



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 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
March 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. February 5, 2018 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update Regarding Tract Q – Canopy Structure Improvements Project
 - 2. Update Regarding Installation of White Dura Fence – West Side of Tract Q
 - 3. Update Regarding Potential Security Camera Improvements – Tracts A, N & Q
 - 4. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget.....Page 5
- I. Administrative & Operational Matters
 - 1. 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

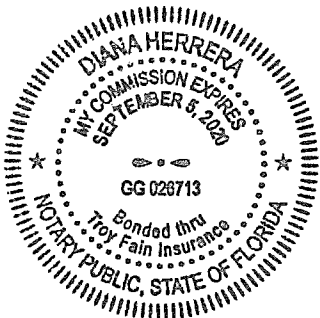
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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.caribepalmedd.org
9/20

17-06/0000258435M

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 5, 2018

NOTE: *The Regular Board Meeting was moved from the Cafeteria Multi-Purpose Room to Room 114. Signs were posted to alert attendees of the meeting location change.*

A. CALL TO ORDER

The February 5, 2018, Regular Board Meeting of the Caribe Palm Community Development District was called to order at 6:56 p.m. in Room 114 at 11350 SW 216th Street, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the February 5, 2018, 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's Carmen Maseda and Robert Fox (arrived at 7:02 p.m.) constituted a quorum and it was in order to proceed with the meeting.

Staff present: District Manager 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. November 6, 2017, Regular Board Meeting

The minutes of the November 6, 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 November 6, 2017, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Tract Q – Canopy Structure Improvements Project

Mr. Silva informed the Board members that Arking Solutions, Inc. (the "Contractor") had completed approximately 95% of the Canopy Structure Improvements Project (the "Project") which included the installation of the cluster box units, the canopy structure and the lighting fixtures within the canopy structure. The Contractor has called Miami-Dade County's (the "County") Public Works Department for the final inspection of the Project but the County's Fire Department now requires the installation of

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 5, 2018

yellow detectable pads on the ramp leading to the concrete pad. The Contractor has completed the installation of the yellow detectable pads and is now working on integrating that aspect of the Project in the construction plans that will be submitted to the County's Fire Department. An update regarding this matter will be provided during the next meeting.

2. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Discussion Regarding Configuration of Cluster Box Units

Mr. Silva stated that the cluster box units were placed in an "L" configuration in order to allow the Homeowner's Association to hold meetings on the newly poured concrete slab which is located on the south side of the original concrete slab. The concern from a couple of Board members is that the configuration of the cluster box units does not look aesthetically pleasing. A discussion ensued after which the Board consensus was to keep the cluster box units in the current configuration that they are in.

2. Discussion Regarding Tract Q perimeter Fence Repairs – Vinyl Fence v. Wooden Fence

Mr. Silva informed the Board members that the wooden fence that is located towards the western boundary of Tract Q has to be repaired due to Hurricane Irma damages. The reason why this topic has come up until now is because of the ambiguity when it came to the ownership entity of the referenced wooden fence. Mr. Torres suggested that the wooden fence be replaced with a vinyl or aluminum fence (white). A discussion ensued after which;

A **motion** was made by Mr. Fox, seconded by Ms. Nicieza and unanimously passed to approve an amount not to exceed \$10,000 for the installation of a white aluminum fence along the western border of Tract Q including the installation of coco plum hedges.

3. Discussion Regarding Potential Security Camera Improvements – Tracts A, N & Q

Mr. Silva informed the Board members that Contractor had installed provisions on the canopy structure which would allow the installation of security cameras. The Contractor had also provided a proposal in the amount of \$4,670 for the installation of security cameras that would focus on the surveillance of the cluster box units and the parking lot area located within Tract Q, as well as SW 230th Terrace & SW 113th Passage. A discussion ensued after which the Board consensus was to direct District management to obtain a revised quote with the addition of cameras to the intersection of SW 230th Terrace & SW 112th Ave (East Entrance) and SW 113th Place & SW 232nd Street. Mr. Silva acknowledged the request and stated that he would obtain a quote for the upcoming meeting.

4. Staff Report, as Required

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 5, 2018

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. FY 2018/2019 Budget Workshop

Mr. Silva stated that a draft fiscal year 2018/2019 proposed budget will be presented at the March 5, 2018, Board meeting. This timeframe will allow the Board to consider special projects and allocate applicable funding prior to adopting a fiscal year 2018/2019 proposed budget

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 7:33 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2018/2019; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Caribe Palm Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2018/2019 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2018/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for May 7, 2017 at 6:45 p.m. in the Cafeteria Multi-Purpose Meeting Room in the Goulds Park Gymnasium Building located at 11350 S.W. 216th Street, Miami, Florida 33170, for the purpose of receiving public comments on the Proposed Fiscal Year 2018/2019 Budget.

PASSED, ADOPTED and EFFECTIVE this 5th day of March, 2018.

ATTEST:

**CARIBE PALM
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Caribe Palm
Community Development District

**Proposed Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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- II DETAILED PROPOSED BUDGET
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- IV ASSESSMENT COMPARISON

PROPOSED BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET
REVENUES	
Administrative Assessments	77,240
Maintenance Assessments	71,170
Debt Assessments	161,614
Other Revenues	0
Interest Income	480
TOTAL REVENUES	\$ 310,504
EXPENDITURES	
Maintenance Expenditures	
Engineering/Inspections	2,800
Engineering - Special Projects	3,000
Community Security	6,000
Security Cameras/MTE/Upkeep	15,000
FP&L Meter/Mailbox Area	4,200
Street/Roadway Drainage Maintenance	4,200
Maintenance/Contingency	4,200
Tract Q Improvements/Upgrades	27,500
Total Maintenance Expenditures	\$ 66,900
Administrative Expenditures	
Supervisor Fees	6,000
Payroll Taxes (Employer)	471
Management	28,740
Secretarial And Field Operations	6,600
Legal	4,000
Assessment Roll	7,500
Audit Fees	3,700
Insurance	7,200
Legal Advertisements	700
Miscellaneous	2,000
Postage	350
Office Supplies	500
Dues & Subscriptions	175
Trustee Fees	3,150
Continuing Disclosure Fee	500
Website Management	1,500
Total Administrative Expenditures	\$ 73,086
TOTAL EXPENDITURES	\$ 139,986
REVENUES LESS EXPENDITURES	\$ 170,518
Bond Payments	(151,917)
BALANCE	\$ 18,601
County Appraiser & Tax Collector Fee	(6,200)
Discounts For Early Payments	(12,401)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	70,960	75,056	77,240	Expenditures Less Interest/.94
Maintenance Assessments	83,830	75,957	71,170	Expenditures/.94
Debt Assessments	176,572	163,400	161,614	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	674	420	480	Interest Estimated At \$40 Per Month
TOTAL REVENUES	\$ 332,036	\$ 314,833	\$ 310,504	
EXPENDITURES				
Maintenance Expenditures				
Engineering/Inspections	1,090	1,800	2,800	\$1,000 Increase From 2017/2018 Budget
Engineering - Special Projects	8,750	9,000	3,000	\$6,000 Decrease From 2017/2018 Budget
Community Security	0	9,000	6,000	\$3,000 Decrease From 2017/2018 Budget
Security Cameras/MTE/Upkeep	0	0	15,000	Security Cameras/MTE/Upkeep
FP&L Meter/Mailbox Area	0	4,200	4,200	No Change From 2017/2018 Budget
Street/Roadway Drainage Maintenance	1,417	3,600	4,200	\$600 Increase From 2017/2018 Budget
Maintenance/Contingency	400	4,800	4,200	\$600 Decrease From 2017/2018 Budget
Tract Q Improvements/Upgrades	60,804	39,000	27,500	\$11,500 Decrease From 2017/2018 Budget
Total Maintenance Expenditures	\$ 72,461	\$ 71,400	\$ 66,900	
Administrative Expenditures				
Supervisor Fees	6,200	6,000	6,000	No Change From 2017/2018 Budget
Payroll Taxes (Employer)	474	471	471	Supervisor Fees *7.65%
Management	27,576	28,152	28,740	CPI Adjustment
Secretarial And Field Operations	5,000	6,000	6,600	\$600 Increase From 2017/2018 Budget
Legal	0	4,000	4,000	No Change From 2017/2018 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,700	3,700	Accepted Amount For 2017/2018 Audit
Insurance	5,457	6,600	7,200	Insurance Estimate
Legal Advertisements	282	750	700	\$50 Decrease From 2017/2018 Budget
Miscellaneous	1,291	1,750	2,000	\$250 Increase From 2017/2018 Budget
Postage	239	375	350	\$25 Decrease From 2017/2018 Budget
Office Supplies	657	500	500	No Change From 2017/2018 Budget
Dues & Subscriptions	175	175	175	No Change From 2017/2018 Budget
Trustee Fees	3,000	3,000	3,150	\$3,000 Annual Fee Plus 5 Percent Trustee Costs
Continuing Disclosure Fee	350	500	500	No Change From 2017/2018 Budget
Website Management	1,500	1,500	1,500	No Change From 2017/2018 Budget
Total Administrative Expenditures	\$ 63,301	\$ 70,973	\$ 73,086	
TOTAL EXPENDITURES	\$ 135,762	\$ 142,373	\$ 139,986	
REVENUES LESS EXPENDITURES	\$ 196,274	\$ 172,460	\$ 170,518	
Bond Payments	(168,383)	(153,596)	(151,917)	2019 P & I Payments Less Earned Interest
BALANCE	\$ 27,891	\$ 18,864	\$ 18,601	
County Appraiser & Tax Collector Fee	(3,192)	(6,288)	(6,200)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(12,149)	(12,576)	(12,401)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 12,550	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 12,550	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
Interest Income	408	25	50	Projected Interest For FY 2018/2019
NAV Tax Collection	168,383	153,596	151,917	Maximum Debt Service Collection
Total Revenues	\$ 168,791	\$ 153,621	\$ 151,967	
EXPENDITURES				
Principal Payments	55,000	73,000	77,000	Principal Payment Due In 2019
Interest Payments	112,613	76,213	72,588	Interest Payments Due In 2019
Bond Redemption	0	4,408	2,379	Bond Redemption
TOTAL EXPENDITURES	\$ 167,613	\$ 153,621	\$ 151,967	
EXCESS/ (SHORTFALL)	\$ 1,178	\$ -	\$ -	

Series 2017 Bond Refunding Information

Original Par Amount =	\$1,870,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.5% - 4.5%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	July 2017		
Maturity Date =	May 2035		
Par Amount As Of 1/1/18 =	\$1,870,000		

**Caribe Palm Community Development District
Assessment Comparison**

	Fiscal Year 2015/2016 Assessment <u>Before Discount*</u>	Fiscal Year 2016/2017 Assessment <u>Before Discount*</u>	Fiscal Year 2017/2018 Assessment <u>Before Discount*</u>	Fiscal Year 2018/2019 Projected Assessment <u>Before Discount*</u>
Administrative For Twenty Three Foot Lots	\$ 224.10	\$ 238.59	\$ 253.57	\$ 260.95
Maintenance For Twenty Three Foot Lots	\$ 383.84	\$ 283.21	\$ 256.61	\$ 240.44
<u>Debt For Twenty Three Foot Lots</u>	<u>\$ 549.08</u>	<u>\$ 538.71</u>	<u>\$ 500.00</u>	<u>\$ 493.08</u>
Total For Twenty Three Foot Lots	\$ 1,157.02	\$ 1,060.51	\$ 1,010.18	\$ 994.47
Administrative For Fifty Foot Lots	\$ 224.10	\$ 238.59	\$ 253.57	\$ 260.95
Maintenance For Fifty Foot Lots	\$ 383.84	\$ 283.21	\$ 256.61	\$ 240.44
<u>Debt For Fifty Foot Lots</u>	<u>\$ 673.67</u>	<u>\$ 660.95</u>	<u>\$ 610.00</u>	<u>\$ 604.96</u>
Total For Fifty Foot Lots	\$ 1,281.61	\$ 1,182.75	\$ 1,120.18	\$ 1,106.35

* Assessments Include the Following :

-
- 4% Discount for Early Payments
 - 1% County Tax Collector Fee
 - 1% County Property Appraiser Fee

Community Information:

Twenty Three Foot Lots	156
<u>Fifty Foot Lots</u>	<u>140</u>
Total Units	296