



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 5, 2024
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
561.630.4923 Facsimile

AGENDA
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
Silver Palms Mailbox Kiosk
23020 SW 113th Passage
Miami, Florida 33170
REGULAR BOARD MEETING
February 5, 2024
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. January 8, 2024 Special Board Meeting.....	Page 2
G. Old Business	
1. Update Regarding Installation of LPR Cameras and Upgrades	
2. Discussion Regarding Entrance Feature – Painting Proposals.....	Page 4
H. New Business	
1. Consider Resolution No. 2024-01 – Electronic Signature Policy.....	Page 8
I. Administrative & Operational Matters	
1. Legislative Memo 2023 – Required Ethics Training.....	Page 11
J. Board Member & Staff Closing Comments	
K. Adjourn	

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared ROSANA SALGADO, 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, of 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 2023/2024 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

09/25/2023

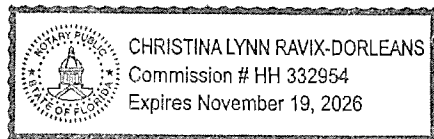
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

[Handwritten Signature]

Sworn to and subscribed before me this
25 day of SEPTEMBER, A.D. 2023

[Handwritten Signature]

(SEAL)
ROSANA SALGADO personally known to me



**CARIBE PALM COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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 2, 2023
- November 6, 2023
- December 4, 2023
- February 5, 2024
- March 4, 2024
- April 1, 2024
- May 6, 2024
- June 3, 2024
- July 1, 2024
- August 5, 2024

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 786-347-2711 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 786-347-2711 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

23-35/0000685112M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JANUARY 8, 2024**

A. CALL TO ORDER

The January 8, 2024, Regular Board Meeting of the Caribe Palm Community Development District (the “District”) was called to order at 6:38 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 January 8, 2024, Regular Board Meeting had been published in the *Miami Daily Business Review* on December 29, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Madeline Martin, Vice Chairperson Merlin Nicieza and Supervisors Carmen Maseda, Hery Morales 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.

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. December 4, 2023, Regular Board Meeting

The minutes of December 4, 2023, 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 approving the minutes of the December 4, 2023, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Installation of LPR Cameras and Upgrades

Mr. Silva stated that WAR Protection One, Inc. has ordered the equipment necessary to commence Phase II of the License Plate Recognition (“LPR”) Cameras Installation Project. The next batch of LPR cameras will be located near the mailbox canopy structure.

2. Discussion Regarding Entrance Feature Paint Colors

Mr. Silva stated that the painting of the entrance feature will cost approximately \$2500-\$3500 and will entail pressure cleaning the entrance feature; filling any holes in the molding; painting with primer; and two coats of color paint. He also stated that he would have the proposals ready for the next meeting.

H. NEW BUSINESS

1. Discussion Regarding Holiday Lighting

Mr. Silva stated that the holiday lighting will be removed before January 15th by the contractor that installed the holiday lights. District Field Staff will remove the holiday décor that the District purchased and it will be stored in the SDS, Inc – Kendall Branch Office.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

There were no administrative or operational matters to discuss at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or staff closing comments at this time.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nicieza, seconded by Ms. Maseda and unanimously passed adjourning the Regular Board Meeting at 7:04 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

KB Company Darien Stuart
11445 Quail Roost Drive
Miami, FL 33157

INVOICE

Armando Silva

Invoice # 0000001
Invoice Date 01/25/2024
Due Date 01/25/2024

Item	Description	Unit Price	Quantity	Amount
Service	Repairs	350.00	1.00	350.00
Service	Pressure Cleaning	625.00	1.00	625.00
Service	Prime	863.00	1.00	863.00
Service	Painting Included	1087.00	1.00	1,087.00
Service	5 year Guarantee	0.00	1.00	0.00
		Subtotal		2,925.00
		Total		2,925.00
		Amount Paid		0.00
		Balance Due		\$2,925.00



LIC# CGC 1524912
 P.O. Box 668260
 Miami, FL 33166

PROPOSAL

<i>Owner Name:</i>	<i>Phone:</i>	<i>Fax:</i>	<i>Date:</i>
Caribe Palm CDD (Contact: Pablo Jerez)	786-413-7150		01/18/24
<i>Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
23019 SW 112 Ct	Miami	FL	33170
<i>Project Name</i>			<i>Proposal No.</i>
Entrance Feature / Monument Sign - Painting			24-003
<i>This proposal is based on drawings by:</i>			
N/A	<i>Date of Plans:</i>		
	N/A		
Email			

***We hereby submit specifications and estimates for:
 Scope of Work:***

	Total
Job Scope	
<ul style="list-style-type: none"> - Preparation for painting Monument signs of Caribe Palm CDD. Pressure wash, Pressure wash, re-caulk all top border joints and concrete masonry patching for concrete cracks if needed. - Products used on site: Sherwin Williams Super Paint, Primer, weatherproof caulking, and weatherproof sealant concrete patching. - Cover up letters, protect trees around them and others if needed. - Apply two coats of primer and three coats of paint - Leave all job site clean at all times - Includes 5 Year Warranty on paint. Does not Include damage caused by someone or by natural disaster 	
<ul style="list-style-type: none"> - Paints Chosen – Scheme 10 – Sherwin Williams: SW6079 Diverse Beige, 2114-10 Bittersweet Chocolate, SW7003 Toque White 	
*Note: This proposal includes all labor and materials	

GENERAL NOTES

- ALL LABOR IS INCLUDED IN THIS PROPOSAL.
- SOIL STATEMENTS OR ADDITIONAL ENGINEERING OR CONSTRUCTION DOCUMENTS, IF NECESSARY, ARE NOT INCLUDED ON THIS PROPOSAL
- MATERIALS ARE INCLUDED UNLESS SPECIFIED.
- TESTING & INSPECTION FEE BY OWNER IF REQUIRED.
- CITY FEE AND ASSOCIATION FEE ARE THE RESPONSIBILITY OF THE OWNER IF REQUIRED.
- PRICE OF WORK IS SUBJECT TO CHANGE ACCORDING TO PLAN SPECIFICATIONS AND / OR CHANGES IN SCOPE OF WORK.

PAYMENT TERMS:

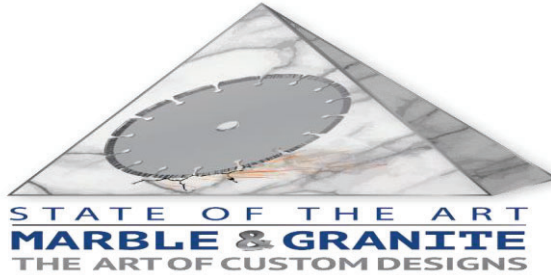
*50% with the acceptance of this proposal.
50% with completion of the project.*

Acceptance: _____

Printed name: _____ Date: _____

ESTIMATE

730 West 28th Street
 Hialeah, FL 33010
 786-823-1243



Date: 1/17/2024
Invoice # 20051

Bill To:

Attn: Armando Silva
 Silver Palms Community
 112 Ave SW 230th Terrace
 Miami, FL 33170
 786-449-8744

Quantity	Description	Unit price	Amount	Total
1	Preparation for painting entry Silver Palms Community Monuments Both sides. Pressure wash, re-caulk all top border joints and concrete masonry patching for concrete cracks if needed.			
1	Products used on site: Sherwin Williams Super Paint, Primer, weatherproof caulking and weatherproof sealant concrete patching.			
1	Cover up letters, protect trees around them and others if needed.			
1	Apply two coats of primer and 3 coats of paint.			
1	Leave all job site clean at all times.			
1	Includes 5 Year Warranty on paint. Does not include damage caused by someone or by natural disaster.			
1	Includes Materials and Labor.			

Make all checks payable to State Of The Art Marble And Granite

If you have any questions concerning this invoice, contact Alexander Gonzalez at 786-823-1243 or email> stateoftheartmarble@gmail.com

Tax	\$	275.25
Total		\$3,290.25
Deposit		1,645.15
Balance due		1,645.15

Thank you for your business!

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Caribe Palm Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 04-146 of the Board of County Commissioners of Miami Dade County, Florida, effective August 6, 2004.; and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

Section 2. The Board of Supervisors of the Caribe Palm Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 5th day of February, 2024.

**CARIBE PALM COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

Deadlines & Recordkeeping

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

Links to Online Training

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics](#). This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida’s Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

[“4-Hour Ethics Course”](#). The “4-Hour Ethics Course” is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida’s Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida’s Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023](#). This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager’s office if and when other training opportunities become available.

Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year’s filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\)](#). You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.