

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

The special meeting of the Board of Supervisors of the Portofino Isles Community Development District was held on Tuesday, April 13, 2021 at 10:00 a.m. at 2160 NW Reserve Park Trace, Port St. Lucie, Florida 34986.

Present and constituting a quorum were:

Dan Duncan  
Frank Austin  
Juan Azcona  
Rohn Timm

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Ginger Wald  
Paul Winkeljohn

District Counsel (by phone)  
District Manager

***Please Note: Due to equipment failure, this meeting was unable to be transcribed verbatim and the following is a summary of actions taken at the meeting.***

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
February 9, 2021 Meeting**

Mr. Winkeljohn presented the minutes from the February 9, 2021 meeting, asked for any comments, additions, deletions, or corrections, and upon not hearing any, asked for a motion to approve them.

On MOTION by Mr. Azcona seconded by Mr. Duncan with all in favor the Minutes of the February 9, 2021 Meeting were approved.
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**SECOND ORDER OF BUSINESS      Organizational Matters**

**A. Acceptance of Resignation letter from Ronald Willemstyn**

Mr. Winkeljohn presented Mr. Willemstyn's resignation letter to the Board and the Board accepted his resignation.

On MOTION by Mr. Azcona seconded by Mr. Austin with all in favor, accepting the resignation of Mr. Ronald Willemstyn was approved.

**B. Consideration of Appointment of Supervisors to Fill Unexpired Term of Office – Seat #2 (11/2024) and Seat #3 (11/2024)**

**C. Oath of Office for Newly Appointed Supervisor(s)**

**D. Election of Officers**

Mr. Winkeljohn informed the Board they had two vacant seats and asked if they wished to appoint someone to the Board at this time. The Board made a motion to appoint Mr. Rohn Timm to seat #2.

On MOTION by Mr. Azcona seconded by Mr. Austin with all in favor, appointing Rohn Timm to fill the unexpired term of office for seat #2 was approved.

*(Mr. Winkeljohn administered the Oath of Office to Mr. Rohn Timm as a newly appointed Supervisor and explained the packet of paperwork given to him)*

Mr. Winkeljohn explained to the Board whenever there is a newly appointed Board member, the slate of officers is reviewed, and the election of officers is required to take place. The Board made a motion to retain existing positions and appoint Dan Duncan as chairman, Frank Austin as vice chairman and all remaining Board members as assistant secretaries.

On MOTION by Mr. Azcona seconded by Mr. Duncan with all in favor, Election of Officers, electing Dan Duncan as chairman, Frank Austin as vice chairman and all remaining Board members as assistant secretaries was approved.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 9, 2021 Meeting (Cont.)**

*(This item was addressed earlier in the meeting)*

**FOURTH ORDER OF BUSINESS**

**Portofino Court Update**

Mr. Campbell presented an overview of a purchase proposition for the Portofino Court property under the management of the Special Purpose Entity (SPE). The discussion outlined a number of steps involving the existing owners that control the HOA and that these issues would be required for the property to complete a sale. The CDD Board would be asked to reset the exiting bond and debt assessment level (50% reduction) and accept the closing at some time in the future. The CDD was assured outstanding Operations and Maintenance amounts would be paid in full as part of this potential transaction. The SPE agreed to expressly agree to these conditions in the form of a letter directing the CDD to take steps required to close the transaction.

On MOTION by Mr. Azcona seconded by Mr. Austin with all in favor accepting the proposed SPE Portofino Court conditions with no objection except that fully paid balance of outstanding O&M assessments be required and a letter directing the CDD to proceed bond reduction and execute approved real estate closing.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution #2021-05 Approving the Proposed Fiscal Year 2022 Budget and Setting the Public Hearing**

Mr. Winkeljohn presented the proposed fiscal year 2022 budget and asked if there were any questions or comments from the Board, it was noted that preserve contractor listed on page 5 was changed. Mr. Winkeljohn suggested having the public hearing to approve the final budget on August 10, 2021 at 10:00 a.m. at this location. The Board made a motion to approve the resolution and set the public hearing date for August 10, 2021.



ON MOTION by Mr. Azcona seconded by Mr. Austin with all in favor, Resolution #2021-05 approving the proposed Fiscal Year 2022 budget and setting the Public Hearing on August 10, 2021 at 10:00 a.m. at the Newport Isles Clubhouse, 1856 SW Newport Isles Blvd, Port St. Lucie, Florida or was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Rodent Control from Preserve**

Mr. Winkeljohn presented the discussion of rodent control from the preserve and the Board had a discussion on this item. It was discussed that the townhome area presented many opportunities with food sources to exacerbate rodent populations. Best practices applied to these areas would be most beneficial. The CDD preserve and natural wildlife would be in balance provided any food source and rodent reduction on residential property is achieved.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Access Business – only Pricing with Amazon**

Mr. Winkeljohn presented the discussion of access business-only pricing with Amazon and the Board had a discussion on this item. After the discussion, the Board made a motion to give authorization to staff to purchase posts for signage from Amazon and establish the required business account.

ON MOTION by Mr. Austin seconded by Mr. Azcona with all in favor, authorizing staff to purchase posts for signage from business-only pricing with Amazon was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There not being any report, the next item followed.

**B. Engineer**

There not being any report, the next item followed.

**C. Field Manager – Monthly Maintenance Update**

There not being any report, the next item followed.

**D. CDD Manager**

Mr. Winkeljohn gave an update to the Facebook posting and our response. It was reiterated that it is not acceptable to allow false narrative to go unchallenged. An additional public records request was submitted to management which documents were provided. It was stated that request for analysis or education regarding the documents is outside the scope of public records requests and must be directed by the Board. It was stated that a committee was formed to study dissolving the CDD by the HOA. This was met with discussion that this was well documented as wasteful effort given the enormous bond debt required and extensive legal costs to consider. Mr. Azcona offered to coordinate the open maintenance agreements.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Mr. Winkeljohn asked if there were any Supervisors Requests or Audience Comments, there were none.

**TENTH ORDER OF BUSINESS Financial Reports**

- A. Approval of Check Run Summary**
- B. Balance Sheet and Income Statement**

Mr. Winkeljohn presented the financial reports, asked if there were any questions on the check run summary, or on the balance sheet and income statement, and upon not hearing any, asked for a motion to approve them.

ON MOTION by Mr. Austin seconded by Mr. Duncan with all in favor, the check run summary and the balance sheet and income statement were approved.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There not being any further business to discuss,

On MOTION by Mr. Timm seconded by Mr. Azcona with all in favor, the Meeting was adjourned.

  
Assistant Secretary/Secretary

  
Chairman/Vice Chairman