

**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, February 13, 2026 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)
Patrick Burgess	District Manager
Paul Winkeljohn	Governmental Management Services (by phone)

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office - Seat #3 and Seat #5 (11/2028)**
- B. Oath of Office for Newly Appointed Supervisor(s)**
- C. Election of Officer(s)**

Mr. Burgess: The second item on the agenda is the organizational matters for seats #3 and #5. There is no one present other than the Board members, so I don't believe we have anyone to nominate, so we'll go ahead and table this item.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
May 16, 2025 Meeting**

Mr. Burgess: Moving on down to item No. 3, approval of the minutes of the May 16, 2025 meeting. Do you guys have any additions, corrections, or deletions?

Mr. Westbrook: No, I'll make a motion.

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On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, the Minutes of the May 16, 2025 Meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution #2026-01 Approving the Proposed Fiscal Year 2027 Budget and Setting the Public Hearing

Mr. Burgess: Moving on down item No.4, consideration of resolution #2016-01 approving the proposed fiscal year 2027 budget and setting the public hearing which is on page 9 of your agenda package, we just need a motion to approve.

Mr. Winkeljohn: For that, you want to set the date, you have two options or you could move your April meeting to the 17th or you could hold it May 8th, so those would be my recommendations, either one. A couple of you might want to put your spring hats on and look at your calendar.

Mr. Castillo: Do you guys want the 17th of April or May 8th?

Mr. Westbrook: I think April might be better because of Carol, I'm not sure when they're going back.

Mr. Castillo: I like April.

Mr. Westbrook: Ok.

Mr. Winkeljohn: Ok, so the 17th, go ahead Patrick.

Ms. Wald: Well, I'm just looking at that calendar, you said April 17th at the same time, or do you want to change the time?

Mr. Winkeljohn: Yes, I think that same location.

Ms. Wald: Ok.

Mr. Burgess: So April 17th at 10:45 a.m.

On MOTION by Mr. Castillo seconded by Mr. Miletta with all in favor, Resolution #2026-01 approving the

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proposed Fiscal Year 2027 Budget and setting the Public Hearing on April 17, 2026 at 10:45 a.m. at 2271 McGregor Blvd., Suite 100, Fort Myers, FL was approved.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year Ending September 30, 2025

Mr. Burgess: Moving down to item No. 5, ratification of engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2025.

On MOTION by Mr. Westbrook seconded by Mr. Castillo with all in favor, ratifying the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2025 was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year Ending in September 30, 2025

Mr. Burgess: Then item No. 6, is acceptance of audit for fiscal year ending September 30, 2025.

On MOTION by Mr. Castillo seconded by Mr. Miletta with all in favor, accepting the audit for Fiscal Year ending in September 30, 2025 was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Procedures for the General Election

Mr. Burgess: Item No. 7 on the agenda is discussion of procedures for the general election and that's on page 57.

Mr. Winkeljohn: No action is required just informational.

Mr. Burgess: Ok.

Ms. Wald: You'll just want to state it for the record Patrick, what it is and what's the procedure.

Mr. Burgess: Ok, so just read that on page 57, so it looks like we have 3 seats u for election, specifically seat #1, seat #2 and Seat #4 and each carries a 4 year term of

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office, elections Non partisan will be held at the same time as the general election on November 3, 2026 in the manner prescribed by law for general elections.

Ms. Wald: And the qualifying period is, you're just putting on the record in case anybody wants to know the statements.

Mr. Burgess: Ok, oh I see.

Ms. Wald: At 12:00 noon June 8th through 12:00 noon on June 12th.

Mr. Burgess: Yes, thank you.

EIGHTH ORDER OF BUSINESS Staff Reports

Mr. Burgess: Moving down to staff reports, Ginger, do you have anything?

A. Attorney – Consideration of Request for Adjustment to District Counsel Fee Structure

Ms. Wald: Yes, you have in your package correspondence from our office, by the way we officially changed our name from that very long name to just Billing, Cochran, it makes it a lot easier to say. So, from the prior increase that we did for our hourly rates, we reviewed this and so the last time we had looked at this and increase our hourly rates was back in October, 2023, and it goes to your budget season for the next fiscal year which begins October 1, 2027. We went ahead and provided this letter to District management so that could take it into consideration when preparing your proposed budget that you just passed. The increase that we're requesting is based within the CPI for this 3 year period time, it is an increase of \$25 per hour for a partner and \$25 per hour for associates. It currently is \$275 and \$225 increasing to \$300 and \$250. After review with the District management as to your proposed budget as you just passed it with the same amount, we didn't have for this District any type of increase that would be necessary for the full amount on the budget, and so this would not go into effect until October 1, of this year for your next budget season and we're making that request, and I will answer any questions that you may have.

Mr. Castillo: No questions, you guys requesting \$25 over a three year period, that's more than reasonable, no questions.

Ms. Wald: Thank you.

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ELEVENTH ORDER OF BUSINESS Adjournment

Mr. Burgess: Alright, just a motion to adjourn.

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

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

DocuSigned by:
[Signature]
0C5F4A3894D84FE...
Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: C24E3E3E-C6A4-87E1-816E-600D709F01C3

Status: Completed

Subject: Portofino Springs: Complete with Docusign: 2-13-26 Minutes.pdf, Resolution 2026-02.docx, Resolution

Source Envelope:

Document Pages: 28

Signatures: 11

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

6/9/2026 7:49:52 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:

2607:fb90:796f:3c3:65fb:84af:bf7e:3f36

Signed using mobile

Timestamp

Sent: 6/9/2026 7:53:12 AM

Resent: 6/15/2026 10:26:40 AM

Viewed: 6/15/2026 10:54:18 AM

Signed: 6/15/2026 10:54:42 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:

7E743FF03E08419...

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1700:2085:1100:94c8:8ab7:98d9:240f

Signed using mobile

Sent: 6/9/2026 7:53:12 AM

Viewed: 6/9/2026 7:54:11 AM

Signed: 6/9/2026 7:54:23 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

6/9/2026 7:53:13 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	6/9/2026 7:54:11 AM
Signing Complete	Security Checked	6/9/2026 7:54:23 AM
Completed	Security Checked	6/15/2026 10:54:42 AM

Payment Events	Status	Timestamps
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