



**SAIL HARBOUR  
COMMUNITY DEVELOPMENT  
DISTRICT**

**LEE COUNTY  
REGULAR BOARD MEETING  
MARCH 10, 2025  
6:00 P.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.sailharbouredd.org](http://www.sailharbouredd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
Hilton Garden Inn  
12600 University Drive  
Fort Myers, Florida 33907  
**REGULAR BOARD MEETING**  
March 10, 2024  
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Administer Oath of Office to Kathy Jones
- D. Establish Quorum
- E. Declare Vacancy in Seat #5 (Imbasciani)
- F. Appointment to Vacancy in Seat #5 and Administer Oath of Office
- G. Declare Vacancy in Seat #4 (R Balaun)
- H. Appointment/Discussion on Filling Vacancy
- I. Additions or Deletions to Agenda
- J. Comments from the Public for Items Not on the Agenda
- K. Approval of Minutes
  - 1. November 4, 2024 Regular Board Meeting.....Page 4
- L. Old Business
  - 1. Update on Pipe TV-ing
- M. New Business
- N. Administrative Matters
  - 1. Engineer’s Report
  - 2. Manager’s Report
    - Financials.....Page 6
    - Upcoming Meeting/Budget Schedule – April 14 & August 11
- O. Board Member Comments
- P. Adjourn



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

**AFFIDAVIT OF PUBLICATION**

DISTRICT SAIL HARBOUR COM DEV  
C/O Special District Serv Accts Payable  
Sail Harbour Com Dev District  
2501 BURNS RD STE A  
PALM BEACH GARDENS FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Lee County, Florida, or in a newspaper by print in the issues of, on:

09/30/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/30/2024

Legal Clerk

Notary, State of WI, County of Brown

8-21-26

My commission expires

Publication Cost: \$235.22

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NICOLE JACOBS  
Notary Public  
State of Wisconsin

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025  
REGULAR MEETING SCHEDULE  
NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Sail Harbour Community Development District will hold Regular Meetings in a Meeting Room of the Hilton Garden Inn located at 12600 University Drive, Fort Myers, Florida 33907 at 6:00 p.m. on the following dates:

- October 14, 2024
- January 13, 2025
- March 10, 2025
- April 14, 2025
- June 9, 2025
- August 11, 2025

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT  
www.sailharbourcdd.org  
September 30, 2024

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 4, 2024**

**A. CALL TO ORDER**

The November 4, 2024, Regular Board Meeting of the Sail Harbour Community Development District (the “District”) was called to order at 6:00 p.m. at the Hilton Garden Inn located at 12600 University Drive, Fort Myers, Florida 33907.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Fort Myers News-Press* on October 25, 2024, as legally required.

**C. CONSIDER BOARD RESIGNATION AND APPOINTMENT TO BOARD VACANCY**

A **motion** was made by Ms. Imbasciani, seconded by Mr. Balaun and passed unanimously accepting the resignation of Ms. Howerton.

A **motion** was then made by Mrs. Balaun, seconded by Ms. Imbasciani and passed unanimously appointing Kathy Jones to the Board vacancy.

**D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES**

As Ms. Jones was not present, Ms. Meneely stated she could be administered the oath of office in between meetings or at the next meeting.

Ms. Imbasciani indicated that she had missed the qualification date for her seat but would like to stay on the Board. Ms. Wald stated that two weeks after the election the Board could declare a vacancy and appoint a qualified applicant, including Ms. Imbasciani if they so choose, at the next meeting.

**E. ESTABLISH A QUORUM**

It was noted that a quorum was established by the presence of:

Chairperson	Vacant	
Vice Chairperson	Susan Balaun	Present
Supervisor	Richard Balaun	Present
Supervisor	Patricia Myers	Present
Supervisor	Irene Imbasciani	Present

Staff members in attendance were:

District Manager	Kathleen Meneely	Special District Services
District Counsel	Ginger Wald (via phone)	Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Engineer	Mark Zordan	Johnson Engineering, Inc.

Also present was District resident Adam Rosenthal from the HOA.

**F. ELECTION OF OFFICERS**

Ms. Meneely indicated that Susan Balaun was currently the acting Chair, Ms. Meneely was the Secretary/Treasurer and the remainder of the Board Members were designated as Assistant Secretaries.

A **motion** was made by Mr. Balaun, seconded by Ms. Imbasciani and passed unanimously appointing Susan Balaun as Chair, Patricia Myers as Vice-Chair, Ms. Meneely as Secretary/Treasurer and Richard Balaun, Irene Imbasciani and Kathy Jones as Assistant Secretaries.

**G. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Mr. Rosenthal stated that he would like clarification on the responsibilities of the CDD versus the HOA regarding the fence. Ms. Balaun indicated that this had already been visited.

There was general discussion on pavers on lanais and the process for such. Mrs. Balaun suggested having the engineer look into the back history of patios and the process that was established for obtaining approval from the CDD.

**I. APPROVAL OF MINUTES**

**1. August 12, 2024, Public Hearing & Regular Board Meeting**

A motion was made by Ms. Imbasciani, seconded by Ms. Myers and passed unanimously approving the minutes of the August 12, 2024, Public Hearing and Regular Board Meeting, as presented.

**J. OLD BUSINESS**

There were no Old Business items to come before the Board.

**K. NEW BUSINESS**

**1. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget**

Resolution No. 2024-05 was presented, entitled:

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mrs. Balaun, seconded by Mr. Balaun and passed unanimously adopting Resolution No. 2024-05, as presented.

**2. Discussion and Consideration of Sail Harbour Structure & Pipe Cleaning Proposal**

Mr. Zordan went over the proposals, noting that five vendors were contacted and two were non-responsive. He went over the scope of work and contemplated either doing the project in phases based on priorities or doing it all at once at a cost savings. Mrs. Balaun asked how often the cleaning was done and Mr. Zordan stated that it was done every three to five years. Mr. Zordan indicated that the lowest proposer, Extreme Golf Course Underwater Solutions, Inc., had another project nearby so their price reflected the efficiency of doing the projects together. He added that he had done a reference check and the references raved about their work. Mr. Rosenthal asked about the timing and Mr. Zordan stated it would start in January or February when the water levels had dropped. Mrs. Balaun thanked Mr. Zordan for his work and complimented him on the thoroughness of his report. Ms. Wald stated, as this was not a large enough project to require a formal RFP or sealed bid, the proposal process used was adequate and she could prepare a formal agreement once a vendor had been chosen. Mr. Zordan stated that there were six buried structures and sometimes cast iron could break or manholes could get damaged where additional funds may be required. Ms. Meneely stated she could authorize those funds in those type of emergencies. Ms. Meneely also stated that there was enough funds in reserves to complete the project since the budgeted amount would not cover the project in its entirety.

After discussion, a **motion** was made by Ms. Myers, seconded by Ms. Imbasciani and passed unanimously approving the proposal from Extreme Golf Course Underwater Solutions in the amount of \$61,172.75, without phasing and with the use of reserves to fund the remaining balance; further authorizing Ms. Wald to draft an agreement and for the Chair to execute same in between meetings.

**L. ADMINISTRATIVE MATTERS**

**1. Engineer’s Report**

The Engineer had nothing further to report.

**2. Manager’s Report**

Ms. Meneely went over the financials. The Board Members had no questions at this time.

Ms. Meneely went over the forthcoming meeting dates of January 13, 2025, March 10, 2025, April 14, 2025, June 9, 2025, and August 11, 2025.

Ms. Wald reminded the Board Members to complete their ethics training before the end of the year. Ms. Myers asked Ms. Walk to resend her memo with the links to the training. Ms. Wald

indicated she would but pointed out that due to appointment timing, Ms. Myers and Ms. Jones would not need to complete the training this year, but rather next year.

**M. BOARD MEMBER COMMENTS**

There were no further comments from the Board Members.

**N. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Balaun, seconded by Ms. Imbasciani and passed unanimously adjourning the Regular Board Meeting at 6:43 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

Sail Harbour  
Community Development District

**Financial Report For  
January 2025**



**Sail Harbour Community Development District**  
**Balance Sheet**  
**As of January 31, 2025**

	<u>Operating Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
Checking/Savings						
Checking Account	507,857.21	0.00	0.00	0.00	0.00	507,857.21
Money Market Account	137,298.72	0.00	0.00	0.00	0.00	137,298.72
<b>Total Checking/Savings</b>	<u>645,155.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>645,155.93</u>
<b>Total Current Assets</b>	645,155.93	0.00	0.00	0.00	0.00	645,155.93
<b>Fixed Assets</b>						
Earthwork	0.00	0.00	0.00	547,952.00	0.00	547,952.00
Surface Water Management	0.00	0.00	0.00	889,049.00	0.00	889,049.00
Land Acquisition	0.00	0.00	0.00	3,267,406.00	0.00	3,267,406.00
Accum Deprec - Surface Water Mgt	0.00	0.00	0.00	-400,068.00	0.00	-400,068.00
<b>Total Fixed Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,304,339.00</u>	<u>0.00</u>	<u>4,304,339.00</u>
<b>Other Assets</b>						
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Investments - Interest Account	0.00	0.00	0.00	0.00	0.00	0.00
Investments - Reserve Account	0.00	0.00	191,751.60	0.00	0.00	191,751.60
Investments - Revenue Account	0.00	0.00	196,474.07	0.00	0.00	196,474.07
Investments - Prepayment Account	0.00	0.00	3,509.27	0.00	0.00	3,509.27
Investments - Sinking Fund	0.00	0.00	0.00	0.00	0.00	0.00
A/R Non Ad Valorem Receipts	0.00	0.00	436,380.30	0.00	0.00	436,380.30
Amount Available In DSF	0.00	0.00	0.00	0.00	828,115.24	828,115.24
Amount To Be Provided	0.00	0.00	0.00	0.00	3,486,884.76	3,486,884.76
<b>Total Other Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>828,115.24</u>	<u>0.00</u>	<u>4,315,000.00</u>	<u>5,143,115.24</u>
<b>TOTAL ASSETS</b>	<u><b>645,155.93</b></u>	<u><b>0.00</b></u>	<u><b>828,115.24</b></u>	<u><b>4,304,339.00</b></u>	<u><b>4,315,000.00</b></u>	<u><b>10,092,610.17</b></u>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
Accounts Payable						
Accounts Payable	439,377.68	0.00	0.00	0.00	0.00	439,377.68
<b>Total Accounts Payable</b>	<u>439,377.68</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>439,377.68</u>
<b>Total Current Liabilities</b>	439,377.68	0.00	0.00	0.00	0.00	439,377.68
<b>Long Term Liabilities</b>						
Special Assessment Debt	0.00	0.00	0.00	0.00	4,315,000.00	4,315,000.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,315,000.00</u>	<u>4,315,000.00</u>
<b>Total Liabilities</b>	439,377.68	0.00	0.00	0.00	4,315,000.00	4,754,377.68
<b>Equity</b>						
Retained Earnings	166,116.84	0.00	462,635.90	-400,068.00	0.00	228,684.74
Net Income	39,661.41	0.00	365,479.34	0.00	0.00	405,140.75
Current Year Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Investment In General Fixed Assets	0.00	0.00	0.00	4,704,407.00	0.00	4,704,407.00
<b>Total Equity</b>	<u>205,778.25</u>	<u>0.00</u>	<u>828,115.24</u>	<u>4,304,339.00</u>	<u>0.00</u>	<u>5,338,232.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>645,155.93</b></u>	<u><b>0.00</b></u>	<u><b>828,115.24</b></u>	<u><b>4,304,339.00</b></u>	<u><b>4,315,000.00</b></u>	<u><b>10,092,610.17</b></u>

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
JANUARY 2025**

	Annual Budget 10/1/24 - 9/30/25	Actual Jan-25	Year To Date Actual 10/1/24 - 1/31/25
<b>REVENUES</b>			
O & M Assessments	68,782	2,627	61,839
Debt Assessments	509,434	19,451	457,819
Other Revenues	0	0	0
Interest Income	960	0	1,290
<b>Total Revenues</b>	<b>\$ 579,176</b>	<b>\$ 22,078</b>	<b>\$ 520,948</b>
<b>EXPENDITURES</b>			
Supervisor Fees	7,000	0	600
Payroll Taxes (Employer)	560	0	46
Engineering/Inspections	6,500	0	2,683
Pipe Maintenance/Replacement	20,000	0	0
Stormwater Videotaping	2,000	0	0
Management	24,000	2,000	8,000
Legal	5,500	350	1,993
Assessment Roll	5,000	0	0
Audit Fees	3,500	0	0
Arbitrage Rebate Fee	500	0	0
Travel	500	0	0
Insurance	6,600	0	6,379
Legal Advertisements	1,400	0	218
Miscellaneous	1,350	19	129
Postage	350	40	63
Office Supplies	450	2	84
Dues & Subscriptions	175	0	175
Trustee Fee	4,400	0	0
Website Management	1,500	125	500
<b>Total Expenditures</b>	<b>\$ 91,285</b>	<b>\$ 2,536</b>	<b>\$ 20,870</b>
<b>Revenues Less Expenditures</b>	<b>\$ 487,891</b>	<b>\$ 19,542</b>	<b>\$ 500,078</b>
Bond Payments	(478,868)	(18,868)	(438,578)
<b>BALANCE</b>	<b>\$ 9,023</b>	<b>\$ 674</b>	<b>\$ 61,500</b>
County Appraiser & Tax Collector Fee	(11,564)	0	(1,343)
Discounts For Early Payments	(23,129)	(662)	(20,496)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (25,670)</b>	<b>\$ 12</b>	<b>\$ 39,661</b>
Carryover Funds From Prior Year	25,670	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ 39,661</b>
<b>Bank Balance As Of 1/31/25</b>	<b>\$ 645,155.93</b>		
<b>Accounts Payable As Of 1/31/25</b>	<b>\$ 439,377.68</b>		
<b>Accounts Receivable As Of 1/31/25</b>	<b>\$ -</b>		
<b>Available Funds As Of 1/31/25</b>	<b>\$ 205,778.25</b>		

**Note: Bank Balance Includes Money Market Fund  
Balance As Of 1/31/25: \$137,298.72**

**Sail Harbour Community Development District**  
**Profit & Loss Budget vs. Actual**  
**October 2024 through January 2025**

	<b>Oct '24 - Jan 25</b>	<b>24/25 Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
363.100 · O & M Assessments	61,839.26	68,782.00	-6,942.74	89.91%
363.810 · Debt Assessments	457,819.30	509,434.00	-51,614.70	89.87%
363.820 · Debt Assessment-Paid To Trustee	-438,578.25	-478,868.00	40,289.75	91.59%
363.830 · Assessment Fees	-1,343.32	-11,564.00	10,220.68	11.62%
363.831 · Assessment Discounts	-20,496.82	-23,129.00	2,632.18	88.62%
369.401 · Interest Income	1,289.91	960.00	329.91	134.37%
369.402 · Carryover From Prior Year	0.00	25,670.00	-25,670.00	0.0%
<b>Total Income</b>	<b>60,530.08</b>	<b>91,285.00</b>	<b>-30,754.92</b>	<b>66.31%</b>
<b>Gross Profit</b>	<b>60,530.08</b>	<b>91,285.00</b>	<b>-30,754.92</b>	<b>66.31%</b>
<b>Expense</b>				
511.122 · Payroll Expense	45.90	560.00	-514.10	8.2%
511.131 · Supervisors Fee	600.00	7,000.00	-6,400.00	8.57%
511.310 · Engineering	2,682.50	6,500.00	-3,817.50	41.27%
511.311 · Management Fees	8,000.00	24,000.00	-16,000.00	33.33%
511.315 · Legal Fees	1,992.50	5,500.00	-3,507.50	36.23%
511.318 · Assessment/Tax Roll	0.00	5,000.00	-5,000.00	0.0%
511.320 · Audit Fees	0.00	3,500.00	-3,500.00	0.0%
511.330 · Arbitrage Rebate Fee	0.00	500.00	-500.00	0.0%
511.441 · Travel	0.00	500.00	-500.00	0.0%
511.450 · Insurance	6,379.00	6,600.00	-221.00	96.65%
511.480 · Legal Advertisements	218.32	1,400.00	-1,181.68	15.59%
511.512 · Miscellaneous	128.33	1,350.00	-1,221.67	9.51%
511.513 · Postage and Delivery	63.32	350.00	-286.68	18.09%
511.514 · Office Supplies	83.80	450.00	-366.20	18.62%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.550 · Pipe Maintenance/Replacement	0.00	20,000.00	-20,000.00	0.0%
511.551 · Stormwater Videotaping	0.00	2,000.00	-2,000.00	0.0%
511.733 · Trustee Fees	0.00	4,400.00	-4,400.00	0.0%
511.750 · Website Management	500.00	1,500.00	-1,000.00	33.33%
<b>Total Expense</b>	<b>20,868.67</b>	<b>91,285.00</b>	<b>-70,416.33</b>	<b>22.86%</b>
<b>Net Income</b>	<b>39,661.41</b>	<b>0.00</b>	<b>39,661.41</b>	<b>100.0%</b>