



Collier County
Public Services Department
Community & Human Services Division

August 11, 2023

Keith Gelder
Stock Development
2639 Professional Circle, Suite 101
Naples, FL 34119

Re: Collier County Ordinance No. 19-22
2022 Annual PUD Monitoring - Results

Dear Mr. Gelder,

On June 13, 2023, an annual monitoring of your organization's Collier County Residential Planned Unit Development (PUD), under Ordinance No. 19-22 was conducted by the Collier County Community and Human Services (CHS), Grants Compliance Unit. The purpose of this review was to determine compliance with applicable Development Commitments, as outlined in Ordinance No. 19-22, Exhibit F.5. Other Development Commitments.

PUD monitoring may result in the identification of Findings, Concerns, or Recommendations.

- A Finding is a deficiency in performance based on an ordinance requirement for which sanctions or other corrective actions are authorized.
- A Concern is a deficiency in performance not based on an ordinance requirement. The County issues a Concern about program design or operations when, in the County's judgment, the practice could result in noncompliance with an ordinance requirement if not properly corrected.
- A Recommendation is given by the County to assist the organization in adopting practices that will enhance the management of the program being monitored.

SCOPE OF REVIEW

During the visit, a comprehensive review was conducted in the following areas:

- PUD Requirements
- Administrative Management
- Reporting
- General Ordinance compliance



PUD REQUIREMENTS

A review of your organization's implementation of the Ordinance was conducted to determine whether the organization complied with requirements set forth in the Ordinance, Exhibit F.5. and with Collier County requirements. This review included resident file reviews, for income and essential personnel eligibility and marketing plans review. Our review of your organization's records indicated your organization's implementation appears to comply with the Ordinance and Collier County guidelines.

ADMINISTRATIVE MANAGEMENT

A review of your organization's administrative management was conducted to determine whether the organization complied with the Ordinance and Collier County requirements. Our review of your organization's records indicated that documentation provided during the monitoring activity appear to comply with the administrative requirements.

REPORTING

A review of your annual reporting was conducted to determine whether the organization was compliant with requirements set forth in the Ordinance Exhibit F.5. and with Collier County requirements. Our review of your organization's records indicated that your organization is submitting annual reports in a compliant and timely manner.

GENERAL PROGRAM COMPLIANCE

A review of your program's policies and procedures also appear to be compliant with Fair Housing, Equal Opportunity and ADA requirements.

Collier County, Community and Human Services Division, provides monitoring to aid your organization in achieving ordinance compliance and enhance organizational capacity through technical assistance. However, it is ultimately your organization's responsibility to ensure that all the terms and conditions, as outlined in the Ordinance, as well as all applicable Federal, State, and Local statutes and regulations, are being followed for compliance.

SUMMARY OF RESULTS AND CONCLUSIONS

Congratulations, our review indicates, based on the materials reviewed and the staff interviews during the monitoring, your organization has demonstrated the capacity to carry out the conditions of the Ordinance in a compliant and timely manner.

CHS staff reviewed resident files for the 31 income restricted units available for rent to Essential Services Personnel (ESP). The 31 units were comprised of 13 One Bedroom, 16 Two bedroom and 2 Three Bedroom units. Of the 31 files reviewed, all residents met the income restriction, based on their family size at the time of leasing the units.

Additionally, during the monitoring CHS staff provided technical assistance, offering best practices to help improve compliance by streamlining and standardizing your income certification process.

We appreciate your staff's cooperation and assistance during the monitoring process. Should you have any questions regarding the monitoring, please feel free to contact me at (239) 252-2995 or Cynthia.Kemner@colliercountyfl.gov

Our review indicates that your organization is not carrying out the program activity in a compliant and timely manner. Please see the attached listing of Findings and/or Concerns. Please provide the corrective action response to the above Findings or Concerns within 10 business days from the receipt of this letter.

Should you have any immediate questions regarding this monitoring, please feel free to contact me at (239) 252-2995 or Cynthia.Kemner@colliercountyfl.gov.

CHS appreciates your organization's commitment to providing a compliant ESP program for the essential personnel in our community.

Sincerely,



Cynthia Kemner
Manager, PSD Grants Compliance Unit
Collier County Community & Human Services Division

Cc: Kristi Sonntag, Director, CHS
Monitoring File