Collier County
Community & Human Services

October 22, 2026

Steven Kirk
Brookwood Residential LLC
PO Box 343529Address
Florida City, FL 33034

Re: 2026 Annual PUD Monitoring Results
Collier County Ordinance No. 18-44
Esperanza Place

Dear Mr. Kirk,

On September 03, 2026, Collier County Community and Human Services (CHS), Grants Compliance Unit conducted an annual monitoring of your organization's Collier County Residential Planned Unit Development (PUD), Esperanza Place. The purpose of this review was to determine compliance with applicable Development Commitments, as outlined in Ordinance No, 18-44, Exhibit F. 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 18-44, Exhibit F and with Collier County requirements. This review included resident file reviews for income and essential personnel eligibility and marketing plans. Our review 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 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 Ordinance 18-44, Exhibit F. and with Collier County requirements. Our review indicated that your organization is submitting annual reports in a compliant and timely manner.

GENERAL ORDINANCE 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

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

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 Ine at (239) 252-8061 or Vanessa.Collier@Collier.gov.

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

Should you have any immediate questions regarding this monitoring, please feel free to contact me at (239) 252-8061or Vanessa.Collier@Collier.gov..

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

Sincerely,

Vanessa Collier

Vanessa Collier
Manager, Grants Compliance Unit
Collier County Community & Human Services Division
2671 Airport Road South, Suite 305
Naples, FL 34112
Vanessa.Collier@Collier.Gov.

cc: Kristi Sonntag, Director, CHS
Monitoring File