 4 would, in my opinion meet the intent of the PUD approval.

It would see to me that the CDD could allow passive recreation on 0.44 acres of OST 4 if they chose to do so.

Hope this helps

Stef



Stefan K. Matthes, P.E.
Senior Vice President
Culpepper and Terpening, Inc.
Consulting Engineers and Land Surveyors
2980 South 25th Street
Ft. Pierce, FL 34981
Telephone 772-464-3537 Ext. *114
Facsimile 772-464-9497
smatthes@ct-eng.com

From: Rich Hans [<mailto:rhans@gmssf.com>]
Sent: Friday, January 06, 2017 4:03 PM
To: Stef Matthes <smatthes@ct-eng.com>; Al Zemola <althebassman@aol.com>
Subject: RE: Portofino Shores OST No. 1

Stef,

What we really need to know is if there is a difference between the boundary of OST 1 and the preserve? Does the preserve have to extend out to the edge of the boundary of OST 1.

Rich Hans
GMS-SF, LLC
(954) 721-8681

From: Stef Matthes [<mailto:smatthes@ct-eng.com>]
Sent: Friday, January 6, 2017 3:14 PM
To: Rich Hans <rhans@gmssf.com>; Al Zemola <althebassman@aol.com>
Subject: Portofino Shores OST No. 1

Rich and Al,

Happy New Year!

We have completed the stakeout of the OST 1 adjacent to the clubhouse.

As suspected, a portion of the tennis court, and all of the bocci court are located on the OST tract.

Please take a look

Stef



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Portofino Shores
Community Development District

Check Run Summary - General Fund

February 7, 2017

Date	Check Numbers	Amount
December 16, 2016	798--803	\$ 39,996.12
January 19, 2017	804-809	\$ 318,011.47
	Total	\$ 358,007.59

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO... DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/16/16	00014	11/10/16	77624	201611	310	51300	31100		PRINCIPAL ENGINEER	*	994.32		
CULPEPPER & TERPENING, INC											994.32	000798	
12/16/16	00002	11/22/16	5-618-36	201611	310	51300	42000		DELIVERIES THRU-11/22/16	*	138.07		
		11/29/16	5-625-96	201611	310	51300	42000		DELIVERIES THRU-11/29/16	*	14.36		
FEDEX												152.43	000799
12/16/16	00021	12/01/16	146	201612	310	51300	34000		MANAGEMENT FEES	*	3,406.25		
		12/01/16	146	201612	310	51300	35100		COMPUTER TIME	*	83.33		
		12/01/16	146	201612	310	51300	44000		RENT	*	200.00		
		12/01/16	146	201612	310	51300	49500		WEBSITE ADMIN	*	41.67		
		12/01/16	146	201612	310	51300	51000		OFFICE SUPPLIES	*	20.00		
		12/01/16	146	201612	310	51300	42000		POSTAGE	*	2.79		
		12/01/16	146	201612	310	51300	42500		COPIES	*	76.40		
GOVERNMENTAL MANAGEMENT SERVICES -												3,830.44	000800
12/16/16	00003	12/13/16	WGC-1162	201612	310	51300	31500		NOV 16 - GENERAL COUNSEL	*	2,697.50		
LEWIS, LONGMAN & WALKER, PA												2,697.50	000801
12/16/16	00041	11/09/16	2016 617	201611	310	51300	31301		2016 TRIM NOTICE	*	5,085.33		
KEN FRUITT PROPERTY APPRAISER												5,085.33	000802
12/16/16	00053	11/01/16	16-0004	201611	320	53800	46000		HURRICANE REPAIRS	*	24,641.10		
		12/12/16	3	201612	320	53800	46000		SIDEWALK REPAIR	*	2,595.00		
SHELTRA & SONS CONSTRUCTION, LLC												27,236.10	000803
1/19/17	00014	12/15/16	77789	201611	310	51300	31100		NOV 16 - ENGINEERING SVCS	*	1,795.09		
CULPEPPER & TERPENING, INC												1,795.09	000804
1/19/17	00021	1/02/17	147	201701	310	51300	34000		JAN 17 - MGMT FEES	*	3,406.25		

PORS --PORT SHORE-- PPOWERS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/02/17	147	147	201701 310-51300-35100			*	83.33		
		JAN 17	- COMPUTER TIME						
1/02/17	147	147	201701 310-51300-44000			*	200.00		
		JAN 17	- RENT						
1/02/17	147	147	201701 310-51300-49500			*	41.67		
		JAN 17	- WEBSITE ADMIN						
1/02/17	147	147	201701 310-51300-42000			*	4.63		
		JAN 17	- POSTAGE						
1/02/17	147	147	201701 310-51300-42500			*	10.50		
		JAN 17	- COPIES						
								3,746.38	000805

1/19/17	00003	1/05/17	116632	201612 310-51300-31500		*	332.47		
		DEC 16	- GENERAL COUNSEL						
								332.47	000806

1/19/17	00023	10/31/16	EXCESS F	201701 300-20700-10000		*	410.25		
			TRANSFER OF TAX RECEIPTS						
								410.25	000807

1/19/17	00023	1/19/16	TAX REC	201701 300-20700-10000		*	275,787.28		
			TRANSFER OF TAX RECEIPTS						
								275,787.28	000808

1/19/17	00051	10/31/16	42255	201610 320-53800-46000		*	35,940.00		
			DRAINAGE PIPE - FINAL PMT						
								35,940.00	000809

							TOTAL FOR BANK A	358,007.59	
							TOTAL FOR REGISTER	358,007.59	

PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
December 31, 2016

	<u>Governmental Fund Types</u>			Totals
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only) 2017</u>
ASSETS:				
Cash	\$600,018	---	---	\$600,018
Investments:				
State Board - Lake Bank	\$113,394	---	---	\$113,394
<u>Series 2013:</u>				
Reserve	---	\$316,613	---	\$316,613
Interest	---	\$0	---	\$0
Revenue	---	\$49,098	---	\$49,098
Prepayment	---	\$262	---	\$262
Cost of Issuance	---	---	\$8,235	\$8,235
Due from General Fund	\$0	\$264,759	---	\$264,759
TOTAL ASSETS	<u>\$713,412</u>	<u>\$630,732</u>	<u>\$8,235</u>	<u>\$1,352,379</u>
LIABILITIES:				
Accounts Payable	\$38,758	---	---	\$38,758
Due to Debt Service	\$264,759	\$0	---	\$264,759
FUND BALANCES:				
Restricted for Debt Service	---	\$630,732	---	\$630,732
Restricted for Capital Projects	---	---	\$8,235	\$8,235
Reserves	\$26,973	---	---	\$26,973
Unassigned	\$382,921	---	---	\$382,921
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$713,412</u>	<u>\$630,732</u>	<u>\$8,235</u>	<u>\$1,352,379</u>

PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures
For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/16	ACTUAL THRU 12/31/16	VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments	\$162,920	\$136,327	\$136,327	\$0
Interest/Misc Income	\$0	\$0	\$275	\$275
TOTAL REVENUES	\$162,920	\$136,327	\$136,602	\$275
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Engineering	\$15,000	\$3,750	\$3,480	\$270
Assessment Roll	\$5,600	\$5,600	\$5,600	\$0
Property Appraiser	\$5,100	\$5,100	\$5,085	\$15
Attorney	\$35,000	\$8,750	\$3,320	\$5,430
Annual Audit	\$3,400	\$0	\$0	\$0
Trustee Fees	\$4,000	\$0	\$0	\$0
Management Fees	\$40,875	\$10,219	\$10,219	\$0
Computer Time	\$1,000	\$250	\$250	\$0
Postage	\$1,200	\$300	\$156	\$144
Printing & Binding	\$865	\$216	\$78	\$139
Rentals & Leases	\$2,400	\$600	\$600	\$0
Insurance	\$6,515	\$6,515	\$6,042	\$473
Legal Advertising	\$1,000	\$250	\$0	\$250
Other Current Charges	\$1,250	\$313	\$181	\$132
Website Compliance	\$500	\$125	\$125	(\$0)
Office Supplies	\$400	\$100	\$20	\$80
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$63	\$0	\$63
Contingencies	\$5,000	\$1,250	\$0	\$1,250
<u>FIELD:</u>				
Repairs & Maintenance	\$10,000	\$2,500	\$63,176	(\$60,676)
Roadway Maintenance	\$5,000	\$1,250	\$0	\$1,250
Lake Bank Restoration	\$25,000	\$6,250	\$0	\$6,250
TOTAL EXPENSES	\$169,530	\$53,575	\$98,507	(\$44,932)
<u>OTHER SOURCES/(EXPENDITURES):</u>				
Interfund Transfer In	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$6,610)		\$38,094	
FUND BALANCE - Beginning	\$21,832		\$371,800	
FUND BALANCE - Ending	<u>\$15,222</u>		<u>\$409,894</u>	

PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Statement of Revenues & Expenditures

For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED THRU 12/31/16	ACTUAL THRU 12/31/16	VARIANCE
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REVENUES:

Tax Receipts	\$315,994	\$264,350	\$264,350	\$0
Interest Income	\$0	\$0	\$6	\$6
Prepayments	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$315,994	\$264,350	\$264,356	\$6

EXPENDITURES:

Series 2013:

Interest Expense - 11/1	\$72,956	\$72,956	\$72,956	\$0
Interest Expense - 05/1	\$72,956	\$0	\$0	\$0
Special Call - 11/1	\$0	\$0	\$10,000	(\$10,000)
Principal Expense - 5/01	\$170,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$315,912	\$72,956	\$82,956	(\$10,000)

OTHER SOURCES/(EXPENDITURES):

Interfund Transfer In	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0

EXCESS REVENUES (EXPENDITURES)	\$82		\$181,400	
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FUND BALANCE - Beginning	\$115,880		\$449,332	
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FUND BALANCE - Ending	\$115,962		\$630,732	
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PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED THRU 12/31/16	ACTUAL THRU 12/31/16	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
Cost of Issuance	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER SOURCES/(EXPENDITURES):</u>				
Interfund Transfer In	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$0	\$0	(\$0)	(\$0)
TOTAL OTHER	\$0	\$0	(\$0)	(\$0)
EXCESS REVENUES (EXPENDITURES)	\$0		\$0	
FUND BALANCE - Beginning	\$290,053		\$8,235	
FUND BALANCE - Ending	\$290,053		\$8,235	

PORTOFINO SHORES
COMMUNITY DEVELOPMENT DISTRICT

Bond Issue:	<u>Series 2013 Special Assessment Refunding Bonds</u>
Original Issue Amount:	\$4,450,000
Interest Rate:	3.68%
Maturity Date:	May 1, 2033
Reserve Fund Requirement:	Lesser of: (i) Max Annual Debt Service for Bonds Outstanding (ii) 125% of Average Debt Service for Bonds Outstanding (iii) 10% of Original proceeds

Bonds outstanding - 9/30/13	\$4,450,000
Less: 5/1/2014	(\$155,000)
5/1/2015	(\$160,000)
11/1/2015	(\$5,000)
5/1/2016	(\$165,000)
11/1/2016	(\$10,000)
Current Bonds Outstanding:	<u>\$3,955,000</u>

Portofino Shores
 Community Development District
 Tax Collections
 Fiscal Year Ending September 30, 2017

Date Received	Gross Tax Received	Commissions	Discounts	Net Amount Received	Gross		
					Debt Service Fund 65.98%	General Fund 34.02%	Total 100.00%
					\$ 335,508.48	\$ 173,024.22	\$ 508,532.70
11/10/2016	\$ 3,954.68	\$ 75.93	\$ 158.20	\$ 3,720.55	\$ 2,454.66	\$ 1,265.89	\$ 3,720.55
11/23/2016	\$ 55,698.90	\$ 1,069.41	\$ 2,228.10	\$ 52,401.39	\$ 34,572.23	\$ 17,829.16	\$ 52,401.39
11/18/2016	\$ 5,960.90	\$ 112.92	\$ 314.81	\$ 5,533.17	\$ 3,650.55	\$ 1,882.62	\$ 5,533.17
11/25/2016	\$ 46,467.49	\$ 892.18	\$ 1,858.85	\$ 43,716.46	\$ 28,842.28	\$ 14,874.18	\$ 43,716.46
12/2/2016	\$ 223,772.80	\$ 4,296.43	\$ 8,951.53	\$ 210,524.84	\$ 138,895.43	\$ 71,629.41	\$ 210,524.84
12/9/2016	\$ 75,150.39	\$ 1,443.28	\$ 2,986.42	\$ 70,720.69	\$ 46,658.54	\$ 24,062.15	\$ 70,720.69
12/16/2016	\$ 5,932.22	\$ 114.49	\$ 217.52	\$ 5,600.21	\$ 3,694.78	\$ 1,905.43	\$ 5,600.21
12/22/2016	\$ 5,932.02	\$ 115.08	\$ 177.96	\$ 5,638.98	\$ 3,720.36	\$ 1,918.62	\$ 5,638.98
12/30/2016	\$ 2,966.01	\$ 57.54	\$ 88.98	\$ 2,819.49	\$ 1,860.18	\$ 959.31	\$ 2,819.49
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 425,835.41	\$ 8,177.26	\$ 16,982.37	\$ 400,675.78	\$ 264,349.02	\$ 136,326.76	\$ 400,675.78

83.74% **To Debt Service** V#23 001.300.20700.10000

1/19/2017 \$ 275,787.28 808
 \$ 1,635.56

\$ 277,422.84
Balance to Transfer \$ (13,073.82)