

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

A special meeting of the Board of Supervisors of the Portofino Springs Community Development District was held on Friday, May 16, 2025 at 10:45 a.m. at 2271 McGregor Blvd., Suite 100, Fort Myers, Florida.

Present and constituting a quorum were:

Kyle Castillo	Chairman
David Westbrook	Vice Chairman
Dominick Miletta	Assistant Secretary

Also present were:

Ginger Wald	District Counsel (by phone)
Paul Winkeljohn	District Manager

**FIRST ORDER OF BUSINESS**                      **Roll Call**

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

**SECOND ORDER OF BUSINESS**                      **Organizational Matters**

- A. Consideration of Resolution #2025-01 Declaring Vacancies on the Board of Supervisors for Seat #3 (11/2028) and Seat #5 (11/2028)**
- B. Oath of Office for Elected/Newly Appointed Supervisor(s)**
- C. Election of Officer(s)**

Mr. Winkeljohn: You still have vacant seats, and I have not had anyone step forward yet. We sent another letter, there's been no response, so I can agree if you do as well to table item No. 2.

Mr. Castillo: Yes.

**THIRD ORDER OF BUSINESS**                      **Approval of the Minutes of the  
March 14, 2025 Meeting**

Mr. Winkeljohn: Moving on to your minutes of the March 14th meeting, if those are ok, a motion is appreciated.

**May 16, 2025**

**Portofino Springs CDD**

On MOTION by Mr. Westbrook seconded by Mr. Miletta with all in favor, the Minutes of the March 14, 2025 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Fiscal Year 2026 Budget**

**A. Motion to Open the Public Hearing**

Mr. Winkeljohn: You guys know the drill, we're here for the public hearing to adopt the 2026 budget, a motion to open the public hearing would be appreciated.

On MOTION by Mr. Westbrook seconded by Mr. Miletta with all in favor, opening the Public Hearing was approved.

**B. Public Comment and Discussion**

**C. Resolution #2025-04 Annual Appropriation Resolution**

Mr. Winkeljohn: At this time, we would take public comment and discussion, and there's been no response to the ad, to the emails or letters providing any comments, so we can move past that item to resolution #2025-04 which is the setting of the assessment and the accompanying line item budget. There's no reason to change the assessment because the District is able to absorb its annual regulatory expenses with the existing rate and staff recommends approval of resolution #2025-04 by motion.

On MOTION by Mr. Miletta seconded by Mr. Westbrook with all in favor, Resolution #2025-04 the Annual Appropriation Resolution was approved.

**D. Resolution #2025-05 Levy of Non Ad Valorem Assessments**

Mr. Winkeljohn: The collection of that assessment is encompassed in resolution #2025-05, a motion to approve would be welcomed.

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, Resolution #2025-05 levy of Non Ad Valorem Assessments was approved.

**E. Motion to Close the Public Hearing**

Mr. Winkeljohn: Then a motion to close the public hearing.

**May 16, 2025**

**Portofino Springs CDD**

On MOTION by Mr. Castillo seconded by Mr. Miletta with all in favor, closing the Public Hearing was approved.

**FIFTH ORDER OF BUSINESS**

**Audit Selection Committee Meeting**

- A. Opening the Audit Selection Committee Meeting**
- B. Roll Call**
- C. Ranking of Respondents**
- D. Adjournment**

Mr. Winkeljohn: Another procedural item today, you remember at our last meeting we formed an audit selection committee with all three of you, and you authorized a request for proposals, we've received those back in time for today's meeting so with a motion we can open up the audit selection committee meeting.

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, opening the Audit Selection Committee Meeting was approved.

Mr. Winkeljohn: As I mentioned, the roll call is the three members of our Board, the respondents were very thin but very qualified, Grau & Associates, our current auditor did respond with a 10 year proposal, your action would be to rank the respondent as either #1 or disqualified, and I see no reason to disqualify them and recommend a motion to rank them #1.

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, ranking of respondents to the RFP, ranking Grau & Associates as the #1 ranked auditing firm was approved.

Mr. Winkeljohn: That adjourns our audit selection committee meeting.

**SIXTH ORDER OF BUSINESS**

**Selection of Audit Firms**

Mr. Winkeljohn: Item No. 6 is the selection of the audit firms and we just identified Grau & Associates as the #1 ranked firm, and a recommended motion would be to approve an engagement letter with them and accept them as the auditor for the District, is there a motion?

**May 16, 2025**

**Portofino Springs CDD**

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, selecting Grau & Associates as the District's auditor and authorizing staff to enter into an agreement was approved.

**SEVENTH ORDER OF BUSINESS      Staff Reports**

Mr. Winkeljohn: That brings us to staff reports, and with us today is Ginger on the phone, hi Ginger, anything for our friends today?

**A. Attorney**

Ms. Wald: Hi everybody, no I do not have anything today but, next meeting we should have the legislative memorandum to go over, thank you.

Mr. Winkeljohn: Very good, and you all won't see us before your June or July meeting but the Form 1 email will be coming out, just keep your eyes peeled for that, it's just like last year, it's an online process, and this is the second year so if things haven't changed it should be pretty smooth for you, and you will be checking the box that you did the 4 hours of ethics training.

**B. Engineer**

Mr. Winkeljohn: We have no report from the engineer.

**C. Engineer**

- 1) Number of Registered Voters in the District – 248**
- 2) Consideration of Proposed Fiscal Year 2026 Meeting Schedule**
- 3) Discussion of Financial Disclosure Report from the Commission on Ethics and Reminder to File Annual Form**
- 4) Discussion of Designation of District Records Office**

Mr. Winkeljohn: Under management report, it's standard, including the report of the elector voters with is 248 members of the community are registered which continues to keep them just under the threshold of the ballot. Item No. 2 is the fiscal year 2026 meeting schedule, as you know we advertise for a whole year to save funds, and that's presented to you for next year, is there a motion to accept?

On MOTION by Mr. Westbrook seconded by Mr. Miletta with all in favor, accepting the proposed Fiscal Year 2026 Meeting Schedule was approved.

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**Portofino Springs CDD**

Mr. Winkeljohn: Item No. 3 I already covered, and item No. 4 is designation of the District records office, and because it's an electronic process only now, I will approach Barraco & Associates to allow the use of a laptop or a computer, and if somebody requires a records request I can come over and meet with them and use my laptop, I have all the records on a server that I can access and do it that way. So, under the condition this firm approves that for me, you would authorize this today by motion.

On MOTION by Mr. Castillo seconded by Mr. Westbrook with all in favor, designation of District records office as Barraco & Associates at 2271 McGregor Blvd., Suite 100, Fort Myers, Florida was approved.

**EIGHTH ORDER OF BUSINESS                      Financial Reports**  
**A. Approval of the Check Run Summary**  
**B. Acceptance of Unaudited Financials**

Mr. Winkeljohn: Moving on to your financial reports, there's nothing of note or unusual activity there, a motion would be welcome.

On MOTION by Mr. Castillo seconded by Mr. Miletta with all in favor, the Check Run Summary, and the Unaudited Financials were approved.

**NINTH ORDER OF BUSINESS                      Supervisors      Requests      and Audience Comments**


Mr. Winkeljohn: And if you have any other comments or questions, or anything to add, now is the time.

**TENTH ORDER OF BUSINESS                      Adjournment**

Mr. Winkeljohn: If not, just a motion to adjourn would be welcomed.

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, the Meeting was adjourned.

DocuSigned by:  
  
7E743FF03E08419...  
Secretary / Assistant Secretary

DocuSigned by:  
  
0C9F4A3894D84FE...  
Chairman / Vice Chairman

## Certificate Of Completion

Envelope Id: FDB247BD-1BA0-40D6-B559-65709435C915

Status: Completed

Subject: Portofino Springs: Complete with Docusign: 5-16-25 Minutes.pdf, Resolution 2026-01.doc, 2024-2025 Pe

Source Envelope:

Document Pages: 11

Signatures: 6

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

AutoNav: Enabled

1001 Bradford Way

Envelopeld Stamping: Enabled

Kingston, TN 37763

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

eacosta@gmssf.com

IP Address: 162.199.192.217

## Record Tracking

Status: Original

Holder: Ellen Acosta

Location: DocuSign

2/19/2026 6:14:03 AM

eacosta@gmssf.com

## Signer Events

Kyle Castillo

kcastillo@sobelco.com

Chair

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:

0C5F4A3894D84FE...

Signature Adoption: Drawn on Device

Using IP Address:

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Resent: 3/3/2026 5:16:54 AM

Resent: 3/5/2026 8:40:40 AM

Resent: 3/9/2026 1:49:11 PM

Resent: 3/19/2026 5:07:47 AM

Viewed: 3/19/2026 5:53:34 AM

Signed: 3/19/2026 5:53:44 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Paul Winkeljohn

pwinkeljohn@gmssf.com

Executive Director

Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style

Using IP Address: 104.1.207.186

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Signed: 2/19/2026 6:26:01 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

2/19/2026 6:21:38 AM

Certified Delivered

Security Checked

2/19/2026 6:25:52 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Signing Complete	Security Checked	2/19/2026 6:26:01 AM
Completed	Security Checked	3/19/2026 5:53:44 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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