



**CARIBE PALM  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 4, 2019  
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**  
February 4, 2019  
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. December 3, 2018 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update Regarding Security Camera Improvements Project– Phase II
  - 2. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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 2018/2019 REGULAR MEETING SCHEDULE

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

09/21/2018

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.

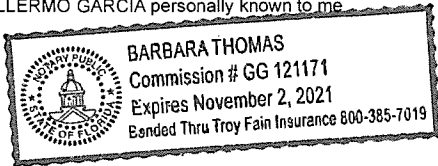
*Guillermo Garcia*

Sworn to and subscribed before me this  
21 day of SEPTEMBER, A.D. 2018

*Barbara Thomas*

(SEAL)

GUILLERMO GARCIA personally known to me



**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019 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 1, 2018
- November 5, 2018
- December 3, 2018
- February 4, 2019
- March 4, 2019
- April 1, 2019
- May 6, 2019
- June 3, 2019
- August 5, 2019

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)  
8/21

18-122/0000348225M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 3, 2018**

**A. CALL TO ORDER**

The December 3, 2018, Regular Board Meeting of the Caribe Palm Community Development District (the "District") was called to order at 6:49 p.m. in Computer Room #114 at 11350 SW 216<sup>th</sup> Street, Miami, Florida 33170.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the December 3, 2018, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 21, 2018, as part of the District's Fiscal Year 2018/2019 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 Supervisors Carmen Maseda and Robert Fox 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 in attendance was Madeline Martin, Miami, Florida.

**D. CONSIDER APPOINTMENT TO FILL VACANCY IN SEAT NO. 3**

Mr. Silva stated that there was a vacancy in Seat #3 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. Ms. Madeline Martin, a qualified elector residing within the boundaries of the District, stated that she 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 Madeline Martin to serve the remainder of the unexpired 4-year term of office in Seat #3, and this term of office will expire in November 2020.

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to Ms. Martin and reminded the appointed Board Member of her duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure (**2017 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**

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 - Madeline Martin, Carmen Maseda, Robert Fox, Neil Kalin & Gloria Perez

A discussion ensued after which:

A **motion** was made by Mr. Torres, seconded by Ms. Maseda 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. October 1, 2018, Regular Board Meeting**

The minutes of the October 1, 2018, Regular Board Meeting were presented and the Board was asked if there were any changes. There being no changes, a **motion** was made by Ms. Maseda, seconded by Mr. Fox and unanimously passed approving the minutes of the October 1, 2018, Regular Board Meeting, as presented.

## **J. OLD BUSINESS**

### **1. Update Regarding Security Cameras Improvements Project – Regions Security**

Mr. Silva advised that Phase I of the Security Camera Improvements Project had been completed. Mr. Silva acknowledged that the remote access to the cameras located within the canopy structure was working properly and that remote access could be granted to any Member of the Board who might be interested.

On the other hand, Regions Security (the “Contractor”) was unable to obtain a proposal from an electrical contractor for the installation of electrical improvements to the proposed security cameras posts that will be installed at the east and west entrance/exit to the District (Phase II), mainly because the scope of services was small. As a result, Regions submitted a revised proposal, which provided for solar panels as an alternative source of power to the aforementioned cameras. Mr. Silva clarified that the cost of the

aluminum posts was not included in the proposal provided by the Contractor, so the aluminum posts would have to be purchased from another contractor. A discussion ensued after which;

A **motion** was made Ms. Nicieza, seconded by Ms. Maseda and unanimously passed approving the proposal provided by Regions Security pertaining to the installation of solar panels and security cameras within Phase II of the Security Cameras Improvements Project and for the purchase of aluminum posts in an amount not to exceed \$30,000.

**K. NEW BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**L. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

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

Mr. Silva state that unless there was an emergency, the Board would not need to meet until after the New Year. Holiday greetings were exchanged by those in attendance.

**M. 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 adjourning the Regular Board Meeting at 7:11 p.m.

---

Secretary/Assistant Secretary

---

Chairperson/Vice Chairperson

**RESOLUTION NO. 2019-01**

**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 2019/2020; 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 2019/2020 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 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2019 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 2019/2020 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 4<sup>th</sup> day of February, 2019.

**ATTEST:**

**CARIBE PALM  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Caribe Palm  
Community Development District

**Proposed Budget For  
Fiscal Year 2019/2020  
October 1, 2019 - September 30, 2020**



# **CONTENTS**

- I        PROPOSED BUDGET**
- II       DETAILED PROPOSED BUDGET**
- III      DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV      ASSESSMENT COMPARISON**

**PROPOSED BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	<b>FISCAL YEAR 2019/2020 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	78,586
Maintenance Assessments	49,681
Debt Assessments	161,614
Other Revenues	0
Interest Income	480
<b>TOTAL REVENUES</b>	<b>\$ 290,361</b>
<b>EXPENDITURES</b>	
<b>Maintenance Expenditures</b>	
Engineering/Inspections	2,800
Engineering - Special Projects	3,000
Community Security	6,000
Security Cameras/MTE/Upkeep	12,000
FP&L Meter/Mailbox Area	4,200
Street/Roadway Drainage Maintenance	4,200
Maintenance/Contingency	14,500
Tract Q Improvements/Upgrades	0
<b>Total Maintenance Expenditures</b>	<b>\$ 46,700</b>
<b>Administrative Expenditures</b>	
Supervisor Fees	6,000
Payroll Taxes (Employer)	471
Management	29,280
Secretarial And Field Operations	7,200
Legal	4,000
Assessment Roll	7,500
Audit Fees	3,800
Insurance	7,200
Legal Advertisements	650
Miscellaneous	2,000
Postage	325
Office Supplies	500
Dues & Subscriptions	175
Trustee Fees	3,150
Continuing Disclosure Fee	350
Website Management	1,750
<b>Total Administrative Expenditures</b>	<b>\$ 74,351</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 121,051</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 169,310</b>
Bond Payments	(151,917)
<b>BALANCE</b>	<b>\$ 17,393</b>
County Appraiser & Tax Collector Fee	(5,798)
Discounts For Early Payments	(11,595)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	75,420	77,240	78,586	Expenditures Less Interest/.94
Maintenance Assessments	75,957	71,170	49,681	Expenditures/.94
Debt Assessments	163,400	161,614	161,614	Bond Payments/.94
Other Revenues	641	0	0	
Interest Income	680	480	480	Interest Estimated At \$40 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 316,098</b>	<b>\$ 310,504</b>	<b>\$ 290,361</b>	
<b>EXPENDITURES</b>				
<b>Maintenance Expenditures</b>				
Engineering/Inspections	1,190	2,800	2,800	No Change From 2018/2019 Budget
Engineering - Special Projects	0	3,000	3,000	No Change From 2018/2019 Budget
Community Security	0	6,000	6,000	No Change From 2018/2019 Budget
Security Cameras/MTE/Upkeep	21,352	15,000	12,000	\$3,000 Decrease From 2018/2019 Budget
FP&L Meter/Mailbox Area	215	4,200	4,200	No Change From 2018/2019 Budget
Street/Roadway Drainage Maintenance	0	4,200	4,200	No Change From 2018/2019 Budget
Maintenance/Contingency	5,044	4,200	14,500	\$10,300 Increase From 2018/2019 Budget
Tract Q Improvements/Upgrades	47,209	27,500	0	Line Item Eliminated
<b>Total Maintenance Expenditures</b>	<b>\$ 75,010</b>	<b>\$ 66,900</b>	<b>\$ 46,700</b>	
<b>Administrative Expenditures</b>				
Supervisor Fees	4,800	6,000	6,000	No Change From 2018/2019 Budget
Payroll Taxes (Employer)	367	471	471	Supervisor Fees *7.65%
Management	28,152	28,740	29,280	CPI Adjustment
Secretarial And Field Operations	6,000	6,600	7,200	\$600 Increase From 2018/2019 Budget
Legal	0	4,000	4,000	No Change From 2018/2019 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,700	3,700	3,800	\$100 Increase From 2018/2019 Budget
Insurance	5,750	7,200	7,200	Insurance Estimate
Legal Advertisements	355	700	650	\$50 Decrease From 2018/2019 Budget
Miscellaneous	1,252	2,000	2,000	No Change From 2018/2019 Budget
Postage	215	350	325	\$25 Decrease From 2018/2019 Budget
Office Supplies	439	500	500	No Change From 2018/2019 Budget
Dues & Subscriptions	175	175	175	No Change From 2018/2019 Budget
Trustee Fees	3,150	3,150	3,150	\$3,000 Annual Fee Plus 5 Percent Trustee Costs
Continuing Disclosure Fee	350	500	350	\$150 Decrease From 2018/2019 Budget
Website Management	1,500	1,500	1,750	\$250 Increase From 2018/2019 Budget
<b>Total Administrative Expenditures</b>	<b>\$ 63,705</b>	<b>\$ 73,086</b>	<b>\$ 74,351</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,715</b>	<b>\$ 139,986</b>	<b>\$ 121,051</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 177,383</b>	<b>\$ 170,518</b>	<b>\$ 169,310</b>	
Bond Payments	(156,447)	(151,917)	(151,917)	2020 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 20,936</b>	<b>\$ 18,601</b>	<b>\$ 17,393</b>	
County Appraiser & Tax Collector Fee	(3,030)	(6,200)	(5,798)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,577)	(12,401)	(11,595)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 6,329</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 6,329</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
<b>REVENUES</b>				
Interest Income	1,484	50	100	Projected Interest For FY 2019/2020
NAV Tax Collection	156,447	151,917	151,917	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 157,931</b>	<b>\$ 151,967</b>	<b>\$ 152,017</b>	
<b>EXPENDITURES</b>				
Principal Payments	73,000	77,000	81,000	Principal Payment Due In 2020
Interest Payments	61,829	72,588	69,823	Interest Payments Due In 2020
Bond Redemption	0	2,379	1,194	Bond Redemption
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,829</b>	<b>\$ 151,967</b>	<b>\$ 152,017</b>	
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 23,102</b>	<b>\$ -</b>	<b>\$ -</b>	

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 1/1/19 = \$1,797,000

**Caribe Palm Community Development District  
Assessment Comparison**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020
	Assessment Before Discount*	Assessment Before Discount*	Assessment Before Discount*	Projected Assessment Before Discount*
Administrative For Twenty Three Foot Lots	\$ 238.59	\$ 253.57	\$ 260.95	\$ 265.50
Maintenance For Twenty Three Foot Lots	\$ 283.21	\$ 256.61	\$ 240.44	\$ 167.85
<u>Debt For Twenty Three Foot Lots</u>	\$ 538.71	\$ 500.00	\$ 493.08	\$ 493.08
Total For Twenty Three Foot Lots	\$ <b>1,060.51</b>	\$ <b>1,010.18</b>	\$ <b>994.47</b>	\$ <b>926.43</b>
Administrative For Fifty Foot Lots	\$ 238.59	\$ 253.57	\$ 260.95	\$ 265.50
Maintenance For Fifty Foot Lots	\$ 283.21	\$ 256.61	\$ 240.44	\$ 167.85
<u>Debt For Fifty Foot Lots</u>	\$ 660.95	\$ 610.00	\$ 604.96	\$ 604.96
Total For Fifty Foot Lots	\$ <b>1,182.75</b>	\$ <b>1,120.18</b>	\$ <b>1,106.35</b>	\$ <b>1,038.31</b>

\* 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