



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 5, 2020
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
Silver Palms Mailbox Kiosk
23020 SW 113th Passage
Miami, Florida 33170
REGULAR BOARD MEETING
October 5, 2020
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. August 3, 2020 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2020-05 – Adopting a Fiscal Year 2019/2020 Amended Budget.....Page 5
 - 2. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. General Election Protocol – Seat #3 & Seat #4
- J. Board Member & Staff Closing Comments
- K. Adjourn

Miami Daily Business Review

Sept. 25, 2020

Miscellaneous Notices

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020/2021 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 Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170, at 6:45 p.m. on the following dates:

October 5, 2020

November 2, 2020

March 1, 2021

April 5, 2021

May 5, 2021

June 7, 2021

August 2, 2021

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
9/25 20-62/0000489431M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
AUGUST 3, 2020**

Note: The Caribe Palm Community Development District (the “District”) Regular Board Meeting is being held via technological means as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Nancy Nguyen called the August 3, 2020, Regular Board Meeting of Caribe Palm Community Development District (the “District”) to order at approximately 6:45 p.m. via technological means pursuant to Executive Orders 20-52, 20-69, 20-112, 20-114 and 20-150 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 8, 2020 and June 24, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the August 3, 2020, Regular Board Meeting had been published in the *Miami Daily Business Review* on July 27, 2020, as legally required.

C. ESTABLISH A QUORUM

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

Also in attendance was District Manager Nancy Nguyen of Special District Services, Inc.

D. ADDITIONS OR DELETIONS TO AGENDA

Mr. Fox requested that a discussion regarding the sidewalks be added to the agenda. Ms. Nguyen acknowledged the request and informed the Board that the following item would be added:

New Business, Item 2 – Discussion Regarding Sidewalks

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. July 6, 2020, Regular Board Meeting

The minutes of the July 6 2020, 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 Ms.

Nicieza and unanimously passed to approve the minutes of the July 6, 2020, Regular Board Meeting, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time

H. NEW BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time

2. ADD-ON: Discussion Regarding Sidewalks

Ms. Nguyen informed the Board that the sidewalks are not owned by the District. The Board acknowledged the ownership of the sidewalks. The Board informed Ms. Nguyen that there are several sidewalks that are not leveled and are causing trip hazards. The Board requested that Mr. Silva assist the Property Manager, Natalie Ceden, with an inspection of the sidewalks and assist in reporting the locations to Miami-Dade County for correction. Ms. Nguyen informed the Board that she would send the request to Mr. Silva.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until October 5, 2020.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

The Board requested an update on the Surveillance Camera Improvements (Phase II) Project (the "Project"). Ms. Nguyen informed the Board that FPL has finalized the power connections for the Project on the intersection of SW 113th Place and SW 229th Terrace. Regions Security will be finalizing the connection from the surveillance cameras to the power source within the next two (2) weeks. Ms. Nguyen added that the login credentials for the surveillance camera video will be provided to the Board by Mr. Silva. More information on this will be provided at a future meeting.

The Board requested that updates be provided by Mr. Silva via email for the following items:

- Painting of the internet box
- Update on trimming of bushes next to the surveillance camera near the lift station

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Maseda, seconded by Mr. Torres and unanimously passed to adjourn the Regular Board Meeting at 6:56 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 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 2019/2020 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 5th day of October, 2020.

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 2019/2020
October 1, 2019 - September 30, 2020**

CONTENTS

- 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 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 8/31/20
REVENUES			
Administrative Assessments	77,948	78,472	78,472
Maintenance Assessments	61,510	61,510	61,510
Debt Assessments	161,614	161,614	161,614
Other Revenues	0	0	0
Interest Income	480	3,420	3,416
Total Revenues	\$ 301,552	\$ 305,016	\$ 305,012
EXPENDITURES			
Maintenance/Security Expenditures			
Engineering/Inspections	2,800	1,390	1,390
Engineering - Special Projects	3,000	500	0
Community Security	6,000	500	0
Security Cameras/MTE/Upkeep	12,000	11,000	9,820
FP&L Meter/Mailbox Area	4,200	1,000	332
Street/Roadway Drainage Maintenance	4,200	2,000	1,700
Maintenance/Contingency	25,620	7,500	3,469
Total Maintenance Expenditures	\$ 57,820	\$ 23,890	\$ 16,711
Administrative Expenditures			
Supervisor Fees	6,000	4,800	4,800
Payroll Taxes - Employer	471	367	367
Management	29,280	29,280	26,840
Secretarial And Field Operations	6,600	6,600	6,050
Legal	4,000	1,000	0
Assessment Roll	7,500	7,500	0
Audit Fees	3,800	3,400	3,400
Insurance	7,200	5,603	5,603
Legal Advertisements	650	650	380
Miscellaneous	2,000	1,500	1,138
Postage	325	140	124
Office Supplies	500	275	235
Dues & Subscriptions	175	175	175
Trustee Fee	3,150	3,150	3,150
Continuing Disclosure Fee	350	350	0
Website Management	1,750	1,750	1,605
Total Administrative Expenditures	\$ 73,751	\$ 66,540	\$ 53,867
Total Expenditures	\$ 131,571	\$ 90,430	\$ 70,578
Revenue Less Expenditures	\$ 169,981	\$ 214,586	\$ 234,434
Bond Payments	(151,917)	(154,172)	(154,172)
Balance	\$ 18,064	\$ 60,414	\$ 80,262
County Appraiser & Tax Collector Fee	(6,021)	(2,905)	(2,905)
Discounts For Early Payments	(12,043)	(10,943)	(10,943)
EXCESS/ (SHORTFALL)	\$ -	\$ 46,566	\$ 66,414
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ 46,566	\$ 66,414

FUND BALANCE AS OF 9/30/19	
FY 2019/2020 ACTIVITY	
FUND BALANCE AS OF 9/30/20	

\$453,204
\$46,566
\$499,770

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

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 8/31/20
REVENUES			
Interest Income	100	2,338	2,337
NAV Tax Collection	151,917	154,172	154,172
Total Revenues	\$ 152,017	\$ 156,510	\$ 156,509
EXPENDITURES			
Principal Payments	81,000	81,000	81,000
Interest Payments	69,823	71,240	71,240
Bond Redemption	1,194	0	0
Total Expenditures	\$ 152,017	\$ 152,240	\$ 152,240
EXCESS/ (SHORTFALL)	\$ -	\$ 4,270	\$ 4,269

FUND BALANCE AS OF 9/30/19	\$131,215
FY 2019/2020 ACTIVITY	\$4,270
FUND BALANCE AS OF 9/30/20	\$135,485

Note*: Reserve Fund Balance = \$79,636. Revenue Fund Balance = \$55,849.
Revenue Fund Balance To Be Used To Make 11/1/2020 Interest Payment Of \$34,203.
* 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 9/30/20 =	\$1,639,000	