



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
MAY 3, 2021
6:45 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.caribepalmcdd.org

786.303.3661 Telephone
877.SDS.4922 Toll Free
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AGENDA
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
Silver Palms Mailbox Kiosk
23020 SW 113th Passage
Miami, Florida 33170
REGULAR BOARD MEETING & PUBLIC HEARING
May 3, 2021
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. April 5, 2021 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 4
 - 2. Receive Public Comments on Fiscal Year 2021/2022 Final Budget
 - 3. Consider Resolution No. 2021-05 – Adopting a Fiscal Year 2021/2022 Final Budget.....Page 5
- H. Old Business
 - 1. Update Regarding Main Entrance Pergola
- I. New Business
- J. Administrative & Operational Matters
 - 1. Staff Report as Required
- K. Board Member & Staff Closing Comments
- L. Adjourn

Publication Date
2021-04-20

Subcategory
Miscellaneous Notices

NOTICE OF PUBLIC HEARING
AND REGULAR BOARD MEETING
OF THE CARIBE PALM COMMUNITY
DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Caribe Palm Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 3, 2021, at 6:45 p.m., or as soon thereafter as the meeting can be heard, at the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2021/2022 Proposed Final Budget. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board Members will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board Members may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Caribe Palm Community Development District
www.caribepalmcdd.org
4/13-20 21-04/0000523596M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 5, 2021**

A. CALL TO ORDER

Mr. Silva called the April 5, 2021, Regular Board Meeting of the District to order at 6:46 p.m. at the Silver Palms' Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the April 5, 2021, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 25, 2020, as part of the District's Fiscal Year 2020/2021 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 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 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. March 1, 2021, Regular Board Meeting

The minutes of the March 1, 2021, 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. Nicieza, seconded by Ms. Maseda and unanimously passed to approve the minutes of the March 1, 2021, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Upgrade to Security Cameras

Mr. Silva informed the Board that E.R. Security Consultants ("ERSC") is awaiting the receipt of an antenna that was ordered to connect the cameras from the lift station to the main DVR in the mailbox kiosk. Mr. Silva also stated that ERSC had installed a new license plate recognition camera in the main entrance that would capture the license plate information of vehicles entering/exiting the community. More information regarding the upgrade to the cameras system will be provided at an upcoming meeting.

2. Update Regarding Replacement of Pergola – Tract A & N (Entrance Feature Tracts)

Mr. Silva informed the Board that District Field Staff had investigated if the current entrance feature pergola had been installed with a permit and Miami-Dade County (the “County”) confirmed that they were constructed with an approved Entrance Feature Application and permit. Mr. Silva stated that the cost of rebuilding the pergola according to the already approved design would be about \$7,000 more economical than going with a new design and new Entrance Feature Application. With that said, Mr. Silva provided the following proposals for replacing the old pergolas with new aluminum based pergolas.

- Vita Construction LLC: \$13,886
- American Aluminum Fabricators: \$11,296.36
- Gopelia: \$11,472.21

A discussion ensued after which:

A **motion** was made by Mr. Torres, seconded by Ms. Maseda and unanimously passed approving an amount not to exceed \$15,000 for the installation of two (2) new pergolas according to the already approved plans; subject to obtaining a quote from Arking Solutions as they were the contractor who originally built the canopy feature for the mailbox kiosk.

H. NEW BUSINESS

1. Staff Report as Required

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

Mr. Silva stated that the District Records will now be filed in the Special District Services, Inc. – Kendall Branch Office located at 8785 SW 165 Avenue, Suite 200, Miami, Florida, 33193.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no further 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 7:38 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Publication Date
2021-04-20

Subcategory
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Caribe Palm Community Development District
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4/13-20 21-04/0000523596M

RESOLUTION NO. 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2021/2022 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Caribe Palm Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2021/2022 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2021/2022 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The 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 3rd day of April, 2021.

ATTEST:

**CARIBE PALM
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Caribe Palm
Community Development District

**Final Budget For
Fiscal Year 2021/2022
October 1, 2021 - September 30, 2022**

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FINAL BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2021/2022 BUDGET
REVENUES	
Administrative Assessments	79,869
Maintenance Assessments	59,383
Debt Assessments	161,614
Other Revenues	0
Interest Income	720
TOTAL REVENUES	\$ 301,586
EXPENDITURES	
Maintenance Expenditures	
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	23,620
Total Maintenance Expenditures	\$ 55,820
Administrative Expenditures	
Supervisor Fees	8,000
Payroll Taxes (Employer)	612
Management	30,360
Secretarial And Field Operations	6,600
Legal	4,000
Assessment Roll	7,500
Audit Fees	3,600
Insurance	6,600
Legal Advertisements	650
Miscellaneous	1,700
Postage	275
Office Supplies	475
Dues & Subscriptions	175
Trustee Fees	3,150
Continuing Disclosure Fee	350
Website Management	1,750
Total Administrative Expenditures	\$ 75,797
TOTAL EXPENDITURES	\$ 131,617
REVENUES LESS EXPENDITURES	\$ 169,969
Bond Payments	(151,917)
BALANCE	\$ 18,052
County Appraiser & Tax Collector Fee	(6,017)
Discounts For Early Payments	(12,035)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2019/2020 ACTUAL	FISCAL YEAR 2020/2021 BUDGET	FISCAL YEAR 2021/2022 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	78,472	79,913	79,869	Expenditures Less Interest/.94
Maintenance Assessments	61,510	59,383	59,383	Expenditures/.94
Debt Assessments	161,614	161,614	161,614	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	3,523	720	720	Interest Estimated At \$60 Per Month
TOTAL REVENUES	\$ 305,119	\$ 301,630	\$ 301,586	
EXPENDITURES				
Maintenance Expenditures				
Engineering/Inspections	1,390	2,800	2,800	No Change From 2020/2021 Budget
Engineering - Special Projects	0	3,000	3,000	No Change From 2020/2021 Budget
Community Security	0	6,000	6,000	No Change From 2020/2021 Budget
Security Cameras/MTE/Upkeep	9,929	12,000	12,000	No Change From 2020/2021 Budget
FP&L Meter/Mailbox Area	351	4,200	4,200	No Change From 2020/2021 Budget
Street/Roadway Drainage Maintenance	1,700	4,200	4,200	No Change From 2020/2021 Budget
Maintenance/Contingency	3,469	23,620	23,620	No Change From 2020/2021 Budget
Total Maintenance Expenditures	\$ 16,839	\$ 55,820	\$ 55,820	
Administrative Expenditures				
Supervisor Fees	4,800	8,000	8,000	Supervisor Fees
Payroll Taxes (Employer)	367	612	612	Supervisor Fees *7.65%
Management	29,280	29,952	30,360	CPI Adjustment
Secretarial And Field Operations	6,600	6,600	6,600	No Change From 2020/2021 Budget
Legal	0	4,000	4,000	No Change From 2020/2021 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,400	3,500	3,600	Accepted Amount For 2020/2021 Audit
Insurance	5,603	6,800	6,600	Insurance Estimate
Legal Advertisements	486	650	650	No Change From 2020/2021 Budget
Miscellaneous	1,148	2,000	1,700	\$300 Decrease From 2020/2021 Budget
Postage	134	300	275	\$25 Decrease From 2020/2021 Budget
Office Supplies	238	500	475	\$25 Decrease From 2020/2021 Budget
Dues & Subscriptions	175	175	175	No Change From 2020/2021 Budget
Trustee Fees	3,150	3,150	3,150	No Change From 2020/2021 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2020/2021 Budget
Website Management	1,750	1,750	1,750	No Change From 2020/2021 Budget
Total Administrative Expenditures	\$ 64,981	\$ 75,839	\$ 75,797	
TOTAL EXPENDITURES	\$ 81,820	\$ 131,659	\$ 131,617	
REVENUES LESS EXPENDITURES	\$ 223,299	\$ 169,971	\$ 169,969	
Bond Payments	(154,172)	(151,917)	(151,917)	2022 P & I Payments Less Earned Interest
BALANCE	\$ 69,127	\$ 18,054	\$ 18,052	
County Appraiser & Tax Collector Fee	(2,905)	(6,018)	(6,017)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(10,943)	(12,036)	(12,035)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 55,279	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 55,279	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2019/2020 ACTUAL	FISCAL YEAR 2020/2021 BUDGET	FISCAL YEAR 2021/2022 BUDGET	COMMENTS
REVENUES				
Interest Income	2,338	200	25	Projected Interest For FY 2021/2022
NAV Tax Collection	154,172	151,917	151,917	Maximum Debt Service Collection
Total Revenues	\$ 156,510	\$ 152,117	\$ 151,942	
EXPENDITURES				
Principal Payments	81,000	85,000	83,000	Principal Payment Due In 2022
Interest Payments	71,240	66,918	63,978	Interest Payments Due In 2022
Bond Redemption	0	199	4,964	Bond Redemption
TOTAL EXPENDITURES	\$ 152,240	\$ 152,117	\$ 151,942	
EXCESS/ (SHORTFALL)	\$ 4,270	\$ -	\$ -	

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 1/1/21 = \$1,639,000

**Caribe Palm Community Development District
Assessment Comparison**

	Fiscal Year 2018/2019 Assessment Before Discount*	Fiscal Year 2019/2020 Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Projected Assessment Before Discount*
Administrative For Twenty Three Foot Lots	\$ 260.95	\$ 263.34	\$ 269.99	\$ 269.83
Maintenance For Twenty Three Foot Lots	\$ 240.44	\$ 207.81	\$ 200.62	\$ 200.62
<u>Debt For Twenty Three Foot Lots</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>
Total For Twenty Three Foot Lots	\$ 994.47	\$ 964.23	\$ 963.69	\$ 963.53
Administrative For Fifty Foot Lots	\$ 260.95	\$ 263.34	\$ 269.99	\$ 269.83
Maintenance For Fifty Foot Lots	\$ 240.44	\$ 207.81	\$ 200.62	\$ 200.62
<u>Debt For Fifty Foot Lots</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>
Total For Fifty Foot Lots	\$ 1,106.35	\$ 1,076.11	\$ 1,075.57	\$ 1,075.41

* 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