



**CARIBE PALM  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 2, 2017  
6:45 P.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.caribepalmcdd.org](http://www.caribepalmcdd.org)  
305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
Goulds Park – Gymnasium Building Multi-Purpose Room  
11350 SW 216<sup>th</sup> Street,  
Miami, Florida 33170  
**REGULAR BOARD MEETING**  
October 2, 2017  
6:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Appointment to Fill Vacancy in Seat No. 5
- E. Administer Oath of Office and Review Board Member Duties & Responsibilities
- F. Election of Officers (as required)
  - Chairperson
  - Vice Chairperson
  - Secretary/Treasurer
  - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
  - 1. August 7, 2017 Regular Board Meeting.....Page 2
- J. Old Business
  - 1. Update Regarding Tract Q – Canopy Structure Improvements Project
  - 2. Staff Report as Required
- K. New Business
  - 1. Consider Resolution No. 2017-06 – Adopting an Amended FY 2016/2017 Final Budget.....Page 5
  - 2. Discussion Regarding Hurricane “Irma” and Post Storm Community Clean-Up
  - 3. Staff Report as Required
- L. Administrative & Operational Matters
  - 1. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 10
  - 2. Staff Report as Required
- M. Board Member & Staff Closing Comments
- N. Adjourn

## **Miami Daily Business Review**

Sept. 20, 2017

Miscellaneous Notices

### **CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Caribe Palm Community Development District will hold Regular Meetings in the Cafeteria Multi-Purpose Meeting Room in the Goulds Park Gymnasium Building located at 11350 SW 216th Street, Miami, Florida 33170, at 6:45 p.m. on the following dates:

October 2, 2017

November 6, 2017

December 4, 2017

February 5, 2018

March 5, 2018

April 2, 2018

May 7, 2018

June 4, 2018

August 6, 2018

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**

[www.caribepalmcdd.org](http://www.caribepalmcdd.org)  
9/20 17-06/0000258435M

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
AUGUST 7, 2017

**NOTE:** *The Regular Board Meeting was moved from the Cafeteria Multi-Purpose Room to the hallway adjacent to Room 122. Signs were posted in the facility to alert attendees of the meeting location change.*

**A. CALL TO ORDER**

The August 7, 2017, Regular Board Meeting of the Caribe Palm Community Development District was called to order at 7:11 p.m. in the hallway adjacent to Room 122, located at 11350 SW 216<sup>th</sup> Street, Miami, Florida 33170.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the August 7, 2017, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 16, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairman Odel Torres, Vice Chairperson Merlin Nicieza and Supervisor Carmen Maseda constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Managers Neil Kalin and Armando Silva of Special District Services, Inc.

**D. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. June 5, 2017, Public Hearing & Regular Board Meeting**

The minutes of the June 5, 2017, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and unanimously passed to approve the minutes of the June 5, 2017, Public Hearing & Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Update Regarding Tract Q – Canopy Structure Improvements Project**

Mr. Silva advised that Arking Solutions, Inc. had completed the construction of the concrete driveway, the driveway approach and sidewalks, including the installation of two concrete light poles. The next component of the Canopy Structure Improvements Project would be the installation of the canopy

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
AUGUST 7, 2017

structure and the mailbox bank cluster units, which are expected to take place before the end of August 2017.

**2. Recap Regarding Refunding of Special Assessment Series 2005A Bonds (Refunding Bonds, Series 2017) – Bond Closing: July 10, 2017**

Mr. Kalin advised that the approved savings parameter of 11% had been satisfied and the refunding of the Series 2005A Bonds had taken place on July 10, 2017.

**3. Staff Report, as Required**

There was no Staff Report at this time.

**H. NEW BUSINESS**

**1. Discussion Regarding Fall Meeting Schedule**

Mr. Silva advised that unless an emergency were to arise, the Board would not have to meet until November 6, 2017, in order to take care of year-end statutory requirements.

**2. Staff Report, as Required**

There was no Staff Report at this time.

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Discussion Regarding Board Vacancy – Seat No. 5**

Mr. Silva announced that there remains a vacancy in Seat #5 and that the vacancy should be filled as soon as possible. As a result, the District Board directed District Staff to contact Mr. Robert Fox to inform him and his wife of the vacancy in Seat #5, as they have previously expressed interest in serving on the Board.

**2. Staff Report, as Required**

There was no Staff Report at this time.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no comments from the Board Members or staff.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Torres, seconded by Ms. Maseda and unanimously passed to adjourn the Regular Board Meeting at 7:53 p.m.

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
AUGUST 7, 2017

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2017-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the Caribe Palm Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2016/2017 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 2<sup>nd</sup> day of October, 2017.

**ATTEST:**

**CARIBE PALM COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Caribe Palm  
Community Development District

**Amended Final Budget For  
Fiscal Year 2016/2017  
October 1, 2016 - September 30, 2017**



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- I AMENDED FINAL OPERATING FUND BUDGET
- II AMENDED FINAL DEBT SERVICE FUND BUDGET

**AMENDED FINAL BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 8/31/17
<b>REVENUES</b>			
Administrative Assessments	70,623	70,960	70,960
Maintenance Assessments	83,830	83,830	83,830
Debt Assessments	176,572	176,572	176,572
Other Revenues	0	0	0
Interest Income	300	590	573
<b>Total Revenues</b>	<b>\$ 331,325</b>	<b>\$ 331,952</b>	<b>\$ 331,935</b>
<b>EXPENDITURES</b>			
<b>Maintenance/Security Expenditures</b>			
Engineering/Inspections	1,400	1,100	0
Engineering - Special Projects	9,000	8,750	8,750
Community Security	9,000	840	0
FP&L Meter/Mailbox Area	3,600	1,300	1,288
Street/Roadway Drainage Maintenance	3,000	100	0
Maintenance/Contingency	4,800	600	400
Tract Q Improvements/Upgrades	48,000	61,500	60,804
<b>Total Maintenance Expenditures</b>	<b>\$ 78,800</b>	<b>\$ 74,190</b>	<b>\$ 71,242</b>
<b>Administrative Expenditures</b>			
Supervisor Fees	5,000	6,200	6,200
Payroll Taxes - Employer	385	474	474
Management	27,576	27,576	25,278
Secretarial And Field Operations	5,000	5,000	4,583
Legal	3,000	300	0
Assessment Roll	7,500	7,500	0
Audit Fees	3,600	3,600	3,600
Insurance	6,600	5,457	5,457
Legal Advertisements	750	350	170
Miscellaneous	1,250	1,500	1,227
Postage	375	225	209
Office Supplies	475	675	612
Dues & Subscriptions	175	175	175
Trustee Fee	3,000	3,000	3,000
Continuing Disclosure Fee	500	500	0
Website Management	1,500	1,500	1,375
<b>Total Administrative Expenditures</b>	<b>\$ 66,686</b>	<b>\$ 64,032</b>	<b>\$ 52,360</b>
<b>Total Expenditures</b>	<b>\$ 145,486</b>	<b>\$ 138,222</b>	<b>\$ 123,602</b>
<b>Revenue Less Expenditures</b>	<b>\$ 185,839</b>	<b>\$ 193,730</b>	<b>\$ 208,333</b>
Bond Payments	(165,978)	(168,383)	(168,383)
<b>Balance</b>	<b>\$ 19,861</b>	<b>\$ 25,347</b>	<b>\$ 39,950</b>
County Appraiser & Tax Collector Fee	(6,620)	(3,192)	(3,192)
Discounts For Early Payments	(13,241)	(12,149)	(12,149)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 10,006</b>	<b>\$ 24,609</b>
Carryover From Prior Year	0	0	0
<b>Net Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 10,006</b>	<b>\$ 24,609</b>

FUND BALANCE AS OF 9/30/16	
FY 2016/2017 ACTIVITY	
FUND BALANCE AS OF 9/30/17	

\$376,364
\$10,006
\$386,370

**AMENDED FINAL BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	<b>FISCAL YEAR 2016/2017 BUDGET</b>	<b>AMENDED FINAL BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>
<b>REVENUES</b>	<b>10/1/16 - 9/30/17</b>	<b>10/1/16 - 9/30/17</b>	<b>10/1/16 - 8/31/17</b>
Interest Income	25	275	273
NAV Tax Collection	165,978	168,383	168,383
2017 Bond Refunding Proceeds	0	1,870,000	1,870,000
2017 Bond Premium	0	95,793	95,793
<b>Total Revenues</b>	<b>\$ 166,003</b>	<b>\$ 2,134,451</b>	<b>\$ 2,134,449</b>
<b>EXPENDITURES</b>			
Principal Payments (2005)	55,000	1,925,000	1,925,000
Interest Payments (2005)	111,003	133,884	133,884
Cost Of Issuance (2017)	0	141,745	141,745
<b>Total Expenditures</b>	<b>\$ 166,003</b>	<b>\$ 2,200,629</b>	<b>\$ 2,200,629</b>
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (66,178)</b>	<b>\$ (66,180)</b>

FUND BALANCE AS OF 9/30/16	\$169,171
FY 2016/2017 ACTIVITY	(\$66,178)
FUND BALANCE AS OF 9/30/17	\$102,993

Note\*: Reserve Fund Balance = \$75,985. Interest Fund Balance = \$23,591.  
Revenue Fund Balance = \$2,235.  
Interest Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$23,584.  
\* Approximate Amounts

**Series 2017 Bond Refunding Information**

Original Par Amount =	\$1,870,000	Annual Principal Payments Due:
Interest Rate =	3.5% - 4.5%	May 1st
Issue Date =	July 2017	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/17 =	\$1,870,000	

October 2, 2017

RE: Caribe Palm Community Development District Auditor Renewal

At the July 7, 2014 Caribe Palm Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2014, 9-30-2015 and 9-30-2016 year end audits of the District with an option to perform the 9-30-2017 and 9-30-2018 audits.

The fees for the 9-30-2014 audit were \$3,400. The fees for the 9-30-2015 audit were \$3,500. And the fees for the 9-30-2016 audit were \$3,600. The proposed fees for the 9-30-2017 audit is \$3,700, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the 9-30-18 audit is \$3,800.

Grau & Associates has been the District auditor for the past eight years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2017 and 9-30-2018 audits for Grau & Associates.

Special District Services, Inc.