

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

The Board of Supervisors of the Newport Isles Community Development District held Public Hearings and a Regular Meeting on August 18, 2025 at 10:00 a.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201.

**Present:**

Susan Collins	Chair
Richard James	Vice Chair
Karen James	Assistant Secretary
Charlie Peterson	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jordan Lansford	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Tom Chapman	Landowner

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 10:00 a.m. Supervisors Collins, Peterson, Richard James and Karen James were present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2026**

This item was deferred.

**FOURTH ORDER OF BUSINESS**

**Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**

This item was deferred.

- A. **Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligations and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-05, Electing and Removing Officers of the District, and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-05. The following slate was nominated:

Susan Collins	Chair
Richard James	Vice Chair
Charlie Peterson	Assistant Secretary
Karen James	Assistant Secretary
Jordan Lansford	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, Resolution 2025-05, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09, Amending Resolution 2025-06 to Reset the Public Hearing Regarding Proposed Budget for Fiscal Year 2025/2026, Ratifying the Actions of the District Manager and**

**Chairman in Resetting Such Public Hearing;  
Providing a Severability Clause; and  
Providing an Effective Date**

Ms. Suit presented Resolution 2025-09.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, Resolution 2025-09, Amending Resolution 2025-06 to Reset the Public Hearing Regarding Proposed Budget for Fiscal Year 2025/2026, Ratifying the Actions of the District Manager and Chairman in Resetting Such Public Hearing; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2025/2026 Budget**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Public Hearing was opened.**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2025-10, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-10. She reviewed changes made to the proposed Fiscal Year 2026 budget since the last meeting, including the addition of Field Operations.

No affected property owners or members of the public spoke.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, Resolution 2025-10, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and  
Objections on the Imposition of  
Maintenance and Operation Assessments**

**to Fund the Budget for Fiscal Year 2025/2026, Pursuant to Florida Law**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Public Hearing was opened.**

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

- C. Consideration of Resolution 2025-11, Making A Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-11, which enables the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

No affected property owners or members of the public spoke.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, Resolution 2025-11, Making A Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of FY2025/2026 Deficit Funding Agreement**

Ms. Suit presented the Fiscal Year 2025/2026 Deficit Funding Agreement.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Fiscal Year 2025/2026 Deficit Funding Agreement, was approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Pod Builder CDD Maintenance Easement**

Mr. Earlywine presented the Pod Builder CDD Maintenance Easement.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Pod Builder CDD Maintenance Easement, in substantial form, for use with each of the Pod Builders, was approved.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of County Signage Easement  
(for informational purposes)**

Mr. Earlywine presented the County Signage Easement which provides access for CC Manatee Land Investments, LLC to install and maintain a Welcome sign for Manatee County.

Mr. Earlywine will revise Section 6 to include details regarding removal of the sign following termination of the lease.

Ms. Collins asked if the maintenance and irrigation costs are addressed, or if an additional document is needed. Mr. Earlywine stated that Section 2 states that the County will install and maintain the sign and the sign’s infrastructure consistent with the Landscape Design Plan described in Exhibit B. Mr. Earlywine will ensure that Exhibit B provides for restoration of the site following termination.

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the County Signage Easement, in substantial form, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Presentation of Audited Annual Financial  
Report for the Fiscal Year Ended  
September 30, 2024, Prepared by Grau &  
Associates**

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**A. Consideration of Resolution 2025-12, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, Resolution 2025-12, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Addendum #1 to Wrathell, Hunt and Associates, LLC Agreement for Management Services [Field Operations Services]**

This item was deferred.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Suit presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.**

**FIFTEENTH ORDER OF BUSINESS**

**Ratification Items**

- A. Joinders [Neighborhood Declaration for Edgewater at Coastera]**
  - I. CC Manatee Land Investments, LLC**
  - II. Newport Isles Community Development District**
- B. R.E. Floyd Construction Corporation AIA Contract for Amenity Center Construction Project**
- C. Steadfast Contractors Alliance, LLC Landscape & Irrigation Services Agreement**
- D. Steadfast Environmental, LLC Agreement for Aquatic Maintenance Services**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Ratification Items, as presented, were ratified.**

**SIXTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2025**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted.**

**SEVENTEENTH ORDER OF BUSINESS**

**Approval of Meeting Minutes**

- A. **April 1, 2025 Regular Meeting**
- B. **April 21, 2025 Regular Meeting**

**On MOTION by Mr. Peterson and seconded by Ms. Collins, with all in favor, the April 1, 2025 Regular Meeting Minutes, and the April 21, 2025 Regular Meeting Minutes, both as presented, were approved.**

**EIGHTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer: WRA Engineering, LLC**  
There were no District Counsel or District Engineer reports.
- C. **District Manager: Wrathell, Hunt and Associates, LLC**
  - **NEXT MEETING DATE: September 15,2025 at 10:00 AM**
    - **QUORUM CHECK**

The September 15, 2025 meeting will be canceled.

**NINETEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or questions.

**TWENTIETH ORDER OF BUSINESS**

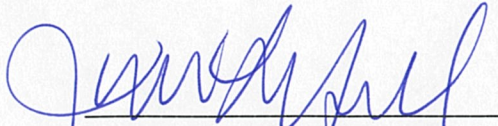
**Public Comments**

No members of the public spoke.

**TWENTY-FIRST ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Peterson and seconded by Mr. James, with all in favor, the meeting adjourned at 10:21 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair