



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 5, 2018
6:45 P.M.**

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

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 216th Street,
Miami, Florida 33170
REGULAR BOARD MEETING
February 5, 2018
6:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. November 6, 2017 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update Regarding Tract Q – Canopy Structure Improvements Project
 - 2. Staff Report as Required
- H. New Business
 - 1. Discussion Regarding Configuration of Cluster Box Units
 - 2. Discussion Regarding Tract Q Perimeter Fence Repairs – Vinyl Fence v. Wooden Fence
 - 3. Discussion Regarding Potential Security Camera Improvements – Tracts A, N & Q
- I. Administrative & Operational Matters
 - 1. FY 2018/2019 Budget Workshop.....Page 6
 - 2. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

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

in the XXXX Court,
was published in said newspaper in the issues of

09/20/2017

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

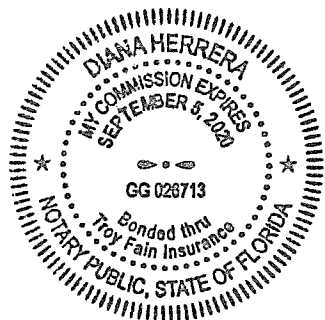


Sworn to and subscribed before me this
20 day of SEPTEMBER, A.D. 2017

Diana Herrera

(SEAL)

MARIA MESA personally known to me



**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 8:45 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 meetings 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.caribepalmodd.org
9/20

17-06/0000258435M

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 6, 2017

NOTE: *The Regular Board Meeting was moved from the Cafeteria Multi-Purpose Room to Room 101. Signs were posted to alert attendees of the meeting location change.*

A. CALL TO ORDER

The November 6, 2017, Regular Board Meeting of the Caribe Palm Community Development District was called to order at 7:11 p.m. in Room 101 at 11350 SW 216th Street, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the November 6, 2017, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 20, 2017, as part of the District's Fiscal Year 2017/2018 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.

Staff present: District Manager Armando Silva of Special District Services, Inc.

Also present was Robert Fox of Miami, Florida.

D. CONSIDER APPOINTMENT TO FILL VACANCY IN SEAT NO. 5

Mr. Silva stated that there was currently a vacancy in Seat #5 (4-year term) and asked if there were any interested persons who would like to serve on the Board of Supervisors of the Caribe Palm Community Development District. Mr. Robert Fox, a qualified elector residing within the boundaries of the District, stated that he was interested in serving on the Board. A discussion ensued after which:

A **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and unanimously passed to *appoint* Robert Fox to serve the remainder of the unexpired 4-year term of office in Seat #5, and this term of office will expire in November 2018.

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to Robert Fox and reminded the appointed Board Member of his duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure (**2016 Form 1** must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

See actions taken above.

F. ELECTION OF OFFICERS

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 6, 2017

Mr. Silva stated that as a result of the recent changes to the Board of Supervisors it would be in order to re-elect officers. The following names were provided for election:

- Chairperson – Odel Torres
- Vice Chairperson – Merlin Nicieza
- Secretary/Treasurer – Armando Silva
- Assistant Secretaries - Natalie Ceden, Carmen Maseda, Robert Fox, Neil Kalin & Gloria Perez

A discussion ensued after which:

A **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and unanimously passed to *elect* the officers, as listed above.

G. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

I. APPROVAL OF MINUTES

1. August 17, 2017, Regular Board Meeting

The minutes of the August 17, 2017, Regular Board Meeting were presented and that Board was 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 August 17, 2017, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Tract Q – Canopy Structure Improvements Project

Mr. Silva advised that Arking Solutions, Inc. was on schedule to commence the installation of the canopy structure within the next five (5) days. The installation of the canopy structure will take approximately three (3) weeks after which the mailbox bank cluster units will be installed. Mr. Silva stated that he would work with the Palms Homeowners' Association to coordinate the distribution of the new mailbox unit keys to the corresponding homeowners.

2. Staff Report, as Required

There was no Staff Report at this time.

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REGULAR BOARD MEETING
NOVEMBER 6, 2017

H. NEW BUSINESS

1. Consider Resolution No. 2017-06 – Adopting an Amended FY 2016/2017 Final Budget

Mr. Silva presented Resolution No. 2017-06:

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.

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and unanimously passed to approve and adopt Resolution No. 2017-06, as presented, thereby setting the amended/revised budget for the 2016/2017 fiscal year.

2. Discussion Regarding Hurricane Irma and Post Storm Community Clean-Up

Mr. Silva outlined the actions taken by the District post Hurricane Irma. County departments were notified of downed street signage, clogged stormwater drainage structures and where debris was stacked on street/road rights of ways (the debris has since been removed by the Association). Mr. Fox stated that there were several concrete slabs that lifted as a result of trees that had fallen and the roots had lifted above the ground. Mr. Silva stated that he would have District Field Staff inspect the community for raised sidewalks so that they could be reported to Miami-Dade County 3-1-1.

3. Staff Report, as Required

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates

At the July 7, 2014, Board meeting, the firm of Grau & Associates had been selected to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits of the District with an option to perform the September 30, 2017, and September 30, 2018, audits. The fee for the September 30, 2014, audit was \$3,400; the fee for the September 30, 2015, audit was \$3,500; and the fee for September 30, 2016, audit was \$3,600. The proposed fee for the September 30, 2017, audit is \$3,700, which is the budgeted amount for fiscal year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,800. Mr. Silva explained that management had been pleased with the professionalism and competence of the Grau & Associates’ partners and staff; therefore, management recommends that the Board approve the renewal option for the fiscal year ending September 30, 2017, and September 30, 2018, audits for Grau & Associates. A discussion ensued after which;

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NOVEMBER 6, 2017

A **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and passed unanimously approving the 2-year renewal option for the fiscal years ending September 30, 2017, and September 30, 2018, and authorizes management to engage the firm of Grau & Associates to perform the referenced annual audits and also approves the respective annual proposal fee of \$3,700 per year per audit.

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. Nicieza and unanimously passed to adjourn the Regular Board Meeting at 7:35 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2017**

	Annual Budget 10/1/17 - 9/30/18	Actual Dec-17	Year To Date Actual 10/1/17 - 12/31/17
REVENUES			
Administrative Assessments	75,056	59,082	63,731
Maintenance Assessments	75,957	59,790	64,495
Debt Assessments	163,400	129,040	138,990
Other Revenues	0	0	0
Interest Income	420	0	96
TOTAL REVENUES	\$ 314,833	\$ 247,912	\$ 267,312
EXPENDITURES			
Maintenance/Security Expenditures			
Engineering/Inspections	1,800	0	0
Engineering - Special Projects	9,000	0	0
Community Security	9,000	0	0
FP&L Meter/Mailbox Area	4,200	0	0
Street/Roadway Drainage Maintenance	3,600	0	0
Maintenance/Contingency	4,800	0	690
Tract Q Improvements/Upgrades	39,000	0	25,544
Total Maintenance Expenditures	\$ 71,400	\$ -	\$ 26,234
Administrative Expenditures			
Supervisor Fees	6,000	0	800
Payroll Taxes (Employer)	471	0	61
Management	28,152	2,346	7,038
Secretarial And Field Operations	6,000	500	1,500
Legal	4,000	0	0
Assessment Roll	7,500	0	0
Audit Fees	3,700	0	0
Insurance	6,600	0	5,750
Legal Advertisements	750	0	0
Miscellaneous	1,750	81	582
Postage	375	4	25
Office Supplies	500	32	90
Dues & Subscriptions	175	0	175
Trustee Fees	3,000	0	0
Continuing Disclosure Fee	500	0	0
Website Management	1,500	125	375
Total Administrative Expenditures	\$ 70,973	\$ 3,088	\$ 16,396
TOTAL EXPENDITURES	\$ 142,373	\$ 3,088	\$ 42,630
REVENUES LESS EXPENDITURES	\$ 172,460	\$ 244,824	\$ 224,682
BOND PAYMENTS	(153,596)	(122,640)	(132,080)
BALANCE	\$ 18,864	\$ 122,184	\$ 92,602
COUNTY APPRAISER & TAX COLLECTOR FEE	(6,288)	(2,380)	(2,565)
DISCOUNTS FOR EARLY PAYMENTS	(12,576)	(9,917)	(10,720)
EXCESS/ (SHORTFALL)	\$ -	\$ 109,887	\$ 79,317
CARRYOVER FROM PRIOR YEAR	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 109,887	\$ 79,317
Bank Balance As Of 11/30/17	\$ 397,088.09		
Funds Received: 12/1/17 - 12/31/17	\$ 235,614.92		
Disbursements: 12/1/17 - 12/31/17	\$ 30,513.94		
Bank Balance As Of 12/31/17	\$ 602,189.07		
Accounts Payable As Of 12/31/17	\$ 133,958.02		
Accounts Receivable As Of 12/31/17	\$ -		
Available Funds As Of 12/31/17	\$ 468,231.05		